

Individual Schengen-visa Checklist

个人申根签证材料清单

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 applicants for short stay visas in China according to the purpose of travel 根据旅行目的在中国申请短期签证需提交的材料清单	Yes	No	Remarks
<p>1. List of supporting documents to be submitted by applicants travelling for the purpose of individual tourism - Flight reservation: round-trip reservation 1. 以个人旅游为目的的签证需提交的材料清单 - 航班预订单：往返预订</p>			
<p>- Proof of accommodation: For the whole duration of the intended stay. Travel programme: documents providing clear evidences about the applicant's travel programme (transportation booking, itinerary, etc.) - 住宿证明：整个停留期间的住宿证明。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>- Proof of solvency: bank statements from the last 3 months, no deposits account: - 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，</p> <ul style="list-style-type: none"> - For employees: <ul style="list-style-type: none"> - a sealed copy of the business licence of the employing company - 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"> - address, telephone and fax numbers of the employing company - the name and position in the employing company of the countersigning officer - the name of the applicant, position, salary and years of service - approval for leave or absence - 对于在职人员： <ul style="list-style-type: none"> - 单位营业执照盖章复印件 - 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"> - 雇佣公司的地址、电话和传真号码， - 开局证明负责人的姓名和职务， - 申请人姓名、职位、工资和工作年限， - 请假许可 <p>-----</p> <ul style="list-style-type: none"> - For retired persons: proof of pension or other regular income 退休人员：养老金或其他固定收入证明 - For unemployed persons: <ul style="list-style-type: none"> - If married: letter of employment and income of the spouse and notary certificate of marriage with Apostille certificate. - If single/divorced/widow/widower: Any other proof of regular income. - 对于无业人员： <ul style="list-style-type: none"> - 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。 - 若单身/离婚/寡妇/鳏夫：任何其他固定收入证明。 			
<p>2. List of supporting documents to be submitted by applicants travelling for the purpose of business visit or short professional training 2. 以商务及短期培训为目的的签证需提交的材料清单 - invitation letter - 邀请函</p>			
<p>- Proof of solvency: - Bank statements from the last 3 months, not deposits account</p>			

<ul style="list-style-type: none"> - Proof of the solvency of the employing company, if the company pays the costs of travel and living; or - Proof of the applicant's personal solvency, in case personally covering the costs of travel and living - Proof of solvency for employees: <ul style="list-style-type: none"> - a sealed copy of the business licence of employing company - 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"> - address, telephone and fax numbers of the company - name and position in the company of the countersigning officer - the name of the applicant, position, salary and years of service - approval for leave or absence - 在职人员偿付能力证明: <ul style="list-style-type: none"> - 最近 3 个月的银行对账单, 而非存款账户 - 雇佣公司偿付能力的证明 (如果由该公司支付旅行和生活费用); 或者 - 申请人个人偿付能力的证明 (如果由个人承担旅行和生活费用) - 员工偿付能力证明: <ul style="list-style-type: none"> - 单位营业执照盖章复印件 - 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"> - 雇佣公司的地址、电话和传真号码, - 开局证明负责人的姓名和职务, - 申请人姓名、职位、工资和工作年限, - 请假许可 			
<ul style="list-style-type: none"> - Business license of the employing company and original letter from the applicant's employer: <ul style="list-style-type: none"> - A sealed copy of the business license - On official company paper with stamp and signature, mentioning: <ul style="list-style-type: none"> - full address and contact persons of the company - the name and position of the countersigning officer - name, position, salary and years of employment - the purpose of the visit - confirmation of position after the return - the person or the entity who will bear the costs - 工作单位营业执照及雇主开具的证明信原件: <ul style="list-style-type: none"> - 工作单位营业执照复印件盖公章 - 在盖有印章和签名的公司正式文件上, 提及: <ul style="list-style-type: none"> - 公司的详细地址和联系人 - 签署人姓名和在公司中的职位 - 申请人姓名、职位、工资和工作年限 - 出行目的 - 确认返回后保留职位 - 承担申请人旅行费用、生活成本的个人或单位 			
<ul style="list-style-type: none"> - On official company paper with stamp and signature, mentioning: <ul style="list-style-type: none"> - the full address and contacts of the company - the name and position of the countersigning officer - purpose and duration of the visit - detailed program - the person or the entity who will bear applicant's travel and living costs; - whether the sponsor gives financial guaranty for the applicant's return to China - 在盖有公章和签名的公司正式文件上, 提及: <ul style="list-style-type: none"> - 公司的完整地址和联系方式 - 签署领导的姓名和职位 - 访问的目的和持续时间 			

