

## Checklist for Individual Tourists

### 个人旅游签证申请审核表

**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)	
<b>Document requirements (A4 format) (所需材料, A4 纸尺寸)</b>  <b>Attention:</b> All documents must be presented in original, and it may be returned to the applicant if copy is provided. <b>The applicant has to meet in person when delivering the documents.</b> <b>注意:</b> 所有材料必须是原件, 如提供复印件, 原件可能退回。 <b>申请人需当面提交申请材料。</b>	Yes/ 有	No/ 没有
<b>One passport photo:</b> 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。		
<b>Travel itinerary (in English):</b> Detailed information about the tourist attractions etc. that the applicant is planning to visit, including dates, transportation plan (confirmation from rental- /bus company) and hotels (bookings). <b>旅游行程单 (英语):</b> 申请人计划游览景点等的详细信息, 包括日期, 交通方式 (如租车, 请提供租车证明) 和酒店预订单。		
<b>Letter of employment/studies</b> on company or school official paper, signed and stamped. Mentioning: <ul style="list-style-type: none"> <li>• Full address and contacts of the company or school</li> <li>• Permission of absence, name and function of the person giving permission</li> <li>• <b>Employed:</b> Name and position of the applicant, years of employment, and salary</li> <li>• <b>Students:</b> Description of studies</li> </ul> As well as <ul style="list-style-type: none"> <li>• <b>Employed:</b> a sealed copy of the company business license or organization code</li> <li>• <b>Students:</b> a copy of student card</li> </ul> <b>For Minors:</b> <ul style="list-style-type: none"> <li>• <b>Notary certificate</b> of family relationship or proof of guardianship (i.e. birth certificate), <b>legalized</b> by Ministry of Foreign Affairs in Beijing. Original + 1 copy.</li> <li>• <b>Letter of employment</b> from parent(s) or legal guardians</li> <li>• If the minor is traveling alone or with only one parent, <b>notary certificate of permission to travel</b> from both parents or legal guardians, legalized by the Ministry of Foreign Affairs in Beijing. Original + 1 copy.</li> <li>• When parent/parents/guardians is/are not in China, attested by the relevant authorities in the parents'/legal guardians' country of residence.</li> </ul> The original letter and documents must be translated into <b>English</b> .  <b>在职证明或者在读证明:</b> 使用公司或学校正式的信头纸并加盖公章且签字。包括: <ul style="list-style-type: none"> <li>• 完整的公司地址和联系方式</li> <li>• 准假证明以及准假人姓名和职位</li> <li>• <b>在职人员:</b> 申请人姓名、职位、工作年限以及工资</li> <li>• <b>在校学生:</b> 学习描述</li> </ul> 同时还需提供: <ul style="list-style-type: none"> <li>• <b>在职人员:</b> 加盖公章的公司营业执照或组织机构代码复印件</li> <li>• <b>在校学生:</b> 学生证复印件</li> </ul> <b>未成年人:</b> <ul style="list-style-type: none"> <li>• <b>家庭关系或监护证明公证</b> (如出生证明), 需由北京外交部<b>认证</b>。原件+1 份复印件。</li> <li>• 父母或法定监护人的<b>在职证明</b></li> </ul>		

<ul style="list-style-type: none"> <li>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<b>出行同意书公证</b>，需由北京外交部<b>认证</b>。原件和 1 份复印件。</li> <li>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。</li> </ul> <p>证明信和所有材料原件需翻译成<b>英文</b>。</p>		
<p><b>Proof of solvency: Bank statement</b> from the last 3 months.</p> <ul style="list-style-type: none"> <li>Retired persons: <b>Retirement certificate or proof of pension</b> or other proof of regular income.</li> <li>Unemployed and married: <b>letter of employment and income of the spouse and notary certificate of marriage</b>, legalized by the Ministry of Foreign Affairs in Beijing. Original+1 copy</li> <li>Unemployed and not married: Documents showing other source of income</li> <li>For Minors travelling alone: <b>Bank statement</b> and signed <b>payment statement</b> (in English) from parent(s) or legal guardians (no notarization)</li> <li>If traveling costs covered by children: <b>Bank statement</b> and signed <b>payment statement</b> (in English) from children (no notarization) and <b>notary certificate of family relationship</b> legalized by the Ministry of Foreign Affairs in Beijing. Original+1 copy</li> </ul> <p><b>偿付能力证明:</b> 最近 3 个月的<b>银行对账单</b>。</p> <ul style="list-style-type: none"> <li>退休人员: 退休证明或养老金证明或其他固定收入证明</li> <li>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</li> <li>无业且未婚人员: 提供其他收入证明</li> <li>单独旅行的未成年人: 提供父（母）或法定监护人的<b>银行对账单</b>及签字的<b>同意支付费用声明</b>（英语, 无需公证）</li> <li>如子女承担费用: 提供子女的<b>银行对账单</b>及签字的<b>同意支付费用声明</b>（英语, 无需公正）, 还需提供北京外交部认证的<b>家庭关系公证书</b>, 原件+1 份复印件</li> </ul>		
<p><b>Passports:</b> 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. <b>Copy</b> of bio data page in the passports (old and new).</p> <p><b>护照:</b> 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。<b>护照复印件:</b> 新旧护照的个人信息页复印件。</p>		
<p><b>Hukou:</b> Copy of all used pages (no translation). Only for Chinese nationals. For other nationals: Copy of valid Chinese residence permit.</p> <p><b>户口簿:</b> 所有信息页复印件（无需翻译）, 仅针对中国公民。 外国公民需提供有效的在华居住许可证复印件。</p>		
<p><b>Flight reservation</b> for Round-trip to China and the trips in Schengen area. <b>Should not be bought before visa has been issued.</b></p> <p><b>机票预订单:</b> 往返中国及整个申根地区间的机票预订单, 机票应在签证颁发后出票付款。</p>		
<p><b>Proof of accommodation:</b> Detailed Hotel reservations for the whole duration of the intended stay in Schengen area.</p> <p><b>住宿证明:</b> 提供整个申根地区停留期间的酒店预订单详情。</p>		
<p><b>Travel medical insurance</b> for the duration of the stay in the Schengen area with a minimum coverage of EURO 30.000.</p> <p><b>旅行医疗保险:</b> 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>		
<p><b>Power of Attorney, Optional</b> for applicants who want others to represent/assist them in the case. <b>委托授权书</b>（可选, 如果申请人想授权他人协助或查询申请）</p>		

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 )