

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

## 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: _____ 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”（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。			

<p>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。</p>			
<p>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>			
<p>10. Travel <b>medical insurance</b> 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. 旅行<b>医疗保险</b>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 or Copy of the <b>invitation letter</b> from the Slovak company, organizer of the event or the training: - Must be written on official company paper with stamp and signature verified by a notary. - Must be signed exclusively by the company's Management Body representatives, as required by the Slovak Commercial Register, or by a person authorized by them for this purpose. - It must clearly mention: - The full address and the contact persons of the company. - The name and position of the countersigning officer. - The purpose and duration of the visit (the date should be identical to the one stated in the application form), participation in 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. <b>Optional:</b> Original official letter verified by the Police of the Slovak Republic (not necessary if the applicant provides original or copy of the invitation letter). 斯洛伐克公司、活动或培训主办机构的<b>邀请函</b>原件或复印件： - 必须使用公司官方纸张出具，并加盖公章，签字必须经过公证。 - 必须由公司管理机构的代表（根据斯洛伐克商业登记处的规定）或经其授权的人员签署。 - 必须注明：公司完整地址和公司联系人。 - 签字人的姓名和职务。 - 来访目的和停留时间(日期与申请表上填写的日期相同)，以及参与商务考察或专业培训的具体安排。 - 承担申请人差旅费和生活费的个人或单位(担保人)。 - 担保人是否为申请人回国提供经济担保。 <b>可选：</b> 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><b>12. Proof of solvency:</b></p> <ul style="list-style-type: none"> <li>- If the company is to pay for the 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.</li> <li>- 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.</li> </ul> <p><b>偿付能力证明:</b></p> <ul style="list-style-type: none"> <li>- 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: 近3个月的公司银行对账单原件, 无需提供存款证明。</li> <li>- 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: 近3个月的个人银行对账单原件, 无需提供存款证明。</li> </ul>			
<p><b>13. Business License</b> of the company and <b>original letter</b> from the employer:</p> <ul style="list-style-type: none"> <li>- A sealed copy of the business license of the employing company.</li> <li>- An original letter from the employer (with English translation) on official company paper with stamp, signature, date.</li> <li>- The letter must clearly mention: <ul style="list-style-type: none"> <li>- Full address, telephone and fax numbers, contact person of the company, the name and position of the countersigning officer.</li> <li>- Name, position, salary and years of service of the applicant as well as approval for leave of absence, the person or entity who will bear the travel and living costs.</li> </ul> </li> <li>- The original letter must be signed by the person in charge, stamped with official seal, and information about the inviting company should also be provided.</li> </ul> <p><b>公司营业执照及雇主出具的证明信原件:</b></p> <ul style="list-style-type: none"> <li>- 雇用公司营业执照复印件加盖公章。</li> <li>- 雇主公司出具的证明信原件(英文翻译), 需使用公司官方信纸并加盖公章、签字、注明日期。</li> <li>- 并包含如下信息: 公司详细地址、电话和传真号码和公司联系人, 签字人的名字和职位。</li> <li>- 申请人姓名、职位、收入和工作年限、公司的准假许可、支付旅行和生活费用的个人或单位。</li> <li>- 原件必须由负责人签字, 加盖公章, 并附上邀请公司的信息。</li> </ul>			
<p><b>14. Work Permit (if applicable):</b></p> <p>A work permit may be needed in the following cases:</p> <ul style="list-style-type: none"> <li>- Occupation training "on the job".</li> <li>- Working for his/her company in the Member States of the Schengen area.</li> </ul> <p><b>工作许可(如适用):</b></p> <p>以下情况需要工作许可:</p> <ul style="list-style-type: none"> <li>- 在职工作培训。</li> <li>- 在申根成员国境内为其任职公司工作。</li> </ul>			

Supporting Documents/辅助材料 (translated into English/需翻译成英文) <b>Additional notes:</b> optional documents. Please, be aware that applicants are allowed to submit additional documents 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

\_\_\_\_\_