



## **Short stay visa (max. 90 days per 180 days period) for: ADS Groups**

### **Where to apply:**

Residents of Mainland China can apply at the Embassy in Beijing or the Consulates General in Shanghai or Guangzhou, according to the ADS MOU and where their passport or Hukou was issued.

### **When to apply:**

Applications shall be lodged no more than six months and no later than 15 calendar days before the start of the intended visit.

### **Travel Agency Information:**

The Chinese Travel Agency is responsible to lodge all information concerning the trip (medical insurance for each participant, accommodation, flight reservation, in bound agency information of the European partner agency, tour guide information, copy of the white badge).

### **Appointment:**

Appointments have to be made with the company VFS Global via the internet address:

<https://visa.vfsglobal.com/chn/en/che>

**The main destination of your visit must be Switzerland**, but the visa issued will permit you to travel in all Schengen countries (unless stated otherwise on the visa).

**In Mainland China a visa fee (equivalent to 80 EUR) and service fee must be paid by bankcard in RMB upon acceptance of your file and is non-refundable.** The visa and service fee is published on the VFS Global website.

## Required documents for ADS clients

Please present your documents in the following order:	
1.	<b>Visa application form</b> , fully completed and signed by the applicant <a href="https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html">https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html</a>
2.	<b>1 passport picture</b> <ul style="list-style-type: none"> <li>- In color, 35x40mm</li> <li>- White or light grey background, undamaged and of recent date</li> </ul>
3.	<b>Passport</b> <ul style="list-style-type: none"> <li>- Valid for at least 3 months beyond the validity of your visa request</li> <li>- With at least two blank visa pages</li> </ul>
4.	<b>Medical insurance</b> Minimum coverage of EUR 30'000, for medical costs and medical repatriation. Insurance Policy must be valid for the whole Schengen area and cover the whole period of stay in Schengen countries, counting from the day of entry into Schengen for the foreseen number of days
5.	<b>For Minors (under 18 years old)</b> <b>Student card &amp; original letter of the school</b> , mentioning: <ul style="list-style-type: none"> <li>- Full address, telephone number of the school</li> <li>- Permission for absence</li> <li>- Name and function of the person giving the permission</li> </ul> <ul style="list-style-type: none"> <li>- Notary Certificate of family relation or proof of guardianship, legalized by MFA</li> <li>- Notary Certificate of permission to travel from both parents or legal guardians (<b>when minor is travelling alone</b>) or <b>the parent or legal guardian not travelling (if minor is travelling with one parent)</b>, legalized by MFA, and <b>when not in China, attested by the relevant authorities in the country of residence</b></li> </ul>
6.	<b>Hukou (no translation)</b> Photocopies of all pages (only for Chinese nationals)
7.	<b>Proof of solvency of the applicant</b> <b>Bank statements from the last 3 months, no deposits</b> <b>For employees:</b> <ul style="list-style-type: none"> <li>- a sealed copy of the business license of the employing company</li> <li>- a letter from the employer (in English, or in Chinese with English translation) on official company paper with stamp, signature, date and clearly mentioning: <ul style="list-style-type: none"> <li>• address, telephone and fax numbers of the employing company</li> <li>• the name and position in the employing company of the countersigning officer</li> <li>• the name of the applicant, position, salary and years of employment</li> <li>• approval for leave or absence</li> </ul> </li> </ul> <b>For retired persons:</b> Proof of pension or other regular income, copy of retirement certificate

		<p><b>For unemployed adults:</b> If married: Letter of employment and income of the spouse &amp; Notary Certificate of marriage, legalized by MFA</p> <p><b>If single/divorced/widow/widower:</b> Any other proof of regular income</p>
8.	<b>Photocopies of</b>	<ul style="list-style-type: none"> <li>- identity page and signature page of your passport</li> <li>- former Schengen visas</li> <li>- residence permit (for foreign applicants)</li> </ul>

*Please note that an Embassy or Consulate General may in justified individual cases, request additional documents during the examination of an application which are not mentioned in the above harmonized list. The applicant is hereby informed that submitting the above mentioned documents does not guarantee automatic issuance of a visa.*