

SLOVAK EMBASSY IN BEIJING (For VACs in Beijing, Chengdu, Guangzhou and Shenyang)

**Business Visa / 商务签证**

List of supporting documents to be submitted with the application

随签证申请一并提交的材料清单

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	No
1. Applicant applied in person 申请人本人亲自申请。	<input type="checkbox"/>	<input type="checkbox"/>
2. "Schengen Visa Application Form" duly completed ( <a href="#">download</a> ), dated and signed. Original required. 一份填写正确的“申根签证申请表”（ <a href="#">下载</a> ），填写日期并签字。需原件。	<input type="checkbox"/>	<input type="checkbox"/>
3. <b>Two passport photos</b> , one attached to Schengen Visa Application Form. The photograph must be passport size with light background, no older than 6 months. <b>两张护照照片</b> ，贴在申请表格上。照片尺寸应为护照照片尺寸，照片背景为浅色，照片为 6 个月内所照。	<input type="checkbox"/>	<input type="checkbox"/>
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。	<input type="checkbox"/>	<input type="checkbox"/>
5. Copy of <b>applicant's passport identity page</b> (including extension date if applicable) 申请人护照的身份页的复印件（如有延期页，需提供延期页的复印件）。	<input type="checkbox"/>	<input type="checkbox"/>
6. <b>Documentation on former travels abroad</b> , copy of relevant visa issued (Schengen countries, USA 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，美国签证等）	<input type="checkbox"/>	<input type="checkbox"/>
7. <b>Visa fee.</b> <b>签证费。</b>	<input type="checkbox"/>	<input type="checkbox"/>
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。	<input type="checkbox"/>	<input type="checkbox"/>
9. Copy of all pages of " <b>Hukou</b> " (no translation needed) <b>户口本</b> 整本复印件（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	<input type="checkbox"/>	<input type="checkbox"/>

<p>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 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>		
<p><b>11. Original invitation letter from the Slovak company</b>, organiser of the event or the training: 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, 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), 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> <p>斯洛伐克公司的邀请函原件，活动或培训的主办机构：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、签字人的姓名和职务、来访的目的和时间（日期与申请表上填写的日期相同）、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>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>12. Original of the invitation from Bureau of Border and Alien Police of the Slovak Republic</b> (not necessary if the applicant provides original of the invitation letter as specified under no. 11. The applicant can be asked by the Embassy of the Slovak Republic in Beijing to provide this document later in the process). This invitation is necessary when invitation letter specified under no. 11 is not signed by a Slovak citizen (for example a foreigner staying in the Slovak Republic based on residence permit).</p> <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 项文件所指明的邀请函原件，则无须提供。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>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>13. Flight reservation and proof of accommodation</b> 机票预订单和住宿证明。</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>14. Proof of solvency:</b> If the company is to pay for your travel and living costs: Proof of solvency of the company (original of the company bank statements from the last 3 months, no 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 deposits required).</p> <p>偿付能力证明：如果旅行及生活费用由公司支付，需提供申请人（或雇主）公司偿付能力的证明：最近 3 个月的银行对账单（原件），无</p>	<input type="checkbox"/>	<input type="checkbox"/>

需存款证明；或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个月的银行对账单(原件)， 无需存款证明。		
<b>15. Business License of the company and original letter from the employer:</b> 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 and 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. 公司营业执照及所有者证明原件：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人联系, 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。	<input type="checkbox"/>	<input type="checkbox"/>
<b>16. Work Permit (if applicable):</b> A work permit may be needed in the following cases: Business training “on the job”, Working in your own company in the Member state of Schengen Area as Destination 工作许可（如适用）：以下情况需要工作许可：在职工作培训；在申根成员国境内为任职公司工作。	<input type="checkbox"/>	<input type="checkbox"/>

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

请注意，使馆在合理的情况下，在审理签证申请的过程中有可能索要材料清单以外的材料。请注意，申请人按照材料清单的要求提交申请材料并不保证一定获得签证。

Initials of caseworker receiving case at VAC and initials of caseworker delivering case to the Embassy:

Originals	Received	Delivered
Bank Deposit		
Legalized documents		
Other		
Other		

Initials of a caseworker receiving case at VAC:

IO:	
SO:	
Scan:	
Check:	