

Checklist for Visa Application – TOURISM

签证申请审核表——旅游

Name 姓名:	
Passport Number 护照号:	
Consular Competence (Residency proved by) 所属领区（居住地证明）： <input type="checkbox"/> hukou 户口 <input type="checkbox"/> residence card 居住证	Admissibility 申请条件： <input type="checkbox"/> expected arrival to Schengen no longer than 90 days 预计到达申根区日期距今不超过 90 天 <input type="checkbox"/> required documents were presented 所需文件均已提交 <input type="checkbox"/> there is not valid (single) visa in passport 没有仍有效的（单次）申根签证

	YES 有	NO 没有	N/A 其他
Visa Application – all 4 points must be ticked “YES” for the application to be accepted 签证申请—以下四条必须全部勾选“有”，申请方可受理			
1. Visa Application Form – signed <u>twice</u> by the applicant (No. 37 and at the end of the application) 签证申请表—申请者本人在两处指定位置签名（第 37 项及申请表尾页）			
2. Photograph – not older than 6 months, with light background, meeting ICAO criteria, <u>without any post-processing</u> 照片—最近六个月内拍摄，浅色背景，符合 ICAO 规定， <u>无修图</u>			
3. Passport – with copy of the ID page as well as any former Schengen visa (if applicable). Must be valid for a minimum of 3 months after the planned trip, issued within last 10 years and having at least 2 blank pages. 护照—需提交个人信息页复印件及此前获得的所有申根签证页（如有）。在预计行程结束后护照需有至少 3 个月的有效时间，需在过去 10 年内签发，且有至少 2 页的空白页。			
4. Visa fee paid 签证费已支付			
5. Finger prints 指纹 : a) taken NOW 现在采集 b) in last 59 months 过去 59 个月内采集			
Required documents placed in the following order: 请将申请材料按以下顺序排列			
1. Itinerary – detailed information on the travel schedule naming countries/cities where applicant intends to spend night 行程–在旅行计划里提及申请人打算具体住宿的国家/城市信息			
2. Round-trip flight ticket reservation – with valid reservation code or with number of ticket if already paid 往返双程机票预定单– 附带有有效的预定信息或如已付款的机票，附带机票确认码。			
3. Accommodation Reservation – confirmation of hotel reservation(s); it should include reservation reference number if applicable (on-line reservation systems). Reservation of accommodation should cover whole period of stay in Schengen area. 住宿预定单– 酒店预定确认信；确认信应包含预定查询码如适用（在线预定系统）。酒店预定单应涵盖全部旅途的住宿证明。			
4. Travel medical insurance - valid for the duration of the visit and <u>all Schengen states</u> covering all risks to at least € 30.000 (medical reimbursements, emergency evacuation and repatriation of mortal remains). 旅行医疗保险-须覆盖在 <u>所有申根地区</u> 的整个停留时间，保额至少为 3 万欧元并包含所有风险（紧急医务治疗，紧急医疗转移以及遗体遣返）。			

5. **Proof of solvency of the applicant: 申请人偿付能力证明:**

a) Bank statement - from the last three months (not deposit account)

银行对账单-近3个月的流水证明(不接受定期存款)

b) For employees:

在职人士:

→ letter from the employer (in English or in Chinese with English translation) on official letterhead paper with stamp, signature, date and clearly mentioning:

- address, telephone and fax numbers of the employing company
- name and position of the countersigning officer
- name of the applicant, position, salary and years of employment
- approval of leave of absence

→ sealed copy of the business licence of the employing company

由雇主出具的证明信(英文或中文附上英文翻译)需使用公司正式的信头纸并加盖公章,签字,并明确日期及以下信息:

-任职公司的地址,电话及传真号码

-任职公司签字人的姓名和职务

-申请人的姓名,职务,薪酬及工作年限

-准假证明

由任职公司盖章的公司营业执照复印件

For retired persons: proof of pension or other regular income

退休人士:养老金或其他固定性收入

For unemployed persons:

未就业人员:

If married: letter of employment and income of the spouse and notary certificate of marriage legalised by the Ministry of Foreign Affairs

已婚者:配偶的在职和收入证明,婚姻关系公证书(由外交部认证)

If single/divorced/widow(er): Any other proof of regular income

如单身/离异/丧偶: 其他固定收入证明

For minors under 18 years of age: 未成年人(18岁以下):

○ student card 学生证

○ original letter of the school mentioning:

学校出具的证明信原件,包含以下信息:

- full address, telephone number of the school
- permission of absence
- name and function of the person giving the permission
- notary certificate of family relation or proof of guardianship, legalised 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 (if not travelling together with minor)

— 学校的详细地址及电话号码

— 准假证明

— 批准人的姓名,签字及职位

— 经外交部认证的亲属证明或监护人证明的公证书。

— (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(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监护人出具的出行同意书的公证书,并由外交部认证;

<p>6. Hukou – copy, translation is not required. Original to be returned to the applicant immediately after verification. 户口本-复印件，无需翻译。原件需在递交申请时出示，经由验证后当场返还。</p> <p>Residence card (if applicable). Original to be returned to the applicant immediately after verification. 居住证（如适用）。原件需在递交申请时出示，经由验证后当场返还。</p>			
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Note:

The Czech Embassy / Consulate General reserves the right to request additional information or documents and, if considers necessary, to interview the applicant by phone or in person.
捷克大使馆/总领事馆保留要求申请人提供补充信息或文件的权利，如认为必要，有权通过电话调查或亲自与申请人面谈。

Declaration of the Applicant:

申请人声明：

- I confirm that I have been advised to deliver missing documents specified above to the Czech Embassy / Consulate General within **5 working days**. Signing this form, I accept the fact that if I will not submit these documents in time, my application will be decided without missing document and that my visa application might be refused (Visa Code 810/2009 – Article 23).

本人确认已被告知需要在 5 个工作日内将所缺材料补交到捷克使领馆。本人签字同意，若未能在规定时间内补交所需的材料，本人的申请受理将基于不完整的材料，并可能因此导致拒签（Visa code 810/2009 – Article 23）。

- I confirm that I have been informed that all presented document should be translated to English or in Czech language. Only exceptions from this requirement are: Hukou, bank account statement, personal ID & temporary residence card. I understand that if translation of other documents is missing the Czech Embassy / Consulate General considers this document to be missing as described in the previous paragraph.

本人确认已被告知所递交的材料需要翻译成英文或捷克语。除了户口，银行流水，身份证和居住证。我明白若其他材料没有翻译件，将被捷克使领馆视为材料缺失。

- I do not have or I do not intent to submit the above-mentioned missing documents to the Czech Embassy / Consulate General.

本人没有或不打算将上述缺失材料递交到捷克使领馆。

- I have been informed that Czech Embassy / Consulate General should decide on my visa application within 15 days upon its arrival to the Embassy / Consulate General. Due to the fact I have just submitted visa application earlier than 15 days before expected trip it may not be decided on in time. I bear all responsibility for any damage, including financial, which may occur in such case.

本人被告知捷克使领馆将在收到本人申请材料的 15 天内进行审理。因本人递交申请的时间距出行时间少于 15 天，有可能不能及时收到签证结果。本人将承担所有责任，包括由此产生的经济损失。

Visa Fee 签证费:	Service Fee 服务费:	Courier Fee (if any) 快递费（如适用）:	Other fees (if any) 其他费用（如适用）:

Date 日期:

Name and Signature of Processing
Officer 资料受理员签名

Applicant's Signature 申请人签名