

## Schengen-Participation at conference Checklist

### 申根会议签证材料清单

Name: 姓名: _____  Passport Number: 护照号: _____  Visa Fee: 签证费: _____	Contact No: 联系电话: _____  E-mail address: 电子邮箱: _____
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**Note: The Embassy/Consulate General of the Republic of Hungary reserves the right to request additional information/documentation and, if deemed necessary, to interview the applicant. The required documents have to be translated into English in a separate document as well.**

备注: 匈牙利共和国驻华大使馆/总领事馆有权要求申请人提供补充信息/材料。如若必要, 申请者将被要求前往大使馆/总领事馆面试。另外, 所需材料需另附英文翻译。

**All documents must be printed single-sided on an A4 paper (original bank statements can be on any size of paper, but the copy must be on an A4 paper).**

**所有材料务必使用 A4 纸张单面打印 (包括银行对账单复印件)**

	Required Documents	Yes	No	Remarks
1	<p><b>Short stay Schengen application form, original</b></p> <p>1. Language: The form must be filled out in English preferably with blue ink pen.</p> <p>2. Signature: As it appears in the passport. The Schengen application form has to be signed by the applicant at three places: <b>signature on No37/column 'I am aware that the visa fee is not refunded if the visa is refused' on page 3/signature on last column on page 4.</b></p> <p>For applicants under 18 years of age, the application form must be signed at least by one of the parents or legal guardian. <b>DO NOT</b> sign the name of the underage applicant. The age is calculated upon the date of submission.</p> <p><b>短期申根签证申请表, 原件</b></p> <p>1. 语言: 申请表须用英语填写, 建议使用蓝色水笔或钢笔。</p> <p>2. 签名: 笔迹须与护照上签名保持一致。 申请者本人须在申请表上三处签名: <b>第三页的 37 项/第三页 “本人知道即使签证被拒也不能退还签证费” 旁空白处/尾页最后一栏。</b> 未成年申请者: 申请表必须由父母其中一方或法定监护人签名。请不要代签未成年人的姓名。年龄以递交申请当日为准。</p>			
2	<p><b>Short stay Schengen application form, original</b> <b>(Applies to Chengdu, Kunming and Xi'an centres only)</b></p> <p>1. Language: The form must be filled out in English preferably with blue ink pen.</p> <p>2. Please sign and indicate the time and place in <b>columns No.36&amp;No.37, column 'I am aware that the visa fee is not refunded if the visa is refused' on page 3 and the last column on page 4.</b></p> <p><b>For applicants under 18 years old</b> (the age is calculated upon the date of submission): The application form must be signed <b>by both parents</b> or the legal guardian. <b>Attention:</b> Do not sign the name of the underage applicant.</p> <p><b>短期申根签证申请表, 原件</b></p>			

