

Checklist for Business or Short Professional Training Visit Application

商务访问或短期职业培训签证申请审核表

Effective 05/Aug/2024 从 2024年 8月 5日起生效

Name: _____ (姓名/)		Purpose of Visit: _____ (访问目的)		
Passport Number: _____ (护照号/)		Contact No.: _____ (联系电话/)		
		E-mail Address: _____ (邮件地址/)		
Required Documents/主要材料		Yes /有	No/ 没有	Remark/备注
1.	Visa application form duly completed, filled in English and signed in two places by the applicant. 英语完整填写的签证申请表, 申请人在表格两处需签字的位置签字 If there is insufficient processing time between submission date and travel date, visa application center cannot accept the visa application. 如果递交申请时间和出行时间中间没有足够的使领馆受理时间, 签证申请中心无法接收该申请。			
2.	One recent passport size colour photograph glued to the application. The photo must be: full face (facing the camera directly with your eyes looking straight at the camera); in colour with a white background; no more than six months old and resemble you; you must be bareheaded, unless you have special religious reasons. 一张 35mm*45mm 的照片。照片须符合如下要求: - 照片须显示整个脸部, 拍摄时应两眼平视面对前方的照相机; - 彩色照片, 背景为白色; - 照片须为六个月内的近照, 且须符合本人实际面貌; - 照片须为免冠, 有特别宗教原因者除外。			
3.	A passport or other travel document has been issued within the last 10 years. Including 1 copy of the bio-information page, 1 copy of the signature page (if applicable); valid for at least 90 days after your departure from the Bulgaria. We only accept passports which have been signed by the holders of the passports and that have at least two blank visa pages (the signature is not requested for minors who are not able to sign the name). For non-Chinese applicants a valid Chinese residence permit must be provided as well. 近 10 年内签发的护照或其他旅行证件, 以及一份护照身份信息页复印件, 一份签名页复印件 (如适用); 该护照/旅行证件必须在您离开保加利亚 90 天后仍然有效。护照必须由持有人签字 (不会写字的未成年人无需签字) 并且至少有两页的签证空白页。非中国国籍的签证申请人必须同时提供有效的中国居留允许证明。			
4.	Copy of identification card, both sides. (no translation needed) 身份证正反面复印件。(无需翻译)			
5.	Hukou origin and photocopies of all pages(only for Chinese nationals)户口簿原件查看以及所有页的复印件 (无需翻译), 适用于中国公民。			

6.	<p>Medical insurance valid for Schengen area and all entering countries states and covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention and/or emergency hospital treatment or medical transportation during the stay. The minimum coverage must be 30 000 EUR. It must cover the entire duration of stay in Schengen area or other Countries (until 24:00 local European time on departure date), only printed insurance certificates will be accepted, not hand-written. The insurance must cover 100% of the costs. Please note! You might need to present the insurance for the border guards when entering the Bulgaria! You can otherwise risk being denied entrance.</p> <p>一份有效的旅行医疗保险，保险需覆盖申根地区以及所有目的国家并覆盖整个停留时间，并且能够涵盖意外医疗险,就医交通和境外健康险。最低保额为 30000 欧元。保险需涵盖整个停留期间（直到离开国家的欧洲当地时间 24: 00），保单必须为打印文本，不接受手写保单）。保险需要覆盖 100%的医疗费用。请注意：于保加利亚入境时，应随身携带该保单，以备边防检查。如不携带，将有可能被拒绝入境。</p>			
7.	<p>Poof of accommodation for the whole duration of intended stay. 旅行期间的全部住宿证明。(如酒店订单或其他住宿证明)</p>			
8.	<p>Flight reservation for showing your travel route and return to China. (no need for original, please do not purchase the flight ticket before getting the visa). 包含航班行程及返程信息的飞机票预订单。（无需原件,请勿在拿到签证前购买机票）</p>			

