

## Professional training

Convention: as a trainee, you benefit from a convention framework signed by a company established in China, a French company and the Ministry of Social Affairs. You are going to France to improve your professional skills. Your salary will still be paid by your Chinese employer.

Information trainee: you go to France to get information on the company operating system without working. You do not receive any income from the company.

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**Please note that whatever his/her length of stay will be, an applicant who intends to apply for a short stay visa for a professional training, needs to provide an official authorization from the French labour bureau (DIRECCTE – former “DDTEFP”), original + copy (Stating the presence and the status of the person in the company: internship -paid or not-, worker)**

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- Complementary questionnaire for a Schengen visa application
- Two identity photos 2 inches with clear background
- Short stay visa application form original dated and signed by visa applicant
- Passport original + copies of the first 5 pages of the passport, including all the pages which contain visas or stamps
- Hukou original + copy and translation of all the pages which contain information about the applicant and family members
- Original ID card + copy and translation (issued by competent authorities of Shanghai, Anhui, Jiangsu, Zhejiang province). If ID card issued by authorities of another province, resident permit issued by competent authorities of Shanghai, Anhui, Jiangsu, Zhejiang province + copy and translation
- For foreigners living in China: valid working visa copy
- Working certificate original + copy and translation – if the certificate is in Chinese (Original certificate of employer indicating the name and the functions of the interested party, monthly wages, the authorization of absence and financial support for the duration of the stay. On this document must be reproduced the address, phone and fax numbers of the employer, the seal of the company, as well as the signature, the name and the functions of the person in charge who delivered this certificate)
- Company registration license copy and translation
- Invitation letter original + copy (Invitation letter from the inviting company in France specifying: duration of the envisaged stay, the goal of the stay, as well as the detailed program)
- For a trainee benefiting from a convention framework: copy of this convention
- **French labour bureau authorization (DIRECCTE, former «DDTEFP» letter) original + copy (Stating the presence and the status of the person in the company: internship -paid or not-, worker)**
- Proof of accommodation (original + copy):
  - \* Lodging attestation («Attestation d'accueil»)  
This certificate is to be obtained from the local town hall (Mairie) or police station (Gendarmerie or Commissariat de Police) by the person you are visiting in France
- Or
  - \* Hotel booking copy (in French or English) with mention of the hotels' address and applicants' full name, for the whole journey in the Schengen area (only French or English version is accepted - Chinese version is not accepted)

- Round-trip flight ticket booking copy (only French or English version is accepted - Chinese version is not accepted)
- Insurance original + copy and translation (only French or English version is accepted - Chinese version is not accepted)