

Checklist for ADS-groups

ADS 团队旅游签证申请材料清单

Effective 12/Dec/2019 从 2019 年 12 月 12 日起生效

Name: _____ (姓 名 /) Passport Number: _____ (护照号 /)	Purpose of Visit: _____ (访问目的) Contact No.: _____ (联系电话 /) E-mail Address: _____ (邮件地址 /)
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Documents that must be submitted by the ADS-accredited travel agency:

需由 ADS 授权的旅行社提交的材料:

Required Documents/主要材料		Yes /有	No/ 没有	Remark/备注
1.	A name list of all the group members including the tour leader, with passport numbers 旅行团所有团员的名单，包括领队及所有团员的护照号			
2.	A detailed itinerary including flight details for the round trip from China, names, addresses, telephone numbers and fax numbers of the hotels to be used by the group during the tour with the dates of stay in each hotel, and details of how the group is to travel between locations during the tour. 详细的旅行行程，包括往返中国的航班信息，行程中所有酒店的名字、地址、电话和传真号，清楚注明在每个酒店的停留日期以及旅行期间往返于各地的交通方式。			
3.	Flight reservation with confirmation for the China-Europe-China round trip from the airlines (with list of the tourists' names). 中国欧洲往返航班预订及航空公司出具的确认函（包含旅游团所有成员的名字）。			
4.	Name of the tour leader and a copy of the ADS-badge 领队名字以及 ADS 工作牌的复印件			
5.	Confirmation from the designated partner tour operator in Europe that accommodation and transport within Europe as specified in the group's itinerary will be provided to all members of the group. Name and contact details of the designated partner tour operator in Europe should be included in the confirmation letter. 被授权的欧洲旅游公司出具的确认函，写明旅游团的具体日程包括住宿和交通，此日程将提供给每位团员。被授权的欧洲旅游公司的名字以及联系方式需明确标明。			

Documents that must be submitted by each member of the group:

需提供旅游团每位团员的以下材料:

Required Documents/主要材料		Yes /有	No/ 没有	Remark/备注
6.	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			

7.	<p>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.</p> <p>一张 35mm*45mm 的照片。照片须符合如下要求:</p> <ul style="list-style-type: none"> - 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。 			
8.	<p>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).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。</p>			
9.	<p>Copy of identification card, both sides. (no translation needed) 身份证正反面复印件。(无需翻译)</p>			
10.	<p>Hukou (no translation) origin and photocopies of all pages 户口簿原件以及所有页的复印 (无需翻译)。</p>			
11.	<p>Medical insurance valid for Bulgaria 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 Bulgaria 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, 保险需覆盖保加利亚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>			
12.	<p>For students we require:</p> <ul style="list-style-type: none"> - Student card, with a copy thereof, - Original letter (In English or Chinese with English translation) 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>如申请人是学生:</p> <ul style="list-style-type: none"> - 学生证原件和复印件 - 学校开具的证明信 (英文, 或中文附英文翻译), 需列明以下信息: 证明需由学校/学院抬头纸开具 包含学校详细地址, 联系电话 申请人被准假的天数 校/院/系领导的签字并盖校/院/系公章。 			

13.	<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。 			
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), legalised by 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, 请提供:</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, 该公证需经外交部认证, 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, 该公证需经外交部认证。 			
15.	<p>If the minor is travelling together with both parents, we require: A copy of birth certificate with the original ones seen at VAC Hukou shows the relationship with both parents</p> <p>若未成年人同父母/监护人双方共同出行, 请提供:</p> <ul style="list-style-type: none"> - 出生证原件及复印件 - 可以证明家庭关系的户口簿复印件及原件 			
16.	<p>As proof of solvency of the applicant we require bank statements from the last 3 months, no deposits, no credit card statement.</p> <p>个人偿付能力证明, 需要提供最近 3 个月银行对账单, 无需固定存款证明, 不应为信用卡账单。</p>			
17.	<p>For employees:</p> <ul style="list-style-type: none"> - A sealed copy of the business licence/organization code of the employing company/organization - A letter from the employer (in English or in Chinese with English translation) on official company paper with date, signature and stamp clearly mentioning: <ul style="list-style-type: none"> 1) address, telephone and fax numbers of the employing company 2) the name and position in the employing company of the signing officer 3) name, position, salary and years of service of the applicant 4) approval for leave or absence <p>旅行团团员若为公司雇员需提供:</p> <ul style="list-style-type: none"> - 工作单位营业执照/组织机构代码证复印件, 并加盖公章 - 公司/工作单位出示的证明信原件 (英文或中文附英文翻译件)。证明信须用正式公函纸书写, 相关领导签字, 写明日期并加盖公章。内容须包含: <ul style="list-style-type: none"> 1) 申请人工作单位的详细地址, 电话及传真号 2) 证明信签字人的姓名, 职务 3) 申请人姓名, 职务, 薪资及工作年限 4) 准假证明 			
18.	<p>For retired persons:</p> <ul style="list-style-type: none"> - Pension certificate, with a copy thereof, OR the original letter of retirement from the employer, the letter should be printed on company letter head, signed and stamped. - Proof of regular income. <p>退休人员:</p> <ul style="list-style-type: none"> - 退休证原件及其复印件或单位开具的退休证明信原件, 证明信需由单位抬头纸开具, 并由相关领导签字并盖单位公章。 - 固定收入证明。 			

General Requirements:

基本要求:

19.	For unemployed adults: - If married: Letter of employment and income of the spouse. Notary Certificate of marriage, legalised by MFA. - If single/divorced/widow/widower: Any other proof of regular income. 无业人员: - 若已婚提供配偶的工作证明和经济收入证明, 结婚公证书并经当地外交部认证。 - 单身/离异/丧偶: 其他正常收入证明。			
20.	Additional documents applicants would like to provide 申请人希望提交的补充材料			

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。

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

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	
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。	

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)

 Date (日期)

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

PO	
DO/DC	
QC	