

**Culture/Sports Events Visa**

**文化/体育活动签证**

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“申根签证申请表格”（ <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	<input type="checkbox"/>	<input type="checkbox"/>

<p>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.</p> <p>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 organizer of the event:</b> Must be written on official paper with stamp and signature verified by a notary. It must clearly mention: purpose and duration of the stay, detailed program and itinerary, an indication of the costs and entity that will pay for them, an indication of lodging during the period of the intended stay.</p> <p><b>活动的主办方的邀请函原件：</b> 需使用正式的抬头纸，加盖公章，签字并公证。必须包含如下信息：访问的目的和停留时间，详细的日程和路线安排，注明活动的费用以及支付费用的单位，注明整个停留时间的住所。</p>		
<p><b>14. 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. 13. 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. 13 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>	□	□
<p><b>13. Original letter from the Chinese cultural or sports organisation</b> (in English or in Chinese and an English translation) on official paper with stamp, signature, date. The letter must clearly mention: full address and contacts of the organisation, the name and position of the countersigning officer, name, position, salary and years of service of the applicant, confirmation of participation, entity that will pay for costs of travel and living and a copy of business licence (with English translation).</p> <p><b>中国文化或体育机构的证明信原件</b>（英文或中文附有英文翻译）需使用公司的正式抬头纸并加盖公章，签名，日期。并需明确包含如下信息：该机构的详细地址和联系人，签字人员的姓名和职务，申请人姓名，职务，收入和工作年限，确认参加函，支付旅行和生活费用的单位，营业执照复印件（及英文翻译件）。</p>	□	□
<p><b>14. Flight reservation and proof of accommodation</b></p>	□	□

机票预订单和住宿证明。		
15.Minors (under 18 years of age): Copy of the student card. An original of the letter from school mentioning full address, telephone number of the school, permission for absence, name and function of the person giving the permission. Notary certificate of family relation or proof of guardianship, legalized by the Ministry for Foreign Affairs. When the minor is travelling alone or only with one parent - notary certificate of permission to travel from either parents (both) or legal guardians, legalized by the Ministry of Foreign Affairs. 未成年人（18岁以下）： 学生证复印件。学校出具的证明信原件，包含如下信息：详细的学校地址及电话，准假证明，批准人的姓名及职位。家庭关系或监护关系公证书，并由外交部认证。当未成年单独旅行或随单方家长旅行 – 由不同行的另一方家长（双方）或者监护人出具的出行同意书的公证书，并由外交部认证。	<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:	