

VISA FOR ADS TOURISM

An ADS visa issued by a Schengen country permits travel within the Schengen area in accordance with a pre-determined itinerary. ADS visas are issued to members of tourist groups of at least 5 persons. The maximum duration of stay is 30 days.

1. Competent Embassy or Consulate General for visa application purposes:

The Embassy or Consulate General of the country of the group's principal destination (i.e. the country in which most time is to be spent). In the event that the same amount of time is to be spent in more than one country, applications should be submitted to the Embassy or Consulate General of the first of these countries to be visited.

2. Visa application:

ADS visas are applied for via an ADS-accredited travel agency. Applications are submitted directly (i.e. not by post) by the travel agency's designated couriers.

The addresses and opening hours of the Visa Sections of the various Embassies and Consulates General of the Schengen countries in China should be verified individually.

3. Documents that must be submitted by the ADS-accredited travel agency:

1. A name list of all the group members, with passport numbers and copies of ID cards and *hukous* (with translation in the language of the country receiving the application or in English);
2. A detailed itinerary (in the language of the country receiving the application or in English), including flight details for the round trip from China, names, addresses, **telephone numbers and fax numbers** of the hotels to be used by the group during the tour with the dates of stay in each hotel, and details of how the group is to travel between locations during the tour;
3. Flight reservation with confirmation for the China-Europe-China round trip from the airlines (with list of the tourists' names);
4. Name of the tour leader;
5. Name and contact details of the designated partner tour operator in Europe;
6. Confirmation from the designated partner tour operator in Europe that accommodation and transport within Europe as specified in the group's itinerary will be provided to all members of the group;
7. *For each member of the group*: One **duly completed** short stay application form, **signed by each applicant**, together with recent photo;
8. *For each member of the group*: Passport, valid at least 90 days after expiration of the visa, with a photocopy of the identity page;
9. *For each member of the group*: **Relevant** insurance covering the journey in the Schengen area (**valid for the entire duration of the stay, with cover of at least €30,000.00 and covering the cost of any emergency medical treatment or repatriation**);
10. *For each member of the group*: Proof of financial means, e.g. bank statement;
11. *For each member of the group*: A letter of the working unit or company (with address, telephone and fax of the employer, stamp and signature with name and position of the person who signed) stating:
 - a. working position
 - b. salary
 - c. approval for leave
 - d. confirmation of working relationship after the trip abroad

Additional documents, requirements and information:

1. All documents should be either in the language of the country receiving the application or in English;
2. The Chinese accredited travel agency may be requested to provide additional documents/information;
3. Individual group members may be requested to **undergo** an interview;
4. Presentation of the above-mentioned documents does not guarantee issuance of the visa.

4. Fees:

Application fees may vary from one country to another. These should be verified individually.

5. Visa processing times:

Visa processing times will vary depending on the volume of demand for visas. It is advisable to submit applications as far ahead of the intended travel date as possible.

6. Changes to itinerary:

Visas are valid for the pre-determined itinerary as submitted at the time of application. If, for reasons beyond the control of the Chinese accredited travel agency, any changes are made to this itinerary between the application and departure, it is the responsibility of the travel agency to inform the Embassy or Consulate General of the country where the application was made immediately. It should be noted that changes to an itinerary may only concern points of minor detail such as the hotels where the group will be staying. **In all circumstances, the group must travel as a group and all members of the group must stay in the same hotels.** It is not permissible to change **basic elements of the itinerary.**