

Checklist for Individual Members of an ADS-Group

个人旅游签证申请审核表

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. If the applicant is a minor, the cover letter must be signed by parent(s) or legal guardian)
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):

- 学生卡
- 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(监护关系的认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, 或者(当未成年人跟随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, 需要提交原件和一份复印件(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)

• **Chinese nationals: copy of all pages of "Hukou" (no translation).**

中国公民: 户口簿所有信息页的复印件(无需翻译)

• **Proof of solvency of the applicant:**

Bank statements from the last 3 months, no deposits account

申请人偿付能力证明: 最近3个月的银行对账单

- **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 mentioning:
 - address, telephone and fax numbers of the employing company
 - the name and position in the employing company of the countersigning officer
 - the name of the applicant, position, salary and years of service
 - approval for leave or absence
- 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

- **For retired person: Retirement certificate and proof of pension or other regular income**

退休人员: 退休证明和养老金证明或其他固定收入证明

- **For unemployed persons:**
 - if married: letter of employment and income of the spouse and notary certificate of marriage, legalized by the Ministry of Foreign Affairs
 - if single/divorced/widow/widower: Any other proof of regular income
 - 无职业人员
 - 如果已婚: 需提供配偶在职证明和收入证明, 经过外交部认证的婚姻公证书。
 - 如果单身/离异/丧偶: 需提供其他收入证明。
- **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.