

# Checklist for Business Visa

## 商务访问签证申请审核表

Please prepare all the necessary documents listed below before you deliver your application, **otherwise the application might be refused by the Norwegian Foreign Service Mission.** All documents must be presented in **original**, but will be returned to the applicant if a copy is provided. For documents that must be translated into English; the translation must state who translated the document, and the date the document was translated. All documents submitted should be in **A4 format**. 在向使馆递交申请时请按以下清单准备好所有所需材料，否则签证申请可能被挪威驻华大使馆拒签。所有提交材料必须是原件，如果同时提供复印件，原件会退回给申请人。需要译成英文的申请材料，应注明翻译日期和翻译人员的名字。所有的申请材料都需要以 **A4** 纸尺寸递交。

- **Passport** (both new and old), valid at least 90 days after expiry of visa, containing at least two blank pages and issued within the previous ten years.  
护照（新旧护照）要求在签证有效期后有不少于90天的有效期。至少包含2页空白签证页，是近期10年内颁发的。
- **Copy of passport** (all relevant and used pages including the biodata page)  
护照复印件(护照个人信息页和所有已使用页)
- **One passport photo** not older than six months (color, 35-40 mm in width, light background) 两张6个月内的证件照，(彩照，宽35-40mm，浅色背景)。
- **Cover letter from the Application Portal** (signed by the applicant)  
提交在线申请的确认信(申请人签字；未成年人需父母签字)
- **A valid travel medical insurance** for the duration of the stay in the Schengen area with a minimum coverage of EURO 30.000  
一份涵盖在申根地区停留期间有效的旅行医疗保险，保险金额至少为30,000
- **Proof of solvency:**
  - **Bank statements from the last 3 months**, no deposits account
  - 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
  - **Proof of solvency for employees:**
    - a sealed copy of the business license of the employing company
    - a letter from the employer (in English, or in Chinese with an English translation) on official company paper with stamp, signature, date and clearly mentioning:
      - address, telephone and fax numbers of the company
      - the name and position in the company of the countersigning officer
      - the name of the applicant, position, salary and years of service

- approval for leave or absence

支付能力证明

- 近3个月银行流水。
- 公司支付能力证明，如果是由公司支付旅行费用和住宿费用。
- 个人支付能力证明，如果是由个人支付旅行费用和住宿费用。

在职人员

- 雇佣公司盖章的公司营业执照复印件（或盖章的组织机构代码证复印件）
- 由雇主出具的在职证明信（在职证明信原件需要翻译成英文），
- 需使用公司正式的信头纸并加盖公章,签字，并明确日期及如下信息：
  - 任职公司的地址、电话和传真号码
  - 任职公司签字人员的姓名和职务
  - 申请人姓名、职务、收入和工作年限
  - 准假证明

- **Sealed copy of the business license of the employing company**  
盖章的公司营业执照复印件（或盖章的组织机构代码证复印件）

- **Original letter from the applicant's employer on official company paper with stamp and signature, mentioning:**

- full address and contact persons of the company
- the name and position of the countersigning officer
- name, position, salary and years of employment
- the purpose of the visit
- confirmation of the position after the return
- the person or the entity who will bear the applicant's travel and living costs

在职证明原件

- 使用公司正式抬头纸并加盖公司公章，签字，并且提供以下信息
- 详细地址和公司联系人
- 签字人的姓名和职位
- 姓名，职位，月薪，和在职年限
- 出访的目的
- 确认回来后在公司职位
- 写明由谁支付申请人旅行费用和住宿费

- **Original invitation letter from the organizer of the event or the training**  
On official company paper with stamp and signature, mentioning:
  - full address and contacts of the company
  - the name and position of the countersigning officer
  - purpose and duration of the visit
  - detailed program
  - the person or the entity who will bear applicant's travel and living costs;
  - whether the sponsor gives financial guaranty for the applicant's return to China

挪威邀请人或邀请方的邀请函原件:

需使用公司正式的信头纸并加盖公章，签字，并须包含如下信息：

- 邀请公司的详细地址和联系人
- 签字人员的姓名和职务
- 访问的目的和持续时间
- 详细日程
- 支付旅行和生活费用的单位和个人
- 挪威邀请公司是否为确保申请人按规定返回中国提供保证金
- 如果适用，提供商会注册证明。

- **Proof of registration from the Chamber of Commerce, if applicable**

- **For other nationals: copy of valid Chinese residence permit**

外国公民需提供有效的在华居住许可证的复印件。

- **Letter of Power of Attorney (optional for applicants who want the sponsor or other person to represent them in the case).**

委托授权书（可选，如果申请者想授权邀请方代为查询申请）

- **If applicable, a written explanation as to why the applicant cannot present any or some of the above documents**

在需要情况下，请书面说明申请人为何无法提供上述所需部分文件。

**Please be informed that a work permit may be needed in the following cases:**

- business training “on the job”

- when working for company in the Member State of destination

工作许可(如果适用): 可能需要提供工作许可的情况:

-因公商务培训

-因公在成员国工作时