

**ADS Checklist**

ADS 团队旅游材料清单

**Please Note: The Embassy of Hungary reserves the right to request additional information/documentation not mentioned in the harmonized list below. and, if necessary, to interview the applicant. The applicant is hereby informed that submitting the below-mentioned documents does not guarantee automatic issuance of a visa.**

**注意：匈牙利使馆有权要求申请人补充下列清单中没有的材料，如有必要，申请人有可能被要求前往使馆面试；提交下述文件并不保证签证将自动签发。**

List of supporting documents to be submitted by an ADS Group 以 ADS 团为目的的清单	Yes	No	Remarks
<p><b>the copy of the white badge of your company (issued by any of the EU consulates) .</b> 贵社的白卡复印件</p> <p><b>the copy of the yellow badge of your company (issued by National Tourism Administration of the People Republic of China) .</b> 贵社的黄卡复印件</p>			
<p><b>Short stay Schengen application form, original</b></p> <ol style="list-style-type: none"> <li>1. Language: The form must be filled out in English preferably <b>with blue ink pen.</b></li> <li>2. Signature:As it appears in the passport. The Schengen application form has to be signed by the applicant <b>on last column on page.</b> <u>For applicants under 18 years of age</u>, the application form must be signed by the parents or legal guardian.</li> </ol> <p><b>短期申根签证申请表，原件</b></p> <ol style="list-style-type: none"> <li>1. 完整填写并用<b>蓝色笔</b>签字的英文表格</li> <li>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签名：<b>尾页最后一栏。</b></li> </ol> <p><b>未成年申请者：</b>申请表必须由父母或法定监护人签名。</p>			
<p><b>One recent identity photo</b></p> <p>1 3.5cm x 4.5cm colour photo with white background, taken within 6 months, forward-looking without any head-coverings.</p> <p>1张 3.5cm x 4.5cm 彩色白底的照片（6个月以内，免冠不能戴眼镜）</p>			
<p><b>Travel Medical Insurance</b></p> <p>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.</p> <p><b>旅行保险：</b>须覆盖全部申根成员国、全部停留时间，且包含意外医疗、死亡、遗体遣送等在内的，总保额三万欧元以上的申根境外保险</p>			
<p><b>Minors (under 18 years of age):</b> student card and original letter of the school, mentioning:</p> <ul style="list-style-type: none"> <li>- full address, telephone number of the school</li> <li>- permission for absence</li> <li>- name and function of the person giving the permission.</li> <li>- notary certificate of family relation or proof of guardianship with Apostille certificate <ul style="list-style-type: none"> <li>- when the minor is travelling alone or only with one parent: notary certificate with Apostille certificate of permission to travel from both parents or legal guardians, and when not in China, attested by the relevant authorities in the parents'/legal guardians' country of residence.</li> <li>- In case one parent has full custody over the child: the court decision (with Apostille certificate) or the authorization (with Apostille certificate)</li> </ul> </li> </ul> <p><b>未成年（18岁以下）：</b>学生证复印件和学校证明原件，需包含：</p> <ul style="list-style-type: none"> <li>- 学校地址和电话</li> <li>- 准假证明</li> <li>- 开局证明负责人的姓名和职务</li> <li>- 亲属关系或出生证的公证书(需要做外交部的海牙认证) <ul style="list-style-type: none"> <li>- 如父母一方或双方都不去,需提供父母双方或合法监护人的同意公证及海牙认证，如果父母在外国，可由中国驻外使领馆出具</li> </ul> </li> </ul>			

<ul style="list-style-type: none"> <li>- 如父母离异，法院的抚养判决书需做公证及海牙认证，或者另一方同意出行的公证书及海牙认证</li> </ul>			
<p><b>Proof of solvency: bank statements from the last 3 months, no deposits account:</b></p> <ul style="list-style-type: none"> <li>- <u>For employees:</u> <ul style="list-style-type: none"> <li>- a sealed copy of the business licence of the 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 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> </ul> </li> </ul> </li> <li>- <u>For retired persons:</u> <ul style="list-style-type: none"> <li>- proof of pension or other regular income</li> </ul> </li> <li>- <u>For unemployed persons:</u> <ul style="list-style-type: none"> <li>- If married: letter of employment and income of the spouse and notary certificate of marriage with Apostille certificate.</li> <li>- If single/divorced/widow/widower: Any other proof of regular income</li> </ul> </li> </ul> <p><b>申请人偿付能力证明：最近 3 个月的银行对账单，非存款帐户</b></p> <ul style="list-style-type: none"> <li>- <u>对于在职人员：</u> <ul style="list-style-type: none"> <li>- 单位营业执照盖章复印件</li> <li>- 单位用抬头纸出具的在职证明（英文，或附有英文翻译的中文），有印章、签名、日期并提及：               <ul style="list-style-type: none"> <li>- 雇佣公司的地址、电话和传真号码，</li> <li>- 开局证明负责人的姓名和职务，</li> <li>- 申请人姓名、职位、工资和工作年限，</li> <li>- 请假许可</li> </ul> </li> </ul> </li> <li>- <u>退休人员：</u> 养老金或其他固定收入证明</li> <li>- <u>无业人员：</u> <ul style="list-style-type: none"> <li>- 若已婚：配偶的在职和收入证明以及结婚证公证及海牙认证。</li> <li>- 若单身/离婚/寡妇/鳏夫：任何其他固定收入证明</li> </ul> </li> </ul>			
<p><b>Flight reservation: round-trip reservation</b> 航班预订单：往返预订</p>			
<p><b>Proof of accommodation: For the whole duration of the intended stay.</b> -住宿证明：整个停留期间的住宿证明</p>			
<p><b>Travel programme: documents providing clear evidences about the applicant's travel programme (transportation booking, itinerary, etc.)</b> 旅行方案：提供有关申请人旅行的明确目的的文件（交通预订、行程等）</p>			
<p><b>ID Card copy</b> (On the both sides) Required for 2 sides of a valid ID Card. 身份证正反面复印件（不需翻译）</p>			
<p><b>Hukou (for Chinese nationals) original (only to show), +copy</b> Copies of the whole hukou including the holder pages and all member information pages. 户口本整本复印件（仅适用于中国公民，不需翻译），出示原件</p>			

Inquiry Officer to choose as appropriate 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。

\_\_\_\_\_  
Officer & Date

\_\_\_\_\_  
Applicant's Signature