	<p><b>(仅适用于在成都、昆明或西安签证受理中心递交的申请者)</b></p> <ol style="list-style-type: none"> <li>1. 语言：申请表须用英语填写，建议使用蓝色水笔或钢笔。</li> <li>2. 签名：申请者须在表格第三页的 36, 37 项，第三页“本人知道即使签证被拒也不能退还签证费”旁空白处和第四页最后一栏处注明时间，地点并签名。 未成年申请者（递交申请日未满 18 周岁）：申请表必须由父母双方或法定监护人签名。注意：请不要代签未成年人的姓名。</li> </ol>			
3	<p><b>One recent identity photo</b> Size 3.5 cm x 4.5 cm, color photo with white background, taken within 6 months, forward-looking without any head-coverings. 一张近期拍摄的本人证件照 尺寸为 3.5 厘米 x 4.5 厘米，正面免冠，近六个月内拍摄的白底彩色照片。</p>			
4	<p><b>Travel Medical Insurance(Copy and Original)</b> Original and one copy of the certificate. Handwritten certificates will not be accepted. The name of the insured should be written also in pinyin. The Travel document of the insured should be passport not ID card.Travel insurance must be valid in the Schengen area and for the entire duration of stay. The insurance must have minimum coverage of 30.000 euro and cover costs of any emergency medical treatment and repatriation for medical reasons as well as in case of death repatriation of the deceased. <b>旅行保险（原件及复印件）</b> 医疗保险。签证申请人须出示，其拥有的保险保额至少 3 万欧元，包含紧急医务治疗，紧急医疗转移以及遗体转移。保险须覆盖全部申根区成员国，并覆盖全部停留时间。保险人的名字需要拼音拼写，请用护照信息购买保险。不接受手写的保险。</p>			
5	<p><b>Travel Medical Insurance(Copy or Original)</b> <b>(Applies to Chengdu, Kunming and Xi'an centres only)</b> Original or one copy of the certificate. Handwritten certificates will not be accepted. The name of the insured should be written also in pinyin. The travel doucement of the insured should be passport not ID card.Travel insurance must be valid in the Schengen area and for the entire duration of stay. The insurance must have minimum coverage of 30.000 euro and cover costs of any emergency medical treatment and repatriation for medical reasons as well as in case of death repatriation of the deceased. <b>旅行保险（复印件或原件一份）</b> <b>(仅适用于在成都、昆明或西安签证受理中心递交的申请者)</b> 医疗保险。签证申请人须出示，其拥有的保险保额至少 3 万欧元，包含紧急医务治疗，紧急医疗转移以及遗体转移。保险须覆盖全部申根区成员国，并覆盖全部停留时间。保险人的名字需要拼音拼写，请用护照信息购买保险。</p>			
6	<p><b>Original invitation letter</b> On official company paper with stamp and signature issued by the inviting company. <b>邀请方公司出具的正式原件邀请信</b> 需使用机构正式信头纸，邀请人亲笔签字并加盖公章。</p>			
7	<p><b>Proof of accommodation</b> The accommodation shall cover the whole stay in the Schengen zone. <b>住宿证明</b> 覆盖全程在申根区域的住宿证明。</p>			
8	<p><b>For employed applicants</b></p> <ol style="list-style-type: none"> <li>1. A sealed copy of the <b>business license/Organization Registration Certificate</b> of the employing company and no need to translation.</li> <li>2. <b>A Original letter from the employer</b> (in English, or in Chinese with an English translation) on official company paper with stamp, signature, date and clearly mentioning:</li> </ol>			

	<ul style="list-style-type: none"> <li>• address, telephone and fax numbers of the employing company</li> <li>• the name and position in the employing company of the countersigning officer</li> <li>• the name of the applicant, position, salary and years of service</li> <li>• approval for leave or absence</li> <li>• the purpose of the visit</li> <li>• confirmation of position after the return</li> </ul> <p><b>For retired applicants:</b> Proof of pension or other regular income</p> <p><b>For unemployed applicants</b></p> <ol style="list-style-type: none"> <li>1. If married: <ul style="list-style-type: none"> <li>• letter of employment and income of the spouse</li> <li>• notary certificate of marriage, legalized by the Ministry for Foreign Affairs</li> </ul> </li> <li>2. If single/divorced/widow/widower: Any other proof of regular income</li> </ol> <p><b>在职人员</b></p> <ol style="list-style-type: none"> <li>1. 工作单位的营业执照/机构代码（复印件加盖公章并且不需要翻译）</li> <li>2. 由申请者的工作单位开具的英文证明信原件（若原件为中文，须提供英文翻译件），需使用公司正式的抬头纸并加盖公章，由负责人签名，标明出具日期并清楚包含以下信息： <ul style="list-style-type: none"> <li>• 工作单位的地址、电话以及传真号</li> <li>• 签字人员的姓名和职务</li> <li>• 申请者姓名、职务、收入及工作年限</li> <li>• 访问目的</li> <li>• 单位准假并为申请者保留职位</li> </ul> </li> </ol> <p><b>退休人员:</b> 退休金，养老金或其它固定收入证明原件</p> <p><b>无业人员</b></p> <ol style="list-style-type: none"> <li>1. 如已婚： <ul style="list-style-type: none"> <li>• 须提供其配偶的在职证明信及收入证明原件</li> <li>• 须提供经中国外交部认证的（内含翻译）婚姻关系公证书</li> </ul> </li> <li>2. 如未婚/离异/丧偶：须提供申请者本人的其它固定收入证明原件。</li> </ol>			
9	<p><b>Proof of solvency</b>  <b>Bank statement</b> of the applicant covering the last three months before the submission of the visa application (except credit card record), <b>original</b> or any other proof of regular income.  <b>偿付能力证明, 原件</b>  申请者银行活期存折或活期银行卡（信用卡除外）在递交时最近三个月的进出账单原件 或个人其它固定收入证明。</p>			
10	<p><b>For foreign applicants (origina and copy)</b>  <b>Chinese residence permit</b>  A foreign applicant must hold a residence permit with a period of validity of no less than 6 months or a permanent residence card. The residence permit shall be valid for at least 3 months after the return of applicant to China.  <b>非中国国籍申请者(原件和复印件)</b>  <b>外国人在中国的有效居留许可</b>  非中国国籍的申请者须持有有效期不少于 6 个月的中国居留许可，此居留许可应在申请者离开申根区日期后至少 3 个月有效。</p>			
11	<p><b>For foreign applicants</b>  <b>Chinese residence permit</b>  <b>(Apply to applicant who submit in Chengdu, Kunming and Xi'an application center only.)</b></p>			

