

SLOVAKIA (For VACs in People's Republic of China)

Checklist for Family/Friends Visit 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: _____ 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 (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 type photos , one attached to the Schengen Visa Application Form. The color photographs must be sized 35mm * 25mm with white background, no older than 6 months. 两张证件照，一张贴申请表。照片尺寸35毫米 * 25毫米，白色背景，6个月内近照。			
4. Passport , valid for at least 90 days (3 months) after planned departure from the Schengen area and after the expiration of visa and not older than 10 years. It must have at least two consecutive blank pages. Damaged travel documents cannot be accepted. 护照，必须在计划离开申根区后至少90天（3个月）后仍有效，且在签证到期后仍有效，签发日期不得超过10年。旅行证件必须至少有两页连续空白页。破损的旅行证件将不被接受。			
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.). 以往出国旅行的证明文件，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 departure from the Schengen area. 非中国公民需要提交有效的中国居留许可。至少在离开申根区后至少90天（三个月）后仍然有效。			
9. Copy of all pages of “Hukou”, “Residence Permit”, “Social Security Card” (no translation needed). 户口簿整本、居住证、社保卡复印件（无需翻译）。			

<p>10. Travel medical insurance with a minimum coverage of 30,000 Euro (300,000 CNY) of any emergency medical treatment and repatriation for medical reasons as well as in case of death repatriation of the deceased. Travel insurance must be valid in the Schengen area and for the entire duration of 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.</p> <p>旅行医疗保险的最低保额为30,000欧元（300,000元人民币），涵盖任何紧急医疗救治和因医疗原因遣返的费用，以及在不幸身故的情况下，遗体遣返的费用。旅行保险必须在申根区内有效，且涵盖整个停留期间（直至航班起飞）。请注意，如果保险的承保期限以北京时间为准，由于中国与申根区存在时差，您可能需要额外购买一天的保险。</p>			
<p>11. Original of the invitation letter from the inviter (not older than 3 months):</p> <ul style="list-style-type: none"> - An official invitation issued by the authorities of the country of destination. It is also accepted to submit an invitation signed by the sponsor, signature verified by a notary. It must clearly mention: <ul style="list-style-type: none"> - The 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 guarantee for the applicant's return to China. <p>Optional:</p> <p>Original financial guarantee by the sponsor:</p> <p>A. If the sponsor lives in the country of destination:</p> <ul style="list-style-type: none"> - Proof of a regular income over the last 3 months, or - A declaration of guarantee as provided for by the country of destination's national legislation. <p>B. If the sponsor lives in China but invites the applicant to travel together to the country of destination:</p> <ul style="list-style-type: none"> - Signed guarantee letter. - Copy of the residence permit for China. - Proof of regular income (letter from employer). - Proof of residence in the country of destination or invitation to stay with close family. <p>Optional:</p> <p>Original official letter verified by the Police of the Slovak Republic (not necessary if the applicant provides original or copy of the invitation letter).</p> <p>邀请人出具的邀请函原件（不超过3个月）：</p> <ul style="list-style-type: none"> - 由目的地国家官方机构签发的正式邀请函。也可接受由担保人签署并经公证的邀请函。邀请函必须明确包含以下内容： <ul style="list-style-type: none"> - 邀请人的完整地址和联系方式。 - 与申请人的关系。 - 访问期限（日期应与申请表中填写的日期一致）。 - 承担申请人旅行和生活费用的个人（担保人）。 - 担保人是否为申请人返回中国提供经济担保。 <p>可选：</p> <p>担保人出具的经济担保原件：</p> <p>A. 如果担保人居住在目的地国家，担保人需提供：</p> <ul style="list-style-type: none"> - 近3个月的稳定收入证明，或 - 符合目的地国家法律规定的担保声明。 <p>B. 如果担保人居住在中国，邀请申请人一同前往目的地国家，担保人需提供：</p> <ul style="list-style-type: none"> - 已签署的担保函。 			

