

#### Business visit

- 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 contains 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 : original resident permit + copy
- Invitation letter original + copy  
(Invitation letter from the inviting company or the host in France specifying: the exact duration of the stay and the meetings, the place of the stay and the meetings, the purpose of the stay, as well as the detailed program)
- 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
- French labor bureau authorization («DDTEFP» letter) original + copy  
(For stay in France upper than 30 days, Stating the presence and the status of the person in the company: internship (paid or not), worker)
- Round-trip flight ticket booking copy (only French or English version is accepted - Chinese version is not accepted)
- Proof of accommodation : 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)
- Insurance original + copy and translation (only French or English version is accepted - Chinese version is not accepted)