

Checklist for ADS group Tourist Visa

ADS 团队旅游签证申请审核表

IMPORTANT! ADS visas are issued to members of tourist groups of at least 5 persons. The maximum duration of the stay is 30 days. All applicants must hand in the **signed COVER LETTER**, the **RECEIPT** and **VISA APPLICATION FORM** from the application portal when submitting the application. The Minors need to be signed by parents or legal guardians.

ADS 旅游签证适用于不少于五人组成的团队旅游。最长停留时间为 30 天。所有申请人需提交在线申请的**确认信**，**缴费收据**以及**签证申请表**。确认信需由申请人**签字**，未成年人需父母或法定监护人签字

Name: (姓名)		
Contact telephone No: (联系电话)	E-mail address: (邮箱地址)	
Document requirements (A4 format) (所需材料, A4 纸尺寸)	Yes /有	No/ 没有
<p>A letter from the travel agency in China and their local counterpart in Schengen, on officer paper, original+1 copy, stating:</p> <ul style="list-style-type: none"> • Name of tour guide with a valid tour guide certificate (Copy of valid Schengen visa if not applying with the group) • Name list of applicants (Name, DOB, passport no) • Itinerary, including transfer route and means of transportation. (Bus/train,car etc) • Duration of stay, start /end of the travel as well as number of entries <p>中方组团社及申根国地接社出具的照会，照会使用旅行社正式的信头纸，原件+1 份复印件，内容包括：</p> <ul style="list-style-type: none"> • 领队姓名及有效领队证（如领队无需办理签证，需提供有效的申根签证复印件） • 游客名单（姓名、出生日期和护照号） • 行程单，包括路线以及交通方式（大巴，火车，汽车等） • 停留时间，旅行开始、结束日期以及入境次数 		
<p>Flight reservation for Round-trip to China and the trips in Schengen area, should only be bought after visa has been issued.</p> <p>机票预订单：往返中国及整个申根地区之间的机票预订单，机票应在签证颁发后出票付款。</p>		
<p>Proof of accommodation: Detailed Hotel reservations for the whole intended stay in the Schengen area.</p> <p>住宿证明：提供整个申根地区停留期间的酒店预订单详情。</p>		
<p>Travel medical insurance for the duration of the stay in the Schengen area, with a minimum coverage of EURO 30.000.</p> <p>旅行医疗保险：保险需涵盖在申根地区全部停留时间，保险金额至少为 30.000 欧。</p>		
Documents(documentation) for each applicant (游客个人所需材料)		
<p>One passport photo: Not older than six months (color, 4x5cm, white background). The photo must not be edited.</p> <p>一张护照照片：6 个月内 (彩照, 4x5cm, 白色背景), 不能修图。</p>		
<p>Letter of employment/studies on company or school official paper, signed and stamped. Mentioning:</p> <ul style="list-style-type: none"> • Full address and contacts of the company or school • Permission of absence, name and function of the person giving permission • Employed: Name and position of the applicant, years of employment, and salary • Students: Description of studies <p>As well as</p> <ul style="list-style-type: none"> • Employed: a sealed copy of the company business license or organization code • Students: a copy of student card <p>For Minors:</p> <ul style="list-style-type: none"> • Notary certificate of family relationship or proof of guardianship (i.e. birth certificate), legalized by Ministry of Foreign Affairs in Beijing. Original + 1 copy. • Letter of employment from parent(s) or legal guardians • If the minor is traveling alone or with only one parent, notary certificate of permission to travel from both parents or legal guardians, legalized by the Ministry of Foreign Affairs in Beijing. Original + 1 copy. • When parent/parents/guardians is/are not in China, attested by the relevant authorities in the parents'/legal guardians' country of residence. <p>The original letter and documents must be translated into English.</p>		

<p>在职证明或者在读证明：使用公司或学校正式的信头纸并加盖公章且签字。包括：</p> <ul style="list-style-type: none"> • 完整的公司地址和联系方式 • 准假证明以及准假人姓名和职位 • 在职人员：申请人姓名、职位、工作年限以及工资 • 在校学生：学习描述 <p>同时还需提供：</p> <ul style="list-style-type: none"> • 在职人员：加盖公章的公司营业执照或组织机构代码复印件 • 在校学生：学生证复印件 <p>未成年人：</p> <ul style="list-style-type: none"> • 家庭关系或监护证明公证（如出生证明），需由北京外交部认证，提交原件+1份复印件。 • 父母或法定监护人的在职证明 • 如未成年人单独出行或与父母一方出行时，需由父母双方或法定监护人出具出行同意书公证，需由北京外交部认证。提交原件和1份复印件。 • 当父（母）或法定监护人不在中国时，证明应由父（母）或法定监护人居住国开具。 <p>证明信和所有材料原件需翻译成英文。</p>		
<p>Proof of solvency: Bank statement from the last 3 months.</p> <ul style="list-style-type: none"> • Retired persons: Retirement certificate or proof of pension or other proof of regular income. • Unemployed and married: letter of employment and income of the spouse and notary certificate of marriage, legalized by the Ministry of Foreign Affairs in Beijing. Original+1 copy • Unemployed and not married: Documents showing other source of income • For Minors travelling alone: Bank statement and signed payment statement (in English) from parent(s) or legal guardians (no notarization) • If traveling costs covered by children: Bank statement and signed payment statement (in English) from children (no notarization) and notary certificate of family relationship legalized by the Ministry of Foreign Affairs in Beijing. Original+1 copy <p>偿付能力证明：最近3个月的银行对账单。</p> <ul style="list-style-type: none"> • 退休人员：退休证明或养老金证明或其他固定收入证明 • 无业且已婚人员：配偶的在职证明和收入证明，北京外交部认证的结婚证公证书，原件+1份复印件 • 无业且未婚人员：提供其他收入证明 • 单独旅行的未成年人：提供父（母）或法定监护人的银行对账单及签字的同意支付费用声明（英语，无需公证） • 如子女承担费用：提供子女的银行对账单及签字的同意支付费用声明（英语，无需公正），还需提供北京外交部认证的家庭关系公证书，原件+1份复印件 		
<p>Passports: new and old, valid at least 3 months after expiry of visa, containing minimum two blank pages and issued within the previous ten years. Copy of all used pages in the passports (old and new), including bio data page.</p> <p>护照：新旧护照，要求在签证有效期后仍有不少于3个月有效期，包含至少2页空白页，且近10年内颁发的。护照复印件：新旧护照所有已使用页以及个人信息页。</p>		
<p>Hukou: Copy of all used pages (no translation). Only for Chinese nationals.</p> <p>户口簿：所有信息复印件（无需翻译），仅针对中国公民。</p>		
<p>Application Form: Filled in and signed (of applicant)</p> <p>填写完整并签字的申请表</p>		
<p>Power of Attorney -Optional for applicants who want others to represent/assist them in the case.</p> <p>委托授权书（可选，如果申请人想授权他人协助或查询申请）</p>		

Submitting false documents will lead to expulsion from the whole Schengen area.

（提供虚假材料会导致从整个申根地区驱逐出境）

<p>Service Fee: （服务费）</p>	<p>Courier Fee: （快递费）</p>	<p>Other Fees: （其他费用）</p>
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Name & Signature of Processing Officer:

（材料受理员签名）

Date:

（日期）

Signature:

（签名）