9.	<p>Invitation letter (Origin and copy) from your Bulgarian business partner, the invitation letter should be registered by Bulgarian Migration office. Please kindly note Visa Application Centre cannot accept the Business application without the official invitation registered by Bulgarian Migration office.</p> <p>If the purpose is meeting or conference , the proof of the relevant fees has been paid</p> <p>活动或培训主办方的邀请函原件和复印件： 保加利亚邀请方出具经移民局办理的商务邀请函，原件和复印件 请注意，签证申请中心无法接收缺失经移民局办理的商务邀请函的商务签证申请。 如果是会议或展会的出行目的，请提供相关费用已经支付的证明。</p>			
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10.	<p>Dispatch letter from employer, signed, stamped and with company letter head including the following information:</p> <ul style="list-style-type: none"> - full address, telephone and fax number to the company - the name and position of the signing officer - the name of the applicant, position, salary and years of service - approval of leave or absence - the intended duration of stay and the purpose of the visit - confirmation of position after return - the person or the entity who will bear applicant's travel and living costs; - whether the sponsor gives financial guaranty for the applicant's return to China <p>中方公司或单位的英文派遣函原件，派遣函需签字，加盖公司公章并且用公司抬头纸书写。派遣函需包含如下内容：</p> <ul style="list-style-type: none"> - 公司的详细地址，电话及传真号 - 派遣函签字领导的名字和职位 - 申请人的姓名，职位，薪资以及工作年限 - 休假或缺勤许可 - 预计停留时间以及访问目的 - 确认回国后职位仍然保留 - 支付旅行和生活费用的单位或个人 			
11.	<p>Business license or organization code certificate from Chinese and Bulgarian side with a copy of translation, proof of registration from a Chamber of Commerce, (if applicable).</p> <p>中方营业执照/组织机构代码证复印件加盖公章及翻译件。保加利亚商会出具的机构注册证明（如适用）。</p>			

Required Documents/主要材料	Yes /有	No/ 没有	Remark/备注
<p>12.</p> <p>Proof of solvency : Bank statements from the last 3 months, no deposits</p> <ul style="list-style-type: none"> - Proof of solvency of your employer's company, if the company is covering the expenses this should be clearly mentioned in the invitation letter – or; - Proof of your personal solvency, in case personally covering the costs of travel and living - Proof of solvency for employees: <ul style="list-style-type: none"> - a sealed copy of the business license of employing company - a letter from the employer (in English or in Chinese with an English translation) on official company paper with stamp, signature, date and clearly mentioning: <ul style="list-style-type: none"> - Address, telephone and fax numbers of the company - Name and position in the company of the countersigning officer - Name of the applicant, position, salary and years of employment - Approval for leave or absence <p>申请人经济担保：银行近 3 个月的流水证明（不接受定期存款）</p> <ul style="list-style-type: none"> - 如费用由所在单位支付，请提供单位的资产证明 - 如您自己支付旅行及住宿费用，请提供个人的资产证明 - 员工经济担保： <ul style="list-style-type: none"> - 加盖公章的单位营业执照复印件 - 以单位抬头纸出具的证明信（英文，或中文带英文翻译），加盖公章，签名及日期，需包含以下信息： <ul style="list-style-type: none"> - 单位地址，电话及传真 - 签署人姓名及职务 - 申请者职务，月薪，雇佣日期 - 请假许可 			

13.	<p>Work Permit (if applicable) A work permit may be needed in the following cases:</p> <ul style="list-style-type: none"> - business training "on the job" - working in your own company in Bulgaria and the member state of Schengen area as destination <p>工作许可（如有需要） 以下情况须提供工作许可：</p> <ul style="list-style-type: none"> - 在职培训 - 到所在单位驻保加利亚和申根国家分公司工作 			
14.	<p>If the duration is over 15 days, a detailed travel plan is required 如果停留时间超过 15 天，请提供详细的每日行程。</p>			
<p>I understand that any incomplete file increase the risk of my visa application by the Embassy/Consulate of the Republic of Bulgaria and that submitting a complete application does not guarantee the issuance of visa. And all the fees are not refundable. 我已获悉签证申请材料不完整会增加被保加利亚驻华使领馆拒签的风险，且知悉提交完整的申请材料并不能保证一定获得签证及所有费用均不退还。</p>				

General Requirements:

基本要求:

The required documents need to be submitted in original (An English translation must be attached to any documents in Chinese).

以上要求的文件都需要提交原件（所有中文资料都需附带翻译件）。

Inquiry officer to check as appropriate 资料审核员根据适用情况选择

<p>The applicant has confirmed that s/he has no other documents to submit. 申请人已经确认她/他不提交其他文件</p>	
<p>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 s/he has chosen to proceed with the application. 申请人已经递交了上述文件，我已通知其不提交所有必要文件会导致被拒签，但其选择继续提交申请。</p>	

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	

Applicant's Signature (申请人签名)

Name and Signature of the VAC officer
签证申请中心工作人员签字

Date (日期)

PO	
DO/DC	
QC	