

### 3. Visiting Family or Friends in Cyprus

	Document	Comments
1.	<b>Visa application form</b> One fully completed visa application form signed by the applicant (both parents or legal guardians in the case of minors ).	Original
2.	<b>One recent passport sized photograph (3 x 4 cm)</b> Attached to the application form (looking forward, white color background).	Original
3.	<b>National passport</b> <ul style="list-style-type: none"> <li>• Valid for at least three months longer than the validity of the visa being applied for;</li> <li>• A copy of the passport, including first and last pages and <u>all</u> pages bearing visas or stamps;</li> <li>• if the applicant has an <b>old</b> passport, this needs to be presented as well (original and copy, including first and last pages and all pages bearing visas or stamps).</li> </ul>	Original + copy
4.	<b>ID Card</b> Copy of ID Card with English translation	Copy
5.	<b>Hukou (only for Chinese nationals)</b> Original and copy of all pages of “Hukou” (all information pages) and English translation ; AND original residence permit, copy of this and translation in English, if different from Hukou.  <b>Foreign nationals</b> who live in China must present the “Residence Permit of China” valid for at least six months longer than the validity of the visa being applied for.	Original + copy
6.	<b>Flight reservation and/or itinerary of travel arrangements</b> Round trip tickets with fixed dates. When applying for a multiple entry visa: Reservation of the first visit. <u>Tickets should not be purchased before the visa is issued.</u>	Original or copy
7.	<b>Proof of accommodation</b> Reservation of hotel booking or other proof of accommodation; If the applicant is staying with his/her relatives/friends, this must be clearly stated in the letter of invitation (see point 8 below);	Original or copy
8.	<b>Invitation letter</b> A letter of invitation from the relatives or friends with their address, phone number and occupation in Cyprus, clearly mentioning the following: <ul style="list-style-type: none"> <li>• Purpose of visit;</li> <li>• Duration of visit;</li> </ul>	Original or copy

	<ul style="list-style-type: none"> <li>The person who will bear the applicant's travel and living costs.</li> </ul> <p>Moreover, the Embassy needs copies of their passports/ID Cards, residence permits and alien books in Cyprus, if applicable.</p>	
9.	<p><b>Assumption of Responsibility for Hosting Form</b></p> <p>This document should be filled in by the Cypriot host. It can be found on the Links and Downloads page.</p>	<b>Original or copy</b>
<p><b>NOTE:</b> The invitation letter from the Cypriot company and the Assumption of Responsibility Form must be signed in front of a certifying officer in Cyprus and must be bearing the name and stamp of that officer. In addition to the submission of these documents (original or copy) by the applicant, the Cypriot host must forward them <b>directly</b> to the Embassy (via e-mail or fax).</p>		
10.	<p><b>Bank letter of Guarantee</b></p> <p>Issued by the host in the name of the Migration Officer in Cyprus and for the amount of 854 Euros with a validity of 10 years. The Bank letter must be sealed by the Ministry of Interior of the Republic of Cyprus (Civil Registry and Migration Department).</p>	<b>Copy</b>
11.	<p><b>Notary certificate of family relationship</b></p> <p>The Embassy may, in some cases, ask for a notary certificate of family relationship, proving the relationship with the sponsor (duly legalized by the Ministry of Foreign Affairs of China and the Embassy of Cyprus in China).</p>	<b>Original + copy</b>
12.	<p><b>Bank statements of at least the past 3 months</b></p> <p>Proof of the applicant's personal solvency of at least the last three (3) months.</p> <p>Credit card statements and deposits are not considered a sufficient proof of solvency.</p>	<b>Original</b>
<p><b>For employed persons only:</b></p>		
13.	<p><b>Recent letter from the employer</b></p> <p>It must be less than one month old, in English or in Chinese with English translation, on official company paper with stamp, signature and date, addressed to the Embassy of Cyprus and clearly mentioning the following:</p> <ul style="list-style-type: none"> <li>Address, work telephone number (land line only), fax and contact persons of the company;</li> <li>The name and position of the countersign officer;</li> <li>Name, position, salary and years of employment of the applicant;</li> <li>Whether the applicant has a leave of absence;</li> </ul>	<b>Original</b>

	<ul style="list-style-type: none"> <li>• The purpose and duration of the visit of the applicant;</li> <li>• Confirmation of position after the return;</li> <li>• The person or the entity who will bear the travel and living costs of the applicant.</li> </ul>	
14.	<b>Business License</b> A sealed copy and translation in English of the Business License and “Organizational Code Certificate” of the company where the applicant works. If the company has changed its business license to the “United Social Credit Code”, then the Embassy needs only a sealed copy of the Business License and an English translation.	<b>Copy</b>
<b>For retired persons only:</b>		
15.	<b>Proof of pension</b> Proof of pension or other regular income and original retirement certificate (with a copy and an English translation).	<b>Original + copy</b>
<b>For unemployed persons only:</b>		
16.	<u>If married:</u> Letter of employment and income of the spouse <b>AND</b> certificate of marriage (with a copy and an English translation), legalized by the Ministry of Foreign Affairs of China and the Embassy of Cyprus.	<b>Original + copy</b>
17.	<u>If single/divorced/widow/widower:</u> Any other proof of regular income.	<b>Original</b>
<b>For students only (including minor applicants under age of 18):</b>		
18.	<b>Letter from the school or University</b> An original letter from the school or University (in English or Chinese with an English translation) addressed to the Embassy, clearly mentioning the full address and telephone number of the school, status/attendance and duration of the course of the applicant, permission of absence and name and function of the person giving the permission.	<b>Original</b>
19.	<b>Student card</b> A copy of the student card and an English translation	<b>Copy</b>
<b>For minor applicants only (under the age of 18):</b>		
<b><u>ALL THREE DOCUMENTS FOR THE MINORS (Certificate of Permission, Kinship and Birth Certificate) MUST BE LEGALISED BY THE MINISTRY OF FOREIGN AFFAIRS OF CHINA AND THE EMBASSY OF CYPRUS IN CHINA AND ACCOMPANIED BY AN ENGLISH TRANSLATION</u></b> (when the parent is not in China, the Certificate of Permission needs to be attested by the relevant authorities in the country of		

residence).		
20.	<p><b>Certificate of permission to travel</b>  <u>When the minor is travelling with one parent only:</u> Original ID Card and certificate of permission to travel from <b>the parent, or legal guardian not travelling</b>, clearly stating the destination, purpose of travel and time period for which the permission is granted</p> <p><u>When the minor is travelling alone:</u> Original ID Card and certificate of permission to travel from <b>both</b> parents or legal guardians, clearly stating the destination, purpose of travel and time period for which permission is granted.</p>	Original
21.	<b>Birth certificate of the minor</b>	Original

#### DISCLAIMER

Please note that the Embassy of the Republic of Cyprus in Beijing (Visa Section) may in justified individual cases, request additional documents during the examination of an application which are not mentioned in the above list.

The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.

In addition, the Authorities of the Republic of Cyprus retain the right to cancel, or reduce at the points of entry the duration of stay of any visa, informing the visa holder accordingly.