

**SLOVAK EMBASSY IN BEIJING(For VACs in Beijing jurisdiction)**

**Checklist for Visit to Family/Friends Visa**

**探亲/访友签证申请审核表**

**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:_____	Contact No.: 联系电话: _____		
Passport Number:护照号: _____			
E-mail Address 邮件地址:_____			
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. <b>“Schengen Visa Application Form”</b> 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 <b>“申根签证申请表”</b> (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. <b>Two passport photos</b> , 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 <b>护照照片</b> , 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. <b>Passport</b> , valid at least 90 days (3 months) after planned return to China. It must have at least two consecutive blank pages. <b>护照</b> , 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 <b>applicant’s passport identity page</b> (including the page with information of passports’ replacement if applicable) 申请人 <b>护照的信息页</b> 的复印件 (如有换发页, 需提供换发页的复印件)。			
6. <b>Documentation on former travels abroad</b> , copy of relevant visa issued (Schengen countries, USA, the stamps of entry & exit, etc.) 能显示以前的 <b>出国旅行的信息</b> 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. <b>Visa fee.</b> 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 <b>“Hukou” “Residence Permit” “Social Security Card”</b> (no translation needed) 户口本 <b>整本/居住证/社保卡</b> 正反面复印件 (无需翻译)			
10. Travel <b>medical insurance</b> 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 <b>医疗保险</b> 。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><b>11. Flight reservation:</b> round-trip reservation  <b>机票预订单:</b> 须为往返机票。</p>			
<p><b>12. Proof of accommodation:</b> for the whole duration of intended stay.  - The applicant can provide a reservation from a hotel.  - Or an original letter from the inviter declaring he/she will provide the accommodation for the applicant at the specific address (with signature and proof of ownership of the house/apartment, must be legalized by Slovak authority).  <b>住宿证明:</b> 须涵盖停留期。  - 申请人可以提供酒店预订单。  - 或出具邀请人出具的注明申请人住宿地址的证明信原件（证明信的签名和房产证明须经过斯洛伐克当局认证）。</p>			
<p><b>13. Original invitation letter from the inviter:</b>  - A notary must verify the signature of the inviter on the invitation letter.  - It must clearly mention: full address and contact of the inviter.  - The relationship with the applicant.  - The duration of the visit (the date should be identical to the one stated in the application form).  - The person who will bear the applicant's travel and living costs (sponsor), whether the sponsor gives financial guaranty for the applicant's return to China.  <b>邀请信原件:</b>  - 邀请信上的签名需经过公证。  - 信中需提及: 邀请人的完整地址和联系方式。  - 与申请人的关系。  - 访问的时间（日期应与申请表上保持一致）。  - 为申请人提供资金支持的担保人, 以及担保人是否会为申请人返回中国提供资金担保。</p>			
<p><b>14. Original of the invitation from Bureau of Border and Alien Police of the Slovak Republic when invitation letter specified under no. 13 is not signed by a Slovak citizen.</b>  如邀请信非斯洛伐克公民出具并签字, 则需提供斯洛伐克共和国警方出具的邀请函原件。</p>			
<p><b>15. Proof or relationship:</b>  - For family visit: A notary certificate of family relationship with the sponsor legalized by the Ministry of Foreign Affairs.  - For friends visit: The relationship can be substantiated with original documents, pictures, letter of invitation, etc.  <b>关系证明:</b>  探亲: 亲属关系公证书, 并由外交部认证。  访友: 可以证明关系的文件、照片和邀请信等等。</p>			

**16. Proof of solvency of the applicant:**

- Original of the personal bank statements from the last 3 months, no deposits required.
- **For employees:**
  - A sealed copy of the business licence of employing company.
  - A letter from the employer (with English translation).
  - This letter must be written on official company paper with stamp, signature, date.
  - The letter must clearly mention: full address, telephone and fax numbers and contact persons of the company.
  - The name and position of the countersigning officer.
  - The name, position, salary and years of service of the applicant as well as an approval for leave or absence.
- **For retired persons:** proof of pension or other regular income.
- **For unemployed persons:**
  - If married: letter of employment and income of the spouse and notary certificate of marriage, legalized by the Ministry of Foreign Affairs.
  - If single/divorced/widow/widower – any other proof of regular income.

**申请人偿付能力证明:**

- 近3个月的个人银行对账单，无需存款证明。
- 在职人员:**
  - 由任职公司盖章的公司营业执照复印件。
  - 由雇主出具的证明信（附英文翻译）。
  - 需使用公司正式的信头纸并加盖公章、签字，并写明日期及以下信息：
    - 任职公司的地址、电话及传真号码。
    - 公司签字人的姓名和职务。
    - 申请人姓名、职务、收入及工作年限以及准假证明。
- 退休人员:** 养老金或其他固定收入证明。
- 未就业人员:**
  - 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。
  - 单身 / 离异 / 丧偶：其他固定收入证明。

**17. 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。

**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或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。

**- 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.

**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.

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)			
Other Fees (其他费用)		TEL/电话	

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

Date/日期

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(Applicant's Signature/申请人签名)

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