TOURIST VISIT INDIVIDUAL (TOURISMUS)
个人旅游签证
LIST OF SUPPORTING DOCUMENTS (LISTE DER GEFORDERTEN DOKUMENTE)
要求递交材料清单

APPLICANT'S NAME: 申请人姓名：	**PASSPORT NUMBER:** 护照号码：

YES

1 VISA APPLICATION FORM / 签证申请表 ☐
Fully completed (filled out electronically) in English or German language
Personally signed by the applicant (minors: signed by both legal guardians)
用英文或者德语填写完整（建议电脑填写），由申请者本人签字（未成年人由法定监护人父母双方签字）
Visa form: 签证表格: https://visa.vfsglobal.com/one-pager/austria/china/english/pdf/application-form-Beijing-c.pdf

2 ONE RECENT PASSPORT PHOTO / 一张近期护照标准照片 ☐
Colour, 35x45mm, white background, undamaged, no headpiece, not older than 6 months, unedited photo
35x45mm, 白底彩照，无损坏，无头饰/免冠，6个月内拍摄， 无修图
http://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf

3 PERSONAL LETTER IN SUPPORT OF YOUR APPLICATION / 有助于您签证申请的说明 ☐
VOLONTARY! To provide additional understanding of your visa application to the Embassy
自愿递交！可帮助使馆更清楚地了解您签证申请的目的。

4 EMPLOYMENT / STUDY / RETIREMENT CERTIFICATE / 在职、学生或退休证明

EMPLOYEES 在职证明: ☐

- Employment Certificate in English or German language or in Chinese with translation on official company paper including address, phone and fax number of the employing company;
  在职证明用英文或德文撰写，或用中文撰写附英文或德文译文，打印在单位公函纸上。在职证明包含单位地址、电话和传真号信息；
- stamp of the company; signature, position and contact information of a responsible person in the company;
  盖单位公章，单位负责人的签字及其职务和联络方式；
- name of applicant, position, salary, years of service and confirmation of position after return; approval for leave
  申请人的姓名、职务、薪资、工作年限以及返回后保留职位保证和准假确认；
- Copy of Business License by Chinese Enterprise with original seal
  公司营业执照复印件，加盖公章。

STUDENTS 在读证明: ☐

- Study Certificate in English or German language or in Chinese with E/G translation issued by school / university; including telephone number and complete address of school/university, approval for leave, name and position of person giving the permission
  在读证明用英文或德文撰写，或者用中文撰写附英文或德文翻译，由学校出具。内容包括在读学校的电话、具体地址，准假确认以及批准人的姓名和职务。

RETIREES 退休证明: ☐

- proof of retirement benefits or other regular income 退休金或其他固定收入；
- copy of retirement certificate 退休证复印件。

UNEMPLOYED PERSONS 无职业人员: ☐

- if married: letter with information on employment and salary of spouse as well as marriage certificate (legalized by MFA) 已婚人员：配偶的在职和薪资信息证明，结婚证经过公证和外交部认证；
- if single, divorced or widowed: any other proof of regular income 未婚、离婚或丧偶人员：任何有固定收入的证明

5 PROOF OF SOLVENCY OF APPLICANT / 申请人支付能力证明 ☐

- Traceable financial means: proof of the actual regular income and income source
  经济来源证明：当前固定收入和收入来源证明
- Personal, original stamped bank statements (salary account) of the last three months. The name of the applicant must clearly appear on the statement and should be printed by the bank. Salary items should be clearly listed on the bank statement. 最近3个月的本人原始对帐单（工资户头），需显示申请人的名字，工资收入项，由银行打印；

6 TRAVEL ITINERARY /行程 ☐
Itinerary covering the whole stay in Austria and Schengen area, stating the dates and places of stay and means of transport. In case of two or multiple entries: documentation of travel route outside the Schengen area.
整个在奥地利和申根国家旅行的行程，写明日期、停留地点和交通工具。如果申请两次或多次入境，需提供申根国家以外行程的相关文件。

7 ROUND-TRIP FLIGHT TICKET RESERVATION FROM/TO CHINA /往返中国的机票预订单 ☐

Indicating the applicant's full name, all departure/destination airports and time of travel.
In order to avoid unnecessary expenses, it is recommended to confirm your flight ticket only after issuance of visa.
需显示申请人的姓名，所有出发/到达机场及出行时间。为避免不必要的损失，机票应在签证签发之后出票付款！

8 PROOF OF ACCOMMODATION / 住宿证明 ☐

Covering the entire period of the stay in Schengen area and indicating the applicant's name.
在申根国家停留期间的全部住宿，需显示申请人的姓名。

9 PASSPORT / 护照 ☐

Issued within the previous 10 years. Minimum two blank visa pages. Valid for at least 3 months beyond the validity of your visa request. PP must be signed by its owner. Copy of data page; copies of pages showing visas and/or exit/entry stamps. Submission of previous passport(s) is appreciated.
10年内签发的有效护照，至少两页空白签证页，签证到期后护照的有效期至少3个月有效。 护照必须有申请人本人签字。个人信息页（首页）复印，所有签证页和盖有出入境章页的复印。建议同时提交旧护照。

10 MEDICAL INSURANCE / 医疗保险 ☐

Minimum coverage of EUR 30.000 for medical costs and repatriation. Valid in all Schengen Countries during your entire stay (please be aware of time zones). Applicants for Business Visa and long-term validity/multiple entries may proof coverage for the initial travel only, together with a statement, declaring the awareness of the need of medical insurance for each subsequent travel.
足够支付在事故及疾病情况下的医疗和转运费用，保险数额为每人至少3万欧元。保险覆盖整个在申根国家停留时间（请注意时区）。商务签证和长期有效签证或多次入境签证的申请人应该提供至少首次旅行的保险，同时提交一份声明，表明已知悉，每次旅行均需要医疗保险。

11 HUKOU AND ID-CARD (COPY) / 户口本和身份证（复印件） ☐

Copies of the entire hukou including the holder's pages and all member information pages
Foreigners: copy of residence permit
户口本全本复印，包括户主页和所有成员的信息页；
外籍人士：居留许可复印件。

12 MINORS / 未成年人 ☐

- Birth certificate (with English or German translation; legalized by MFA) or Kinship Certificate (with English or German translation; legalized by MFA) or original Hukou including parents and child
  出生证需要英文或者德文翻译件(经由中国外交部认证)或亲属关系证明需要英文或者德文翻译件(经由中国外交部认证)或户口本（父母和孩子同在一本）原件；
- If travelling alone or with one parent: Notary certificate of permission to travel alone/with one parent (with English or German translation; legalized by MFA), signed by parent(s) not travelling with the applicant 如果单独旅行或与单方家长旅行：由家长出具同意书，或不随同旅行的另一方家长出具同意书，同意书需要英语或德语翻译，并经过公证处公证，并外交部认证；
- If parent(s) travel with minor but don't apply for a visa at the same time: copy of passport + visa or application number of parent(s) 如果家长与未成年人同行，但不同时申请签证：家长护照的复印件和签证号或签证申请号.

13 LETTER OF AUTHORIZATION FOR VISA APPLICATION/PASSPORT RETURN / 签证申请/护照返还委托书 ☐

IF APPLICABLE Passport/ID-card of representative (original shall be returned at VAC!)
如适用：受委托人的护照/身份证复印件（原件应在签证中心被退回）

VISA Fee（签证费）	
Service Fee（服务费）	
Courier Fee (If any) 快递费（如选）	

.....
Name & Signature of Processing Officer

.....
Applicant's Signature

Date: .....

Bio Data QC: .....

Application QC: .....