Inquiry Officer to choose as appropriate:

	<p>A foreign applicant must hold a residence permit with a period of validity of no less than 6 months or a permanent residence card. The residence permit shall be valid for at least 3 months after the return of applicant to China.</p> <p>A foreign applicant who won't return to China after the trip to Schengen must hold a residence permit with a period of validity of no less than 6 months or a permanent residence card. The residence permit shall be valid till the departure date to Schengen. The applicant must hold an entry permit of the next destination.</p> <p><b>非中国国籍申请者</b>  <b>外国人在中国的有效居留许可</b>  <b>(仅适用于在成都、昆明或西安签证受理中心递交的申请者)</b></p> <p>非中国国籍的申请者须持有有效期不少于 6 个月的中国居留许可，此居留许可应在申请者离开申根区日期后至少 3 个月有效。</p> <p>若非中国籍申请人在此次申根行程结束后不返回中国，其中国居留许可至少应于申根行程开始日前有效。该申请人需提供申根地区之后到达目的地的入境许可。</p>			
12	<p><b>Flight Reservations,copy(Round-trip reservation)</b>  <b>(Apply to applicant who submit in Chengdu, Kunming and Xi'an application center only.)</b>  <b>往返机票预订单</b>  <b>(仅适用于在成都、昆明或西安签证受理中心递交的申请者)</b></p>			
13	<p><b>Passport, original</b>  <b>A national private passport or other official travel document, which should be issued less than 10 years ago.</b></p> <ol style="list-style-type: none"> <li>1. Check the expiration date on your passport: the passport should be valid for at least 3 months after the planned departure date from the Schengen area. If multi-entry visa is needed, the above mentioned departure date means the last departure date from the Schengen area.</li> <li>2. Make sure your passport has two or more completely blank and unmarked visa pages (blank pages do not need to be adjoining pages).</li> <li>3. Make sure your passport has not been altered: <ul style="list-style-type: none"> <li>• Check if the original laminated film (the transparent safety film that covers the passport photo) has been tampered with. If this is the case, you must ask a passport-issuing authority to re-tamper your passport.</li> <li>• Make sure no pages or surfaces have been laminated (as this will invalidate your passport).</li> <li>• Check for scratches or alteration</li> </ul> </li> <li>4. If your passport was issued over 10 years ago, even if it is still valid at the time you submit your visa application, you must apply for a new passport from the authorities or the Embassy or Consulate of your country of origin, before being able to apply for a visa.</li> <li>5. The passport must be signed by its owner with an official signature in all the required places, otherwise, your application can not be accepted by the visa application center. <ul style="list-style-type: none"> <li>• applicants who are 10 years old or older have to sign their passport by themselves; that passports of applicants who are minors and under 10 years old can, but do not need to be signed; passports of applicants who are minors must NOT be signed by their parents.</li> <li>• These rules do not apply for newly issued Chinese passports with electronic signature</li> </ul> </li> </ol>			

