

## 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 since 15/Apr/2025 从2025年4月15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 所需材料		Yes 有	No 没有	Remark 备注
1.	<p>Visa application form duly completed, filled in English and signed by the applicant. For minors (under 18 years), one parent/legal guardian needs to sign the application for minors.</p> <p>英语完整填写的签证申请表，申请人在表格需签字的位置签名；如申请人未满 18 岁，申请表需由父母一方或其法定监护人签字。</p> <p>If there is insufficient processing time between submission date and travel date, visa application center cannot accept the visa application.</p> <p>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。</p>			
2.	<p>One recent passport size 35mm*45mm colour photo adhered to the application. The photo must be:</p> <ul style="list-style-type: none"><li>- Full face (facing the camera directly with your eyes looking straight at the camera);</li><li>- In colour with a white background;</li><li>- Taken within six months and resembles you;</li><li>- Bareheaded, except for particular religious reasons.</li></ul> <p>一张 35mm*45mm 的照片。照片须符合如下要求：</p> <ul style="list-style-type: none"><li>- 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；</li><li>- 彩色照片，背景为白色；</li><li>- 照片须为六个月内的近照，且须符合本人实际面貌；</li><li>- 照片须为免冠，有特别宗教原因者除外。</li></ul>			

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3.	<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 Schengen area. We only accept passports which have at least two blank visa pages. For non-Chinese applicants a valid Chinese residence permit must be provided as well.</p> <p>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申根地区 90 天后仍然有效。护照必须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。</p>			
4.	<p>Copy of identification card, both sides. (No translation needed)</p> <p>身份证正反面复印件。（无需翻译）</p>			
5.	<p>Household Register (Hukoubu) original and photocopy of all pages, only for Chinese nationals. (No translation needed)</p> <p>户口簿原件查看以及所有页的复印件，适用于中国公民。（无需翻译）</p>			
6.	<p>Medical insurance valid for Schengen area and all entering 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 30000 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 Bulgaria. You can otherwise risk being denied entry.</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>Proof of accommodation for the whole duration of the intended stay.</p> <p>旅行期间的全部住宿证明。（如酒店订单或其他住宿证明）</p>			

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8.	<p>Flight bookings for showing your travel route and return to China. No need for original, please do not purchase the flight ticket before getting the visa.</p> <p>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 (copy) from your Bulgarian business partner stating purpose with dates and Invitation letter (origin and copy) registered by Bulgarian Migration office. If the purpose is a meeting or conference, proof that the relevant fees have been paid is required.</p> <p>活动或培训主办方的邀请函复印件说明邀请目的, 日期以及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。 如果是会议或展会的出行目的, 需提供相关费用已经支付的证明。</p>			
10.	<p>Dispatch letter from employer, signed, stamped and with company letter head including the following information:</p> <ul style="list-style-type: none"> <li>- Full address, telephone and fax number to the company;</li> <li>- The name and position of the signing officer;</li> <li>- The name of the applicant, position, salary and years of service;</li> <li>- Approval of leave or absence;</li> <li>- The intended duration of stay and the purpose of the visit;</li> <li>- Confirmation of position after return;</li> <li>- The person or the entity who covers the applicant's travel and living costs;</li> </ul> <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"> <li>- 公司的详细地址, 电话及传真号;</li> <li>- 派遣函签字领导的名字和职位;</li> <li>- 申请人的姓名, 职位, 薪资以及工作年限;</li> <li>- 休假或缺勤许可;</li> <li>- 预计停留时间以及访问目的;</li> <li>- 确认回国后职位仍然保留;</li> <li>- 支付旅行和生活费用的单位或个人。</li> </ul>			

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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>			
12.	<p>Proof of solvency : Bank statements from the last 3 months (fixed deposits are unacceptable).</p> <ul style="list-style-type: none"> <li>- 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;</li> <li>- Proof of your personal solvency, in case personally covering the costs of travel and living;</li> <li>- Proof of solvency for employees;</li> <li>- A sealed copy of the business license of employing company;</li> <li>- 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"> <li>• Address, telephone and fax numbers of the company;</li> <li>• Name and position in the company of the countersigning officer;</li> <li>• Name of the applicant, position, salary and date of employment;</li> <li>• Approval for leave or absence.</li> </ul> </li> </ul> <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"> <li>- 如费用由所在单位支付，请提供单位的资产证明；</li> <li>- 如您自己支付旅行及住宿费用，请提供个人的资产证明；</li> <li>- 员工经济担保；</li> <li>- 加盖公章的单位营业执照复印件；</li> <li>- 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"> <li>• 单位地址，电话及传真；</li> <li>• 签署人姓名及职务；</li> <li>• 申请者职务，月薪，雇佣日期；</li> <li>• 请假许可。</li> </ul> </li> </ul>			
13.	<p>If the duration is over 15 days, a detailed itinerary is required.</p> <p>如果停留时间超过 15 天，请提供详细的每日行程。</p>			

I understand that any incomplete file would increase the risk of refusal of my visa application by the Embassy /Consulate of the Republic of Bulgaria and 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。

**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

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 refusal of application, 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 the 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 (If any) 其他费用（如选）		Contact No. 电话	

Applicant's Signature with Date  
申请人签名和日期

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

PO	
DO/OC	
QC	

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