<ul style="list-style-type: none"> - 详细计划 - 承担申请人交通费和生活费的个人或单位 - 担保人是否为申请人返回中国提供经济担保 			
<ul style="list-style-type: none"> - proof of registration from a Chamber of Commerce, if applicable - 商会的注册证明（如适用） 			
<ul style="list-style-type: none"> - work permit (if applicable): a work permit may be needed in the following cases: <ul style="list-style-type: none"> - business training “on the job” - when working for company in the Member State of destination <p>工作许可（如适用）--以下情况可能需要工作许可：</p> <ul style="list-style-type: none"> - “在职” 业务培训 - 在申根地区的公司工作时 			
<p><u>3. List of supporting documents to be submitted by applicants travelling for the purpose of visit to family/friends</u> <u>3.以探亲访友为目的的申请需提交的证明材料清单</u></p> <ul style="list-style-type: none"> - invitation letter : <ul style="list-style-type: none"> - Hand-written guarantee letter signed by the inviter OR typed guarantee letter signed by two (2) witnesses and the inviter; - proof of a regular income over the last 3 months or bank statement on sufficient funds; - copy of valid residence permit; - copy of the host’s passport; - proof of accommodation: hotel booking ,or copy of property registry issued no later than 30 days before the date of the submission of the visa application; In case of apartment/house consent of the owner; <p>-邀请函：</p> <ul style="list-style-type: none"> - 邀请人出具的英或匈文邀请函，内容要有背景描述，包括在匈牙利的住址和电话，邀请人与申请人关系说明。如果是个人电脑打印的邀请函，需打印后手签，还须两名匈牙利籍见证人签字和其住址及身份证号）；如果邀请人全文手写的邀请信，签字即可，不用见证人。 - 最近3个月的固定收入证明或足够资金的银行对账单 - 邀请人的匈牙利居留卡 - 邀请人的护照复印件 - 在匈住宿证明：如酒店订单，或房东同意其入住家里的声明，同时附上租房合同 / 购房合同以及房契，房契可以在线打印（只接受距离递交材料30天以内的打印版本） 			
<ul style="list-style-type: none"> - Proof of relationship with sponsor: <ul style="list-style-type: none"> - For family visit: a notary certificate of family with Apostille - For friends visit: the relationship can be substantiated with original documents, original pictures, letter of invitation etc. <p>-与邀请人关系证明：</p> <ul style="list-style-type: none"> - 用于探亲：有海牙认证的亲属关系公证书， - 用于访友：关系证明文件，照片，邀请函等 			
<ul style="list-style-type: none"> - Proof of solvency: bank statements from the last 3 months, no deposits account: <ul style="list-style-type: none"> - <u>For employees:</u> <ul style="list-style-type: none"> - a sealed copy of the business licence of the employing company - 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"> - address, telephone and fax numbers of the employing company - the name and position in the employing company of the countersigning officer - the name of the applicant, position, salary and years of service - approval for leave or absence - <u>For retired persons:</u> <ul style="list-style-type: none"> - proof of pension or other regular income - <u>For unemployed persons:</u> <ul style="list-style-type: none"> - If married: letter of employment and income of the spouse and notary certificate of marriage with Apostille certificate. 			

	<ul style="list-style-type: none"> - If single/divorced/widow/widower: Any other proof of regular income - 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 - <u>对于在职人员:</u> <ul style="list-style-type: none"> - 单位营业执照盖章复印件 - 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"> - 雇佣公司的地址、电话和传真号码, - 开局证明负责人的姓名和职务, - 申请人姓名、职位、工资和工作年限, - 请假许可 <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> - <u>退休人员:</u> <ul style="list-style-type: none"> - 养老金或其他固定收入证明 - <u>无业人员:</u> <ul style="list-style-type: none"> - 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。 - 若单身/离婚/寡妇/鳏夫: 任何其他固定收入证明 			
	<p><u>4. List of supporting documents to be submitted by applicants travelling for the purpose of cultural/sport events</u> <u>4.以体育赛事和文化交流为目的的清单</u></p> <ul style="list-style-type: none"> - Original invitation letter from the organiser of the event of the country of destination: <ul style="list-style-type: none"> - On official paper, mentioning: <ul style="list-style-type: none"> - purpose and duration of the stay - detailed program and itinerary - an indication of the costs of the study/sport and entity that will pay - indication of lodging during the period of the intended stay. <p>目的国活动主办方的邀请函原件;</p> <ul style="list-style-type: none"> -在官方文件中, 提到: <ul style="list-style-type: none"> -逗留的目的和期限 -详细的节目和行程 -表明学习/运动的费用和将支付费用的实体 -入住期间住宿的说明。 			
	<ul style="list-style-type: none"> - Original letter from the Chinese cultural or sports organisation (the letter must be in English or in Chinese and an English translation) <ul style="list-style-type: none"> - On official paper with stamp, mentioning: <ul style="list-style-type: none"> - full address and contacts of the organisation - the name and position of the countersigning officer - name, position, salary and years of employment (only for professionals) - confirmation of participation - entity that will pay for costs of travel and living - copy of business licence (and an English translation) - 中国文化或体育组织的派遣信原件 (必须是英文或者中英文), -用单位抬头纸, 须提及: <ul style="list-style-type: none"> - 组织机构的完整地址和联系方式, - 签署官员的姓名和职务 - 申请签证的职业人员的姓名、职位、薪水和工作年限; - 参与活动的确认 - 支付旅行和生活费用的单位 - 营业执照复印件(及英文翻译件) 			
	Common Documents for all purpose 公共材料			
1	<p>Short stay Schengen application form, original</p> <ol style="list-style-type: none"> 1. Language: The form must be filled out in English preferably with blue ink pen. 2. Signature:As it appears in the passport. The Schengen application form has to be signed by the applicant on last column on page. 			

