

SLOVAKIA EMBASSY IN BEIJING (For VACs in Beijing jurisdiction)

Checklist for Individual Tourism Visa

个人旅游签证申请审核表

List of supporting documents to be submitted with the application 随签证申请一并提交的材料清单

Name:姓名: _____ Passport Number:护照号: _____ E-mail Address 邮件地址: _____	Contact No.: 联系电话: _____ _____		
Please indicate submitted documentation by ✓. Submit the Document Checklist together with your application and supporting documentation in the following order to the Visa Application Centre. 请在所递交的文件材料后面打勾，并将该材料清单和您的申请材料按照下列顺序一起递交到签证申请中心。	Yes/ 有	No/ 没有	Remarks/ 备注
1. Applicant applied in person 申请人本人亲自申请。			
2. "Schengen Visa Application Form" duly completed (download), dated and signed (The minors' documents must be signed by their legal guardians). Original required. 一份填写正确的“申根签证申请表格”（下载），填写日期并签字（未成年人的文件需要由其法定监护人代签）。需原件。			
3. Two passport photos , one attached to Schengen Visa Application Form. The photographs must be sized as 35mm * 25mm with white background, no older than 6 months. 两张护照照片，贴在申请表格上。照片尺寸应为35毫米 * 25毫米，照片背景为白色，照片为6个月内所照。			
4. Passport , valid at least 90 days (3 months) after planned return to China. It must have at least two consecutive blank pages. 护照，要在您的计划回国日期后仍然有效90天（3个月）。必须至少有两张连续的空白页。			
5. Copy of applicant's passport identity page (including the page with information of passports' replacement if applicable) 申请人护照的信息页的复印件（如有换发页，需提供换发页的复印件）。			
6. Documentation on former travels abroad , copy of relevant visa issued (Schengen countries, USA, the stamps of entry & exit, etc.) 能显示以前的出国旅行的信息的证件，相关签证页复印件（申根签证，美国签证，出入境章等）			
7. Visa fee. 签证费。			
8. Non-Chinese citizens are required to submit a copy of a Chinese residence permit, valid at least 90 days (3 months) after planned return to China. 非中国公民需要提交您有效的中国居留许可。至少回国90天（三个月）仍然有效。			
9. Copy of all pages of " Hukou " " Residence Permit " " Social Security Card " (no translation needed) 户口本整本/居住证/社保卡正反面复印件（无需翻译）			
10. Travel medical insurance with a minimum coverage of 30,000 Euro (300,000 CNY) for the effective stay in the Schengen area. The insurance must cover the entire stay (until the flight departs). Please note that if the coverage period of the insurance is stated in Beijing time it might be necessary to purchase one extra day of insurance because of the time difference between China and the Schengen area. 能覆盖在申根地区的实际停留时间，且最低3万欧元（300,000元人民币）保额的 医疗保险 。保险必须覆盖整个行程（直到航班起飞）。请注意如果保险期间写的是北京时间，因为时差的问题您可能需要购买多一天的保险。			

<p>11. Flight reservation: round-trip reservation 机票预订单: 须为往返机票。</p>			
<p>12. Proof of accommodation: for the whole duration of intended stay. 住宿证明: 涵盖全部旅途的住宿证明</p>			
<p>13. Travel programme: documents providing clear evidence about the applicant's travel programme (transportation booking, itinerary etc.) 旅行计划: 能够清晰展示旅行计划的文件 (交通方式预订、行程单等)</p>			
<p>14. 提供以下可证明申请人经济情况的文件或类似文件: - 工作证明, 须有公司抬头, 公章, 负责人签字, 日期, 内容包括: - 申请人姓名, 职位, 工资, 工作年限。 - 公司营业执照复印件, 须有公司盖章 - 银行存款证明, 须说明开户人姓名, 开户时间以及资金; 最近 6 个月被银行盖章的银行对账单 (需要有银行盖章, 负责人姓名, 银行地址和联系电话)。 - 其他资产证明: 如房产证, 退休金证明, 或申请人认为合适的其他文件。 - 须证明在斯洛伐克逗留期间有足够的生活费用。</p> <p>Provement on sufficient financial status by Providing the following documents, or other equivalents: - Certificate of employment, on official company paper with stamp, signature and date, including the information: - Applicant's name, position, salary, and years of service. - Stamped copy of the Commercial Registry License. - Certificate of Saving from the Bank with the name of the holder, date of account-opening and capital that possesses, attaching bank statements for the last 6 months of the applicant. (Required the stamp of bank, name of charger, Address, and contact number). - Proof of other assets: such as title and deed, pension certificate, or other documents deemed appropriate by the applicant. - Proof of sufficient living expenses for the duration of stay in Slovakia.</p>			
<p>15. 未满十八岁的未成年人: - 经过外事办海牙认证的亲属关系或公证事项为出生的公证书或者监护权公证书 (该文件需翻译为英语)。 - 医院开具的出生证明, 原件及复印件。 - 学生证复印件以及学校开具的证明原件及复印件, 包含指定信息: 学校的详细地址及电话, 准假证明, 以及批准人的姓名及职位。</p> <p>独自旅行或仅一方监护人陪同旅行的未成年人: - 经过公证并经由外事办海牙认证的父母或监护人不陪同出行的一方的同意旅行书 (该文件需翻译) 和其护照复印件 (具有信息及签名页), 或其身份证复印件。</p> <p>Minors (under 18 years of age): - Notary certificate of family relation or proof of guardianship, legalized (Apostilled) by the Ministry for Foreign Affairs. (Needed to be translated to English) - Birth Certificate issued by the hospital, original and copy. - Copy of the student card. An original letter from school mentioning full address, telephone number of the school, permission for absence, name and function of the person giving the permission.</p> <p>When the minor is travelling alone or only with one parent: - Notary certificate of permission to travel from either parents (both) or legal guardians (Needed to be translated to English), legalized (Apostilled) by the Ministry of Foreign Affairs. Photocopies of their passports (the information page), or the photocopies of their ID cards.</p>			

Supporting Documents/辅助材料 (translated into English/需翻译成英文)	Yes/ 有	No/ 没有	Remarks/ 备注
1.			
2.			
3.			
4.			

Please note that the Consulate may, in justified cases, request additional documents during the examination of an application which are not mentioned in the above list. The applicant is hereby informed that submitting the above - mentioned documents do not guarantee automatic issuance of a visa.

申请人请注意：在合理的情况下，领馆除了上述清单上的材料有权利向申请人要求其它材料。递交了上述材料并不能保证申请人一定能获得签证。

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 she/he has no other documents to submit.

申请人已经确认她/他不提交其他文件。

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 she/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。

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

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

Date/日期

(Applicant's Signature/申请人签名)
