

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

Visit to Family/Friends Visa 探亲/访友签证

List of supporting documents to be submitted with the application

随签证申请表格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 (download), dated and signed. Original required. 一套填写正确的"申根签证申请表格" (下载). 需原件。	<input type="checkbox"/>	<input type="checkbox"/>
3. Two passport photos , one attached to Schengen Visa Application Form. The photograph must be passport size with light 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. 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)。必须至少有两张连续的空白页。	<input type="checkbox"/>	<input type="checkbox"/>
5. Copy of applicant's passport identity page (including extension date if applicable) 申请人护照的身份页的复印件(如有延期页, 须提供延期页的复印件)	<input type="checkbox"/>	<input type="checkbox"/>
6. Documentation on former travels abroad ; 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. Visa fee. 签证费。	<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. 非中国公民必须提交一份中国居留证复印件, 有效期必须在计划回国后至少 90 天 (3 个月) 有效。	<input type="checkbox"/>	<input type="checkbox"/>
9. Copy of all pages of " Hukou " (no translation needed) 户口本整本复印件 (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	<input type="checkbox"/>	<input type="checkbox"/>

<p>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>		
<p>11. Flight reservation: round-trip reservation</p> <p>机票预订单：须为往返机票。</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>12. Proof of accommodation: for the whole duration of intended stay. The applicant can provide a booking from a hotel, or an original of the letter from the inviter declaring he/she will secure the accommodation for the applicant at the specific address (with verified signature and proof of ownership of the house/apartment).</p> <p>住宿证明：须涵盖停留期。申请人可以提供酒店预订单，或邀请人出具的注明申请人住宿地址的证明信原件（证明信的签名和房产证明须经过认证）。</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>13. Original invitation letter from the inviter: A notary must verify the signature of the inviter on the invitation letter. It must clearly mention: 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 guaranty for the applicant's return to China.</p> <p>邀请信原件：邀请信上的签名需经过公证。信中需提及：邀请人的完整地址和联系方式，与申请人的关系，访问的时间（日期应与申请表上保持一致），为申请人提供资金支持的担保人，以及担保人是否会为申请人返回中国提供资金担保。</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>14. Original of the invitation from Bureau of Border and Alien Police of the Slovak Republic when invitation letter specified under no. 13 is not signed by a Slovak citizen.</p> <p>如邀请信非斯洛伐克公民出具并签字，则需提供斯洛伐克共和国警方出具的邀请函原件。</p>		
<p>15. Proof or relationship:</p> <p><u>For family visit:</u> A notary certificate of family relationship with the sponsor legalised by the Ministry of Foreign Affairs</p> <p><u>For friends visit:</u> The relationship can be substantiated with original documents, pictures, letter of invitation etc.</p> <p>关系证明：</p> <p><u>探亲：</u>亲属关系公证书，并由外交部认证。</p> <p><u>访友：</u>可以证明关系的文件、照片和邀请信等等。</p>		
<p>16. Original financial guaranty by the sponsor:</p> <p><u>If the sponsor lives in Slovakia:</u> Proof of a regular income over the last 3 months (bank statement, no deposits), a declaration of guarantee as provided for by Slovak national legislation.</p>	<input type="checkbox"/>	<input type="checkbox"/>

<p>If the sponsor lives in China but invites the applicant to travel together to Slovakia: Signed guarantee letter, copy of the residence permit for China, proof of a regular income (letter from the employer), proof of a residence in Slovakia or invitation to stay with close family.</p> <p>担保人的财务担保原件:</p> <p><u>如果担保人在斯洛伐克居住:</u> 近 3 个月的固定收入证明 (银行流水, 非存款证明), 由斯洛伐克出具的具有法律效力的担保声明</p> <p><u>如果担保人在中国居住并邀请申请人一同到斯洛伐克旅行:</u> 已签字的担保信, 中国居留许可复印件, 由雇主出具的固定收入证明, 在斯洛伐克的居住证明或接待家庭提供的邀请信。</p>		
<p>17. Proof of solvency of the applicant: original of the personal bank statements from the last 3 months, no deposits required.</p> <p><u>For employees:</u> A sealed copy of the business licence of employing company. A 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.</p> <p><u>For retired persons:</u> proof of pension or other regular income</p> <p><u>For unemployed persons:</u> If married – letter of employment and income of the spouse and notary certificate of marriage, legalised by the Ministry of Foreign Affairs, if single/divorced/widow/widower – any other proof of regular income.</p> <p>申请人偿付能力证明: 近3个月的个人银行对账单, 无需存款证明。</p> <p>在职人员: 由任职公司盖章的公司营业执照复印件。由雇主出具的证明信 (附英文翻译), 需使用公司正式的信头纸并加盖公章、签字, 并写明日期及以下信息: 任职公司的地址、电话及传真号码, 公司签字人的姓名和职务; 申请人姓名、职务、收入及工作年限以及准假证明。</p> <p>退休人员: 养老金或其他固定收入证明</p> <p>未就业人员: 已婚者: 配偶的在职和收入证明、婚姻关系公证书, 由外交部认证。单身 / 离异 / 丧偶: 其他固定收入证明</p>	□	□
<p>18.Minors (under 18 years of age):</p> <p>Copy of the student card. 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.</p> <p>未成年人 (18岁以下):</p> <p>学生证复印件。学校出具的证明信原件, 包含以下: 学校的详细</p>	□	□

地址及电话号码，准假证明，批准人的姓名及职位。经外交部认证的亲属关系证明或监护人证明的公证书。当未成年人单独旅行或者和单方家长旅行时：由双方家长或法定监护人出具的，或（当未成年人跟随单方家长或监护人旅行时）由不同行的另一方家长或监护人出具的出行同意书的公证书，并由外交部认证。		
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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:	