<ul style="list-style-type: none"> - 中国居留许可复印件。 - 固定收入证明（雇主出具的证明信）。 - 目的地国居住证明或受邀前往该国与近亲属同住的邀请函。 <p>可选： 由斯洛伐克共和国警方核实的官方信函原件（如果申请人提供邀请函原件或复印件，则无需提供）。</p>			
<p>12. Proof of relationship:</p> <ul style="list-style-type: none"> - For family visit: A notary certificate of family relationship with the sponsor legalized (Apostilled) by the Ministry of Foreign Affairs. - For friends visit: The relationship can be substantiated with original documents, pictures, letter of invitation, etc. <p>关系证明：</p> <ul style="list-style-type: none"> - 探亲：亲属关系公证书，并由外交部认证（海牙认证）。 - 访友：可以证明关系的原件文件、照片和邀请信等。 			
<p>13. Proof of solvency of the applicant:</p> <ul style="list-style-type: none"> - Original of the personal bank statements from the last 3 months, no deposits required. - For employees: <ul style="list-style-type: none"> - A sealed copy of the business license of the 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: <ul style="list-style-type: none"> - The 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 of absence. - For retired people: proof of pension or other regular income. - For unemployed people: <ul style="list-style-type: none"> - If married: letter of employment and income of the spouse and notary certificate of marriage, legalized (Apostilled) by the Ministry of Foreign Affairs. - If single/divorced/widowed– any other proof of regular income. <p>申请人偿付能力证明：</p> <ul style="list-style-type: none"> - 近三个月的个人银行对账单原件（无需存款证明）。 - 对于在职人员： <ul style="list-style-type: none"> - 所在公司营业执照复印件加盖公章。 - 雇主出具的证明信（需附英文翻译）。 - 此信函必须使用公司正式信纸，并加盖公司印章、签字和日期。 - 信函中必须明确包含以下内容： <ul style="list-style-type: none"> - 公司完整地址、电话、传真号码及联系人。 - 签字人的姓名和职务。 - 申请人的姓名、职务、薪资和工龄，以及批准假期。 - 对于退休人员： 养老金或其他固定收入证明。 - 对于失业人员： <ul style="list-style-type: none"> - 如已婚：配偶的就业和收入证明以及经外交部认证（海牙认证）的结婚公证件。 - 如单身/离异/丧偶：其他固定收入证明。 			

<p>14. Minors (under 18 years of age):</p> <ul style="list-style-type: none"> - Notary certificate of family relation or proof of guardianship, legalized (Apostilled) by the Ministry for Foreign Affairs (Needed to be translated to English). - Copy of the student card. An original letter from school mentioning the full address, telephone number of the school, permission for absence, name and position of the person giving the permission. <p>When the minor is travelling alone or only with one parent:</p> <ul style="list-style-type: none"> - Notary certificate of permission to travel either from 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>未成年人（18岁以下）：</p> <ul style="list-style-type: none"> - 经公证的亲属关系证明或监护人证明，并经外交部认证（海牙认证）。（需翻译成英文） - 学生证复印件。学校出具的信函原件，需包含学校完整地址、电话号码、请假理由以及出具请假证明人的姓名和职务。 <p>未成年人单独旅行或仅与父母一方同行时：</p> <ul style="list-style-type: none"> - 未出行的一方（双方）或法定监护人出具的旅行同意书公证件（翻译成英文），并经外交部认证（海牙认证）。双方护照（信息页）复印件或身份证复印件。 			
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Supporting Documents/辅助材料 (translated into English/需翻译成英文) Additional notes: optional documents. Please, be aware that applicants are allowed to submit additional documents that they consider useful to explain/justify the trip. 附加说明：附加文件。 请注意，申请人可以提交能够说明其行程的解释/证明类附加文件。	Yes/ 有	No/ 没有	Remarks/ 备注
1.			
2.			
3.			
4.			

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

申请人请注意：大使馆和领事馆在审核申请时，如有正当理由，可能会要求申请人提供上述清单之外的其他文件，并可能在必要时对申请人进行面谈。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 choose as appropriate

资料审核员根据适用情况选择：

1. The applicant has confirmed that he/she has no other documents to submit.

申请人已确认没有其他文件需要提交。

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 he/she has chosen to proceed with the application.

申请人已提交上述证明文件。我已告知申请人，如未能提交所有必要文件，申请可能被拒，但申请人仍选择继续申请。

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

Applicant's Signature/申请人签名
