

## Checklist for Visiting Family and Friends Application

### 短期探亲访友签证申请材料清单

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.	<p>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</p> <p>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。</p>			
2.	<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. 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>			
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 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。</p>			
4.	<p>Copy of identification card, both sides. (no translation needed) 身份证正反面复印件。（无需翻译）</p>			
5.	<p>Hukou (no translation) origin and photocopies of all pages(only for Chinese nationals) 户口簿原件以及所有页的复印（无需翻译），适用于中国公民。</p>			

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>As proof of relationship with referent for family visits, we require a Notary Certificate, with Apostille from MFA .</p> <p>如果申请探亲签证，需提供邀请人和申请人的家庭亲属关系公证书，并由中国外交部签发的附加证明书</p>			
8.	<p>As proof of relationship for visiting a friend, the friendship should be substantiated with original documents, original pictures, letter of invitation etc.</p> <p>如果申请访友签证，需提供邀请人和申请人朋友关系的原件材料，如照片，信件，邀请或其他相关材料。</p>			
9.	<p>Invitation letter (Valid for 3-6 month). Original or the copy of invitation letter. The invitation letter should be handled by a Bulgarian citizen in Immigration office of Bulgaria and the host should provide the accommodation and living expense for the invitee. The invitation letter should be notarized and be legalized by Bulgarian Immigration office.</p> <p>邀请函（3 -6 个月内有效）： 符合标准 的由保加利亚移民局注册邀请函原件或复印件。邀请函为保加利亚合法公民在移民局办理，并且要为申请人提供其在保加利亚期间的住宿及生活费用。</p>			
10.	<p>A photocopy of the Identification Card from Bulgaria and valid visa page or residence permits from the person inviting you.</p> <p>保加利亚方邀请人的保加利亚 ID 卡或保加利亚签证或居留卡的复印件一份。</p>			
11.	<p>If the reference is economic guarantor and lives in China but invites the applicant to travel together to Bulgaria:</p> <ul style="list-style-type: none"> <li>- Signed guarantee letter</li> <li>- A copy of the referent's residence permit in China</li> <li>- Proof of regular income over the last 3 months</li> <li>- Proof of a residence in the country of destination (address of where the applicant will stay), or invitation to stay with Bulgarian family</li> </ul> <p>如果担保人在中国居住并邀请签证申请人一同到保加利亚旅行，则应提交以下材料</p> <ul style="list-style-type: none"> <li>- 已签字的担保书</li> <li>- 中国居住证（身份证）复印件</li> <li>- 由雇主开具的收入证明</li> <li>- 在目的地国家的居住证明或者保加利亚接待家庭提供的邀请信。</li> </ul>			

12.	<b>Proof of solvency of the applicant: Bank statement from the last 3 months, no deposit</b> 申请人经济能力证明: 最近 3 个月的银行对账单, 无需存款证明			
13.	<b>For employees:</b> <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> 申请人现如有工作: <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:               <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>			
14.	<b>For retired persons:</b> <ul style="list-style-type: none"> <li>- Pension proof.</li> <li>- Other proof of regular income.</li> </ul> 退休人员: <ul style="list-style-type: none"> <li>- 养老金或其他固定收入证明</li> </ul>			
15.	<b>For unemployed adults:</b> <ul style="list-style-type: none"> <li>- If married: Letter of employment and income of the spouse. Notary Certificate of marriage, with Apostille from MFA.</li> <li>- If single/divorced/widow/widower: Any other proof of regular income.</li> </ul> 无业人员: <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, 结婚公证书并由中国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>			
16.	<b>For students:</b> <ul style="list-style-type: none"> <li>- student card, with a copy thereof,</li> <li>- 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.</li> </ul> 学生: <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>			
17.	<b>For minors (under 18 years) we require:</b> <ul style="list-style-type: none"> <li>- Both parents/legal guardians need to sign the application for minors.</li> </ul> 如申请人未满 18 岁: <ul style="list-style-type: none"> <li>- 申请表需由父母双方或其法定监护人签字。</li> </ul>			

18.	<p>If the minor is travelling alone or with only one parent we require:</p> <ul style="list-style-type: none"> <li>- 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</li> <li>- Notary 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，并由中国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，并由中国外交部签发的附加证明书。</li> </ul>			
19.	<p>If the minor is travelling together with both parents, we require:</p> <ul style="list-style-type: none"> <li>- Notary 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>- 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</li> </ul>			
20.	<p>If the duration is over 15 days, a detailed travel plan with hotel booking is required.如果停留时间超过 15 天，请提供详细的每日行程及酒店预定单。</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.</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

<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	

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Applicant's Signature（申请人签名）

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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	