

1. **Travelling to Cyprus for the purpose of business**

(e.g. negotiations of contracts, business meetings or exploration for future business cooperation etc) or short professional training:

	Document	Comments
1.	Visa application form One fully completed visa application form signed by the applicant (both parents or legal guardians in the case of minors).	Original
2.	One recent passport sized photograph (3.5 x 4.5 cm) Attached to the application form (looking forward, white colour background).	Original
3.	National passport <ul style="list-style-type: none"> Valid for at least three months longer than the validity of the visa being applied for; A copy of the passport, including first and last pages and <u>all</u> pages bearing visas or stamps; if the applicant has an old passport, this needs to be presented as well (original and copy, including first and last pages and all pages bearing visas or stamps). 	Original + Copy
4.	ID Card Copy of ID Card with English translation.	Copy
5.	Hukou (only for Chinese nationals) Copy of “Hukou” (all information pages) and English translation ; AND original residence permit, copy of this and translation in English, if different from Hukou. Foreign nationals 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.	Flight reservation and/or itinerary of travel arrangements 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.	Hotel Booking Reservation of Hotel Booking or other proof of accommodation.	Original or Copy
8.	Invitation letter from a Cypriot company An official letter of invitation from a Cypriot company. It should clearly mention the following: <ul style="list-style-type: none"> Full address, telephone number and fax number of the Cypriot business partner; 	Original or Copy

	Document	Comments
	<ul style="list-style-type: none"> Stamp and/or signature with name and position of the person who signed; Purpose and duration of the visit (including a time schedule and itinerary); The person or entity who will bear applicant's travel and living costs. 	
9.	Assumption of Responsibility for Hosting Form This document should be filled in by the Cypriot company. It can be found on the Links and Downloads page.	Original or Copy
<p>NOTE: 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 directly to the Embassy (via e-mail or fax).</p>		
10.	Bank statements of at least the past 3 months Proof of solvency of the employing company, if the company pays the costs of travel and living; or Proof of the applicant's personal solvency, in case personally covering the costs of travel and living. If the applicant is visiting Cyprus for investment purposes, he/she needs to present proof of adequate financial resources. Credit card statements and deposits are not considered a sufficient proof of solvency.	Original
<p>For employed persons only:</p>		
11.	Recent letter from the employer 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: <ul style="list-style-type: none"> Address, work telephone (land line only), fax number and contact persons of the company; The name and position of the countersign officer; Name, position, salary and years of employment of the applicant; Approval for leave of absence; The purpose and duration of the visit of the applicant; Confirmation of position after the return; The person or the entity who will bear the travel and living costs of the applicant. 	Original
12.	Business License A sealed copy and translation in English of the Business	Sealed copy

	Document	Comments
	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.	
For retired persons only:		
13.	Proof of pension Proof of pension or other regular income and original retirement certificate (with a copy and English translation)	Original + Copy
For unemployed adults only:		
14.	<u>If married:</u> Original letter of employment and income of the spouse AND original notary certificate of marriage, legalized by the Ministry of Foreign Affairs of China and the Embassy of Cyprus.	Original
15.	<u>If single/divorced/widow/widower:</u> Any other proof of regular income.	Original
For students only (including minors):		
16.	Letter from the school or University 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.	Original
17.	Student card A copy of the student card and an English translation	Copy
For minors only (under the age of 18):		
<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 (when the parent is not in China, the Certificate of Permission needs to be attested by the relevant authorities in the country of residence).</u>		
18.	Certificate of permission to travel <u>When the minor is travelling with one parent only:</u> Original ID Card and certificate of permission to travel from the parent, or legal guardian not travelling , clearly stating the destination, purpose of travel and time period for which the permission is granted <u>When the minor is travelling alone:</u> Original ID Card and certificate of permission to travel from both parents or legal guardians, clearly stating the destination, purpose of travel	Original

	Document	Comments
	and time period for which permission is granted.	
19.	Birth certificate of the minor and Apostille	Original
20	Medical Insurance	Original

IMPORTANT NOTICE:

Applicants who intend to travel to Cyprus on the invitation of a Cypriot company with the view to install, repair or undertake maintenance of any machinery, or applicants intending to undertake training in Cyprus, must have an ENTRY PERMIT in order to be allowed to travel.

The Entry Permit is issued by the Civil Registry and Migration Department of the Ministry of Interior, after application by the Cyprus company who invites the foreign national.

In order for the permit to be issued, the Cypriot company must first apply to the Employment Department of the Ministry of Employment and Social Security for authorisation. In order to get the authorisation, the Cypriot company must present certain documents that prove the necessity of the travel and the authenticity of the project, for example proof of registration of company, acquisition of machines (if applicable), contract with the foreign company who will dispatch the expert (if applicable), a letter from the foreign company confirming that the particular individuals work for them, and anything else that might be requested by the said Department.

Once the authorisation is given by the Employment Department, the Cypriot company must apply to the Civil Registry and Migration Department for the issuance of the Entry Permit.

The original entry permit will allow the individual to travel to Cyprus without a visa. If the concerned individual does not have the original entry permit (i.e. only has a copy), then he/she must also get a visa from a Consular authority of the Republic of Cyprus (please note the Consular authorities will only be able to issue the visa providing that the entry permit is faxed to them directly by the Civil Registry and Migration Department in Cyprus).

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.