

Checklist for Cultural and Sports Events

文化体育活动签证申请审核表

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 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(包括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
- **Minors (under 18 years of age):** student card and original letter of the school, mentioning:
 - full address, telephone number of school
 - permission of absence
 - name and function of the person giving permission
 - notary certificate of family relation or proof of guardianship, legalized by the Ministry of Foreign Affairs
 - When the minor is travelling alone or only with one parent: notary certificate of permission to travel from both parents or legal guardians, legalized by the Ministry of Foreign Affairs, and when not in China, attested by the relevant authorities in the parents'/legal guardians' country of residence.

未成年人(18 岁以下):

- 家庭关系或监护关系公证需由外交部认证, 需要提交原件和一份复印件

(监护关系的公证书需要翻译成英文)

- 父(母)的银行对账单
- 学生证加学校出具的证明信(学校出具的证明信原件需要翻译成英文), 包含如下信息:
 - 完整的学校地址、电话和传真号码
 - 准假证明
 - 批准人的姓名及职位。

未成年人单独旅行或者和单方家长旅行时:

- (当未成年人单独旅行时) 由双方家长或法定监护人出具的, 或(当未成年人跟单方家长或监护人旅行时) 由不同行的另一方家长或者监护人出具的出行同意书的公证需由外交部认证+复印件(出行同意认证证书需翻译成英文) 当监护人不在中国时, 证明应由当前居住国开具。
- 父(母)签字的同意支付费用声明(无需公证)

- **Original invitation letter from the organiser of the event of the country of destination:**

On official paper, mentioning:

- purpose and duration of the stay
- detailed program and itinerary
- an indication of the costs of the study/sport and entity that will pay for them
- indication of lodging during the period of the intended stay
- 活动所在国主办方的邀请函原件。
- 需使用正式的信头纸, 并须明确包含如下信息:
 - 访问的目的和停留时间
 - 详细的日程和线路安排
 - 注明学习或体育活动的费用以及支付费用的单位
 - 注明整个停留期间的住所

- **Original letter from the Chinese cultural or sports organisation** (the letter must be in English or Chinese and an English translation)

- On official paper with stamp, mentioning:
 - full address and contacts of the organisation
 - the name and position of the countersigning officer
 - name, position, salary and years of employment (only for professionals)
 - confirmation of participation
 - entity that will pay for costs of travel and living
 - copy of business license (and an English translation)

中国文化或体育机构的证明信原件(在职证明信原件需要翻译成英文)

- 需使用公司的正式信头纸并加盖公章, 并须明确包含如下信息:
 - 该机构的详细地址和联系人
 - 签字人员的姓名和职务
 - 申请人姓名, 职务, 收入和工作年限(专业技术人员适用)

- 确认参加函
- 支付旅行和生活费用的单位
- **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.