

SLOVAKIA EMBASSY IN BEIJING (For VACs in Beijing jurisdiction)

Checklist for Business

商务签证申请审核表

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. “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”（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）。必须有至少两张连续的空白页。			
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. Original invitation letter from the Slovak company, organiser of the event or the training:</p> <ul style="list-style-type: none"> - Must be written on official company paper with stamp and signature verified by a notary. - It must clearly mention: full address and contact persons of the company. - It must be signed by the Statutory organ or an authorized person by the Statutory. - The purpose and duration of the visit (the date should be identical to the one stated in the application form), participate the program of the business visit or professional training. - The person or the entity who will bear the applicant's travel and living costs (sponsor). - Whether the sponsor gives financial guaranty for the applicant's return to China. <p>斯洛伐克公司的邀请函原件，活动或培训的主办机构：</p> <ul style="list-style-type: none"> -必须在公司的正式文件上书写，并加盖公章，并由公证人签名。 -必须注明：公司的完整地址和联系方式。 -必须由法定机构或法定机构的授权人签署。 -来访的目的和时间（日期与申请表上填写的日期相同），是参加商务访问或专业培训的项目。 -承担申请人差旅费和生活费的个人或单位（保证人）。 -保证人是否为申请人回国提供经济担保。 			
<p>12. Original of the invitation from Bureau of Border and Alien Police of the Slovak Republic (not necessary if the applicant provides original of the invitation letter as specified under no. 11).</p> <ul style="list-style-type: none"> - This document can be asked from the applicant by the Embassy of the Slovak Republic in Beijing later in the process. - This invitation is necessary when invitation letter specified under no. 11 but is not signed by a Slovak citizen (for example a foreigner staying in the Slovak Republic based on residence permit). <p>斯洛伐克共和国边境和外国警察局的邀请函原件（如申请人提供第 11 项文件所指定的邀请函原件，则无须提供）。</p> <ul style="list-style-type: none"> -斯洛伐克共和国驻北京大使馆可要求申请人稍后提供此文件。 -如果邀请函满足第 11 项要求但没有斯洛伐克公民签字（例如持有居留许可在斯洛伐克共和国居住的外国人）则需要提供此邀请函。 			
<p>13. Flight reservation and proof of accommodation 机票预订单和住宿证明。</p>			
<p>14. Proof of solvency:</p> <ul style="list-style-type: none"> - If the company is to pay for your travel and living costs: Proof of solvency of the applicant's company (or employer), original of the company bank statements from the last 3 months, no certificate of deposits required. - If the applicant is to pay for the travel and living costs: Proof of his/her personal solvency, original of personal bank statements from the last 3 months, no certificate of deposits required. <p>偿付能力证明：</p> <ul style="list-style-type: none"> -如果旅行及生活费用由公司支付：需提供申请人公司（或雇主）偿付能力的证明：最近3个月的公司银行对账单（原件）， 无需提供存款证明。 -如果旅行及生活费用由本人支付：需提供本人偿付能力的证明：最近 3个月的个人银行对账单（原件）， 无需提供存款证明。 			

<p>15. Business License of the company and original letter from the employer:</p> <ul style="list-style-type: none"> - A sealed copy of the business licence of employing company. - An original letter from the employer (with English translation) on official company paper with stamp, signature, date. - The letter must clearly mention: full address, telephone and fax numbers, contact persons of the company, the name and position of the countersigning officer. - Name, position, salary and years of service of the applicant as well as an approval for leave or absence, the person or entity who will bear the travel and living costs. - The original letter must be signed by the person in charge, stamped with official seal, and explanation of inviting party's information. <p>公司营业执照及所有者证明原件:</p> <ul style="list-style-type: none"> - 雇用公司营业执照的盖章副本。 - 雇主公司出具的证明信原件(英文翻译), 需使用公司正式的信头纸并加盖公章、签字、日期。 - 并包含如下信息: 详细地址、电话和传真号码和公司的联系人, 签字人的名字和职位。 - 申请人姓名, 职位, 收入和工作年限, 公司的准假许可, 支付旅行费用的个人或公司。 - 工作证明需要由负责人签字, 有公司公章, 邀请公司信息也应说明。 			
<p>16. Work Permit (if applicable):</p> <p>A working permit may be needed in the following cases:</p> <ul style="list-style-type: none"> - Occupation training "on the job". - Working for his/her company in the Member states of Schengen Area. <p>工作许可 (如适用):</p> <p>以下情况需要工作许可:</p> <ul style="list-style-type: none"> - 在职工作培训。 - 在申根成员国境内为任职公司工作。 			

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)