	<p>For applicants under 18 years of age, the application form must be signed by the parents or legal guardian.</p> <p>短期申根签证申请表, 原件</p> <ol style="list-style-type: none"> 1. 完整填写并用蓝色笔签字的英文表格 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: 尾页最后一栏。 <ul style="list-style-type: none"> - 未成年申请者: 申请表必须由父母或法定监护人签名。 			
2	<p>One recent identity photo</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>			
3	<p>Travel Medical Insurance</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>旅行保险</p> <p>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>			
4	<p>- Minors (under 18 years of age): student card and original letter of the school, mentioning:</p> <ul style="list-style-type: none"> - full address, telephone number of the school - permission for absence - name and function of the person giving the permission. - notary certificate of family relation or proof of guardianship with Apostille certificate - 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. - In case one parent has full custody over the child: the court decision (with Apostille certificate) or the authorization (with Apostille certificate) <p>未成年 (18岁以下): 学生证复印件和学校证明原件, 需包含:</p> <ul style="list-style-type: none"> - 学校地址和电话 - 准假证明 - 开局证明负责人的姓名和职务 - 亲属关系或出生证的公证书(需要做外交部的海牙认证) - 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 - 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 			
5	<p>For foreign applicants</p> <p>Chinese residence permit (Copy and Original):</p> <p>A foreign applicant must hold a valid residence permit .</p> <p>非中国国籍申请人:外国人在中国的有效居留许可 (原件和复印件)</p>			
6	<p>Passport, original+copy</p> <ol style="list-style-type: none"> 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. 2. Make sure your passport has two or more completely blank and unmarked visa pages (blank pages do not need to be adjoining pages). 3. 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"> • not apply for newly issued Chinese passports with electronic signature 			

	<p>4. 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.</p> <p>护照原件+复印件 在您提交申请之前, 请检查以下项目:</p> <ol style="list-style-type: none"> 1. 请检查您的护照有效期: 办理短期签证或者申请多次签证, 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。 2. 请确认您的护照上至少有两页空白签证页。 3. 请注意, 护照上的签字必须由本人签字, 否则您的签证申请将不被接受。 <ul style="list-style-type: none"> • 以字母 E 开头的新版中国护照无需额外签名 4. 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 (如有)。 			
7	<p>ID Card original (only to show), +copy (On the both sides) Required for 2 sides of a valid ID Card. 身份证复印件 (不需翻译) 正反面复印件都要, 出示原件。</p>			
8	<p>Hukou (for Chinese nationals) original (only to show), +copy 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>			
9	<p>Letter of authorization for visa application/passport return, original Mandatory if you are entitled to choose to submit your application by a representative. Requirements:</p> <ol style="list-style-type: none"> 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. 2. The letter can't be sharable and each applicant has to present the original. 3. Minor applicant under the age of 18: The letter of authorization must be signed by the parents or a legal guardian. 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.). <p>签证申请 / 护照领取委托书原件 如果您选择由他人代交您的签证申请, 必须提供:</p> <ol style="list-style-type: none"> 1. 委托书上的签名必须与护照、签证申请表签名一致, 2. 委托书需单独开具, 不可共用。 3. 未满 18 岁的未成年申请者: 委托书必须由父母或法定监护人签名。 <p>如父母为未成年申请者代交, 则不需提供委托书, 但应提供户口等证明关系的材料。</p>			
10	<p>Representative ID Card or passport, original and copy Mandatory if you choose to submit your application by a representative. 代办人身份证或护照 (原件和复印件): 如果您选择由他人代为递交申请, 必须提供。</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