

Checklist for Individual Tourism

个人旅游签证申请审核表

Name: _____ (姓 名) Passport Number: _____ (护照号)	Purpose of Visit: _____ (访问目的) Contact No.: _____ (联系电话) E-mail Address: _____ (邮件地址)		
<p>Prepare all the necessary documents listed below before you deliver the application, otherwise the application might be refused by the Royal Norwegian Embassy in Beijing. 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.</p> <p>All documents submitted should be in A4 format.</p> <p>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。所有材料必须出示原件, 提交复印件, 原件会退回。需要译成英文的申请材料, 应注明翻译日期和翻译人员名字。</p> <p>所有的申请材料都需要以 A4 纸尺寸递交。</p>			
Required Documents/所需材料	Yes / 有	No / 没有	Remarks/备注
1. 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仍有不少于 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。			
2. Two passport photos not older than six months(color, 4-5cm, light background). 两张 6 个月内的 证件照 , (彩照, 宽 40-50mm, 浅色背景)。			
3. Cover letter from the Application Portal(signed by the applicant; minors needs to be signed by parents) 提交在线申请的 确认信 (申请人签字, 未成年人需父母签字)。			
4. Receipt from the Application Portal 在线缴费的 收据			
5. The itinerary of visit, detailed to every scenery spot (include: date, transportation, hotel information, etc.). 详细旅游行程 (包含: 日期, 交通方式, 所有酒店信息等)			
6. A letter from the employer (The original letter from the employer must be translated into English) on official company paper with stamp signature and date, clearly mentioning: <ul style="list-style-type: none"> the address, telephone and fax numbers of the employing company applicant's name, position, salary and years of service, approval of leave of absence the name and position of the countersigning officer. 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: <ul style="list-style-type: none"> 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 			
7. For Employed Person: Sealed copy of the business license of the employing company (Or organization code for public institutions) 在职人员: 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)			
8. Proof of solvency: Bank statement from the last 3 months. 申请人偿付能力证明: 最近 3 个月的 银行对账单 。			
9. 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			

10.	<p>For unemployed adults: If married:</p> <ul style="list-style-type: none"> • letter of employment and income of spouse • notary certificate of marriage needs to be legalized by the Ministry for Foreign Affairs, original + copy <p>If traveling costs covered by child(ren):</p> <ul style="list-style-type: none"> • Bank statement of child(ren) • legalized certificate of family relationship, original + copy • payment statement (no notarization) <p>If single/divorced/widow/widower: Any other proof of regular income 未就业成年人:</p> <ul style="list-style-type: none"> - 已婚者提供配偶的在职和收入证明 + 婚姻关系公证书需由外交部认证, 原件+复印件 - 如子女承担费用: 子女的银行对账单+家庭关系公证书需由外交部认证, 原件+复印件 + 同意支付费用声明(无需公证) - 如果是单身\离异\丧偶: 提供其他固定收入证明. 			
11.	<p>For minors (under 18):</p> <ul style="list-style-type: none"> - Notary certificate of family relation or proof of guardianship needs to be legalized by the Ministry for Foreign Affairs, original+ 1 copy. (legalized Certificate of family relation/ proof of guardianship must be translated into English) - Bank statement from parent(s) - Student card and original letter of the school(The original letter from the school must be translated into English)mentioning: <ul style="list-style-type: none"> • full address, telephone and fax number of the school • permission for absence • Name and function of the person giving permission. <p>Minors travelling alone or with one parent:</p> <ul style="list-style-type: none"> - Notary Certificate of permission to travel from either parents or legal guardian needs to be legalized by the Ministry for Foreign Affairs, original+ 1 copy. (when minor is travelling alone), or the parent or legal guardian not travelling (if minor is travelling with one parent) legalized Certificate of permission to travel must be translated into English. When not in China, attested by the relevant authorities in the country of residence. - Payment statement signed by parent(s)(no notarization) <p>未成年人(18 岁以下):</p> <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> • 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。 <p>未成年人单独旅行或者和单方家长旅行时:</p> <ul style="list-style-type: none"> - (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) 			
12.	<p>Copy of passport (all relevant and used pages)+one more copy of passport first page 护照复印件(所有相关和已使用页)+ 一张护照首页复印</p>			
13.	<p>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)</p>			

14.	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。			
15.	Flight reservation with round trip from the airlines. The ticket should be bought only after the visas have been issued! 航空公司出具的往返机票的预订单。机票应该在签证颁发后出票付款。			
16.	Proof of accommodation (hotel reservation) for the whole duration of intended stay in the Schengen area, including the names of hotels, telephone and fax number as well as duration of stay at each hotel. 申根地区全部行程的住宿证明(酒店预订), 包括饭店名称, 电话, 传真以及各酒店逗留时间。			
17.	A valid travel medical insurance for the duration of the stay in Schengen area with a minimum coverage of EURO 30.000. Original + one photocopy (list of applicants). 有效的在申根地区停留期间的旅行医疗保险, 保额范围至少为 30,000 欧元。			
18.	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全部或部分文件。			

Note: The Embassy reserves the right to request additional information/documentation and, if deemed necessary, to interview the applicant.

备注: 使馆保留要求申请人提供补充材料或文件的权利。如果认为必要, 申请者还需来使馆面试。

Inquiry Officer to delete as appropriate

资料审核员根据适用情况选择:

1. The applicant has confirmed that s/he has no other documents to submit

申请人已经确认她/他不提交其他文件 或者

2. The applicant has submitted the supporting documents above. I have advised him / her that failure to submit all necessary documents may result in the application being refused, but s/he has chosen to proceed with the application.

申请人已经递交了上述文件, 我已通知其不提交所有必要文件会导致被拒签, 但其选择继续提交申请。

Service Fee (服务费)		NAME OF TRAVEL AGENT 代理名称	
Courier Fee (If any) 快递费 (如选)		ADDRESS 地址	
Other Fees (其他费用)		TEL/ 电话	

Name & Signature of Processing Officer
(资料受理员签名)

Date/ 日期

Applicant's Signature (申请人签名)