

**Checklist for Tourism Application**  
**旅游签证申请审核表**

Effective since 15/Apr/2025 从2025年4月15日起生效

<p><b>Name:</b> _____ (姓名)</p> <p><b>Passport Number:</b> _____ (护照号)</p>	<p><b>Purpose of Visit:</b> _____ (访问目的)</p> <p><b>Contact No.:</b> _____ (联系电话)</p> <p><b>E-mail Address:</b> _____ (邮件地址)</p>		
<b>Required Documents 所需材料</b>	<b>Yes 有</b>	<b>No 没有</b>	<b>Remark 备注</b>
<p><b>1.</b> 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>			
<p><b>2.</b> One recent passport size colour photograph 35mm*45mm glued 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>			
<p><b>3.</b> 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>			

Required Documents 所需材料		Yes 有	No 没有	Remark 备注
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. (No translation needed)  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)			
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：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>A travel programme for the intended stay which clarifies the purpose and destinations of the trip with transportation details.</p> <p>旅游行程，说明预计停留期间的目的，目的地和交通方式。</p>			
8.	<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>			
9.	<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.)</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>			

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10.	<p>Proof of solvency of the applicant: Bank statements from the last 3 months. No need for fixed deposits. Should not be credit card statements.</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>			
11.	<p>For applicants as employees:</p> <ul style="list-style-type: none"> <li>- A sealed copy of the business licence/organization code certificate of the employing company/organization.</li> <li>- A letter from the employer (in English or in Chinese with English translation on official company paper with date, signature and stamp clearly mentioning:               <ol style="list-style-type: none"> <li>1) Address, telephone and fax numbers of the employing company;</li> <li>2) The name and position in the employing company of the signing officer;</li> <li>3) Name, position, salary and years of service of the applicant;</li> <li>4) Approval for leave or absence.</li> </ol> </li> </ul> <p>申请人现如有工作:</p> <ul style="list-style-type: none"> <li>- 工作单位营业执照/组织机构代码证复印件，并加盖公章;</li> <li>- 公司/工作单位出示的证明信原件（英文或中文附英文翻译。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：               <ol style="list-style-type: none"> <li>1) 申请人工作单位的详细地址，电话及传真号;</li> <li>2) 证明信签字人的姓名，职务;</li> <li>3) 申请人姓名，职务，薪资及工作年限;</li> <li>4) 准假证明。</li> </ol> </li> </ul>			
12.	<p>For pensioners: Pension proof or other proof of regular income.</p> <p>退休人员： 养老金或其他固定收入证明。</p>			
13.	<p>For unemployed adults:</p> <ul style="list-style-type: none"> <li>- If married: Letter of employment and income of the spouse. Notarial Certificate of marriage, with Apostille from MFA.</li> <li>- If single/divorced/widowed: Any other proof of regular income.</li> </ul> <p>无业人员：</p> <ul style="list-style-type: none"> <li>- 若已婚：提供配偶的工作证明和经济收入证明，结婚公证书并由外交部签发的附加证明书。</li> <li>- 单身/离异/丧偶：其他正常收入证明。</li> </ul>			

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14.	<p>For students:</p> <ul style="list-style-type: none"> <li>- Student card, with a copy thereof.</li> <li>- Original certification letter issued by the school/institution. The letter should be issued on the school/institution letterhead, including full address, telephone number of the school/institution, duration of permitted absence. The letter should be stamped and signed by the faculty.</li> </ul> <p>学生:</p> <ul style="list-style-type: none"> <li>- 学生证原件和复印件。</li> <li>- 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。</li> </ul>			
15.	<p>If the minor is travelling alone or with only one parent we require:</p> <ul style="list-style-type: none"> <li>- Notarial 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.</li> <li>- Notarial Certificate of family relation or proof of guardianship with Apostille from MFA.</li> </ul> <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"> <li>- 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。</li> <li>- 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。</li> </ul>			
16.	<p>If the minor is travelling together with both parents, we require:</p> <ul style="list-style-type: none"> <li>- Notarial Certificate of family relation or proof of guardianship with Apostille from MFA.</li> </ul> <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"> <li>- 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。</li> </ul>			
17.	<p>Additional documents applicants would like to provide.</p> <p>申请人希望提交的补充材料。</p>			
<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.</p> <p>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

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

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Name and Signature of the VAC officer

签证申请中心工作人员签字

PO	
DO/OC	
QC	