

Checklist for Cultural/Sports Visit Application
文化/体育访问签证申请材料清单

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 centre 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 passport size photo. The photo must be: full face (facing the camera directly with your eyes looking straight at the camera); in colour with 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.	Original and photocopies of all pages of hukou. (no translation) (Only for Chinese nationals) 户口簿原件以及所有页复印件。(无需翻译) 仅适用于中国公民。			

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，保险需覆盖申根区域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>			

Required Documents/主要材料		Yes /有	No/ 没有	Remark/备注
9.	<p>Invitation letter from the organiser of the event of the country of destination on official paper mentioning:</p> <ul style="list-style-type: none"> - purpose and duration of your stay; - detailed program and itinerary; - an indication of the costs of the study/sport entity that will pay for them; - indication of lodging during the period of your intended stay - If the inviting organizer is covering the expenses this should be clearly mentioned in the invitation letter. <p>活动所在国主办方的邀请函原件，需用正式的信头纸，并须明确包含如下信息：</p> <ul style="list-style-type: none"> - 访问的目的和停留时间； - 详细的日程和路线安排； - 注明学习/体育活动的费用以及支付费用的单位； - 注明整个停留期间的住所； - 如果由保加利亚邀请方承担在保加利亚期间的费用，需在邀请信中明确标明。 			

10.	<p>Dispatch letter from the Chinese cultural or sports organisation (The letter must be in English or in Chinese + translation in English) on official paper with stamp and signature mentioning:</p> <ul style="list-style-type: none"> - full address and contact information of the organisation - the name and position of the signing officer - name, position, salary and years of employment (only for professionals) - confirmation of participation - entity that will pay for costs of travel and living - Approval for leave or absence. - If the dispatching organization is covering the expenses, this should be clearly mentioned in the dispatch letter. - copy of business licence/organization code certificate stamped by the company/organization. (+ translation in English) <p>中国文化或体育机构的派遣信原件（需要提供英文件或中文件+英文翻译件），需使用公司正式的抬头纸并加盖公章、签字，并须明确包含如下信息：</p> <ul style="list-style-type: none"> - 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（专业技术人员使用）确认参加函 - 支付旅行和生活费用的单位 - 准假证明 - 如果由中国的体育/文化机构（派遣方）承担在保加利亚期间的费用，需在派遣信中明确标明,并提供该机构的资产证明。 - 加盖公章的营业执照/组织机构代码证复印件（及英文翻译件） 			
11.	<p>For minors (under 18 years) we require:</p> <ul style="list-style-type: none"> - Both parents/legal guardians need to sign the application for minors. <p>如申请人未满 18 岁：</p> <ul style="list-style-type: none"> - 申请表需由父母双方或其法定监护人签字。 			
12.	<p>For students:</p> <ul style="list-style-type: none"> - student card, with a copy thereof, - Original letter from the school/institution with full address, telephone number of the school/institution, permission for absence for the applicant and name and function of the person giving the permission. The letter should be printed on school/institution letter head, stamped and signed. <p>学生：</p> <ul style="list-style-type: none"> - 学生证原件和复印件 <p>学校证明信原件。证明需由学校/学院抬头纸开具，包含学校详细地址，电话，申请人被准假的天数，校/院/系领导的签字并盖校/院/系公章。</p>			
13.	<p>If the minor is travelling together with both parents, we require:</p> <ul style="list-style-type: none"> - Notary Certificate of family relation or proof of guardianship, with Apostille from MFA. <p>若未成年人同父母/监护人双方共同出行，需提供：</p> <ul style="list-style-type: none"> - 亲属关系或法定监护关系公证书并由中国外交部签发的附加证明书 			

14.	<p>If the minor is travelling alone or with only one parent we require:</p> <ul style="list-style-type: none"> - Notary Certificate of permission to travel from both parents, or legal guardians (when minor is travelling alone) or the parent or legal guardian not travelling (if minor is travelling with one parent), with Apostille from MFA and when not in China, attested by the relevant authorities in the country of residence - Notary Certificate of family relation or proof of guardianship legalised by MFA. <p>如果申请人未成年并单独或与父母双方中的一位共同旅行，需提供：</p> <ul style="list-style-type: none"> - 父母双方或法定监护人同意旅行的公证书，并由外交部签发的附加证明书，如果父母不在中国，请在居住国家办理相关材料。 - 该家庭成员关系或监护关系的公证书，并由外交部签发的附加证明书。 			
15.	<p>If the duration is over 15 days, a detailed travel plan is required</p> <p>如果停留时间超过 15 天，需提供详细的每日行程。</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领事馆拒签的风险，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。

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.</p> <p>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.</p> <p>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	