

Checklist for Business Visa

商务签证申请审核表

IMPORTANT! All applicants must hand in the **printed and 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.

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**。打印出来的确认信及签证申请表格需由申请人本人**签字**，未成年人需父母或法定监护人签字。

Applicant's name: (申请人姓名)	Contact telephone No: (联系电话)	
Passport No: (申请人护照号)	E-mail address: (邮箱地址)	
Document requirements (A4 format) (所需材料, A4 纸尺寸)	Yes/ 有	No/ 没有
Attention: All documents must be presented in original, and it may be returned to the applicant if copy is provided. The applicant has to meet in person when delivering the documents. 注意: 所有材料必须是原件, 如提供复印件, 原件可能退回。申请人需当面提交申请材料。		
One passport photo: Not older than six months (color, 4x5cm, white background). The photo must not be edited. 一张护照照片: 6 个月内 (彩照, 4x5cm, 白色背景), 不能修图。		
Original invitation letter on company paper from the organizer of the event or training, signed and stamped. Mentioning: <ul style="list-style-type: none"> • Full address and contacts of the company • Purpose, duration and detailed program of the visit • The name and position of the countersigning officer • Who or which entity that will bear the applicants travel and living costs • Whether the counterpart gives financial guarantee for the applicant's return to China • Proof of registration from Brønnøysundregistrene (The Brønnøysund Register Centre) if applicable 挪威邀请方出具的邀请信原件。 使用邀请方公司或组织正式的信头纸并加盖公章且签字。需明确注明: <ul style="list-style-type: none"> • 完整的公司地址和联系方式 • 访问目的、访问时间、访问时间及详细日程 • 签字人员的姓名和职务 • 为申请人支付旅行和生活费用的个人或单位 • 挪威邀请方是否为申请人提供按规定返回中国的保证金 • 如果适用, 提供挪威企业注册局注册证明 		
Letter of employment on official paper, signed and stamped. Mentioning: <ul style="list-style-type: none"> • Full address and contacts of the company • Name and position of the countersigning officer • Name, position, salary and years of employment of the applicant • The purpose of visit • Confirmation of position after the return • Approval of absence • The person/entity will bear the applicant's travel and living costs. • A sealed copy of the company business license or organization code The original letter and documents must be translated into English. 在职证明或: 使用公司正式的信头纸并加盖公章且签字。内容包括: <ul style="list-style-type: none"> • 完整的公司地址和联系方式 • 签字人姓名和职位 • 申请人姓名、职位、工资及工作年限 • 访问目的 • 访问结束后职位证明 • 准假证明 • 为申请人提供旅行和生活费用的个人或单位 • 加盖公章的公司营业执照或组织机构代码复印件 		

证明信及所有材料原件需翻译成英文。		
Proof of solvency: Bank statement from the last 3 months. <ul style="list-style-type: none"> • Proof of solvency of the employing company if the company pays the costs of travel and living • Proof of the applicant's personal solvency, in case personally covering the costs of travel and living 偿付能力证明: 最近 3 个月的 银行对账单 。 <ul style="list-style-type: none"> • 如公司支付申请人旅行及生活费用, 出具公司的偿付能力证明 • 如申请人自付旅行及生活费用, 出具申请人个人偿付能力证明 		
Passports: new and old. New passport valid at least 3 months after expiry of visa, containing minimum two blank pages and issued within the previous ten years. Copy of bio data page in the passports (old and new). 护照: 新旧护照, 新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: 新旧护照的个人信息页复印件。		
Travel medical insurance for the duration of the stay in Schengen area with a minimum coverage of EURO 30.000. 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。		
Power of Attorney -Optional for applicants who want others to represent/assist them in the case. 委托授权书 (可选, 如果申请人想授权他人协助或查询申请)		

The applicant has been informed that the failure of submitting any of the required documents can lead to the application being refused and has been asked to submit a written explanation if that is the case.

(申请人已被告知错误的提供上述任何材料可能导致申请被拒签, 如申请人无法提供上述所需全部或部分材料, 需书面说明)_____.

Submitting false documents will lead to expulsion from the whole Schengen area. The Embassy reserves the right to request additional information/documentation and to interview the applicant.

(提供虚假材料会导致从整个申根地区驱逐出境。使馆保留要求申请人提供补充材料以及要求申请人面试的权利)

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

(材料受理员签名)

Date:

(日期)

Applicant's Signature:

(申请人签名)