	<p><b>护照, 原件</b> 因私护照或其它有效旅行证件, 证件颁发日期不得超过 10 年 在您提交申请之前, 请检查以下项目:</p> <ol style="list-style-type: none"> <li>1. 请检查您的护照有效期: 办理短期签证和申请多次签证, 您的护照有效期须超过预计离开申根区日期的 3 个月以上。</li> <li>2. 请确认您的护照上至少有两页空白签证页。</li> <li>3. 请确认您的护照没有出现下列情况: <ul style="list-style-type: none"> <li>• 护照信息页无塑封膜 (防伪透明膜, 应该盖住照片) 或塑封膜脱落。如果遇到这些情况, 您应要求护照发放部门重新予以塑封</li> <li>• 请检查护照内页和封面没有粘黏</li> <li>• 护照内有刮痕, 划痕或修改的痕迹</li> </ul> </li> <li>4. 如果您的护照发放期已超过十年, 即使递交签证申请时护照仍在有效期内, 您必须在递交签证申请前, 向有关部门或您的国家的驻外使领馆申请新的护照。</li> <li>5. 请注意, 护照上所要求的每项签字必须由本人使用签字笔签字, 否则您的签证申请将不被接受。 <ul style="list-style-type: none"> <li>• 10 岁或以上的申请人护照须由本人签字; 未满 10 岁的申请人护照不要求签字, 如签字, 务必由申请人本人签字。任何情况下, 护照不允许由未成年人的父母代签</li> <li>• 以字母 E 开头的新版中国护照无需额外签名</li> </ul> </li> </ol>			
14	<p><b>Passport, copy</b> Copy of the first (identity information) page, the last (signature) page of the passport and the visa pages containing visas from Schengen country, United Kingdom, United States of America, Canada, Australia and New Zealand. <b>护照页, 复印件</b> 护照首页 (个人信息页) 和末页 (签字页), 以及申根、英国、美国、加拿大、澳大利亚和新西兰的签证页。</p>			
15	<p><b>ID Card, copy(No need to translation)</b> Required for 2 sides of a valid ID Card. <b>身份证, 复印件 (不需要翻译)</b> 身份证正反面复印件</p>			
16	<p><b>Hukou copy (for Chinese nationals, No need to translation)</b> Copies of the whole hukou including the holder pages and all member information pages. <b>户口本, 复印件 (仅适用于中国国籍申请者, 不需要翻译)</b> 户口本整本复印件</p>			
17	<p><b>Letter of authorization for visa application/passport return, original</b> Mandatory if you choose to submit your application by a representative. Requirements:</p> <ol style="list-style-type: none"> <li>1. The signature on the letter of authorization needs to be the same as the one in the applicant's passport and Visa application form. The form has to be filled out completely. No correction is allowed on the form.</li> <li>2. The letter can't be sharable and each applicant has to present the original.</li> <li>3. Minor applicant under the age of 18: The letter of authorization must be signed by one parent or a legal guardian. Please DO NOT sign the name of underage applicant. The submission date of the application is the reference date to judge, if the applicant is 18 years old.</li> <li>4. The authorization is not required, if parents submit the application for their minor-aged children. However, they should provide evidence proving the family relation (such as hukou etc.)</li> </ol> <p><b>签证申请/护照领取委托书, 原件</b> 如果您选择由他人代交您的签证申请, 必须提供一下:</p>			

	<ol style="list-style-type: none"> <li>1. 委托书上的签名必须与申请表护照、签证申请表签名一致，且委托书必须填写完整，不得有任何涂改。</li> <li>2. 委托书需单独开具，不可共用。</li> <li>3. 未满 18 岁的未成年申请者：委托书必须由父母任何一方或法定监护人签名。注意：父母或法定监护人请不要代签未成年人的姓名。年龄以递交申请日是否达到 18 周岁为准。</li> <li>4. 如父母为未成年申请者代交，则不需要提供委托书，但应提供户口等证明关系的材料。</li> </ol>			
18	<p><b>Representative ID Card or passport, original and copy</b>  Mandatory if you choose to submit your application by a representative.  <b>代理人身份证或护照，原件和复印件</b>  如果您选择由代理人提交您的申请，必须提供。</p>			

资料审核员根据适用情况选择:

1. The applicant has confirmed that s/he has no other documents to submit.  
申请人已经确认她/他不提交其他材料。
2. 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材料，我已告知其如不提交所有必要材料可能会导致被拒签，但其选择继续提交申请。
3. The applicant has submitted original copies of some documents and I have informed the applicant that all submitted documents will not be returned by the embassy.  
申请人针对某些文件递交了原件，我已告知申请人所有递交的文件使馆不予退还。

\_\_\_\_\_  
VAC Officer & Date / 中心员工签名和日期

\_\_\_\_\_  
Applicant's Signature/申请人签名