



VISA DOCUMENT CHECKLIST – ADS

签证材料审核表 – 团队旅游

Name (姓名):		
Contact No. (联系电话):		
E-mail address (邮件地址):		
	List of supporting documents Note: The application should be handed in to the Embassy in the following order 证明材料清单 备注: 向使馆递交申请材料时请按以下顺序排列整理	YES/NO 是/否 ✓/×
1	Harmonized Schengen visa <b>application form</b> . Printed and signed by the applicant. 统一申根签证申请表。申请人填表打印并签字。	
2	The <b>travel document</b> must be valid for a minimum of 3 months after departure from the Schengen area. It must be issued within the previous 10 years and have at least 2 blank pages. 旅行证件 - 须满足自申根区离境后仍然有至少 3 个月的有效期, 于过去 10 年内签发, 至少保留 2 页空白页。	
3	1 passport photograph (max. 6 months old, on a white background, measuring 3.5 x 4.5 cm) No photoshopping allowed. 1 张未经编辑的 2 寸照片, 要求 6 个月之内拍摄, 白底, 3.5cm x 4.5cm。	
4	<b>Travel medical insurance</b> - with a minimum coverage of 30,000 Euro for duration of stay in the Schengen area. The insurance must cover your entire stay (until your flight departs). Please note that if the coverage period of your insurance is stated in Beijing time you may need to purchase one extra day of insurance because of the time difference between China and the Schengen area. 旅行医疗保险 - 能覆盖申根区全部停留周期, 保额最低为 3 万欧元。该保险要求覆盖整个停留时间 (直到航班起飞)。请注意, 如果您的保险覆盖期限标注为北京时间, 考虑到中国与申根区的时差, 建议额外购买一天的保险。	
5	<b>Flight reservation</b> with confirmation for the China-Europe-China round trip from the airlines. 经航空公司确认的中国-欧洲-中国往返机票订单	
6	Confirmation from the designated partner tour operator in Iceland and/or Europe that <b>accommodation and transport</b> within Europe as specified in the group's itinerary will be provided to all members of the group. 由冰岛和/或欧洲的指定合作旅行社出具的、为旅行团所有成员提供团队行程中指定的欧洲境内的住宿和交通的确认函。	
7	Name and contact details of the designated partner tour operator in Iceland and/or Europe. 冰岛和/或欧洲的指定合作旅行社的名称和联系方式。	
8	A name list of all the group members including the tour leader, with passport numbers. 旅行团成员 (含领队) 人名单, 附护照号码。	
9	A <b>detailed itinerary</b> (in Icelandic or in English), including flight details for the round trip from China, names, addresses, telephone numbers and fax numbers of all hotels, clearly stating the dates of stay in each hotel, and details of how the group is to travel between locations. 详细的行程安排 (冰岛语或英语), 包括往返中国的航班信息、下榻酒店的名称/地址/电话及传真号码, 要求写明行程中各酒店的具体逗留日期, 以及不同地点之间的交通方式等内容。	
10	<b>Proof of employment/retired/unemployment.</b> <b>Employed:</b> A sealed copy of the business license of the employing company. A letter from the employer (in English, or in Chinese with English translation) on official company paper including stamp, signature, date and clearly mentioning; address, telephone, and fax numbers of the employing company, the name and position of the countersigning officer, the name, position, salary, and years of service of the applicant as well as an approval of leave or absence. <b>Retired:</b> Proof of pension or other regular income. <b>Unemployed adults:</b> If married: Letter of employment and income of the spouse + notary certificate of marriage, legalised by MFA. If single/divorced/widow/widower: Any other proof of regular income. 在职/退休/无业证明 在职者: 雇主营业执照复印件加盖公章。在职证明英文原件或中文原件附英文翻译, 要求公司抬头纸书写, 签字、附日期并加盖公章, 并写明公司地址/电话及传真号码、签字人员姓名及职务、申请人姓名/职务/薪资/供职年限、准假周期。 退休者: 退休证或其他固定收入证明。 无业者: 如已婚 - 配偶的工作证明和收入证明, 以及由外交部认证的婚姻关系公证书。 如单身/离异/丧偶 - 其他固定收入证明。	
11	<b>For minors (&lt;18 years)</b> - Student card and original letter from the school, mentioning full address and 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 must be legalised by the Ministry for Foreign Affairs, one photocopy thereof. - Minors travelling alone or with just one parent: Notary certificate of permission to travel from both parents or legal guardians (when minor is travelling alone) or the parent or legal guardian is not accompanying (if minor is travelling with one parent), must be legalised by the Ministry of Foreign Affairs, and when not in China, attested by the relevant authorities in the parents'/legal guardians' country of residence, one photocopy thereof. 未成年人 (18 岁以下): - 学生证及在读证明英文原件或中文原件附英文翻译, 要求注明学校地址、电话号码、准假周期、批准人姓名及职务。 - 由外交部认证的亲属关系/监护关系公证书原件及复印件。 - 未成年人独自旅行或与父母一方旅行: 如独自旅行 - 父母双方或法定监护人出行同意函公证书; 如与父母一方旅行 - 不随行的父母一方或法定监护人出行同意函公证书; 如父母双方或法定监护人不在中国, 由其所在国相关机构开具的证明。该公证书须由外交部认证, 原件及复印件。	
12	Bank statements from the last consecutive 3 months, no deposit account or credit card statement. 足量的资金证明 - 近 3 个月的银行对账单, 无需存款证明或信用卡对账单。	
13	Chinese <b>Identity Card</b> with 1 photocopy (both sides, no translation). Non-Chinese citizens are required to submit a copy of a valid Chinese residence permit. 中国身份证及正反面复印件 1 份, 无需翻译。 非中国公民须提交有效的中国居留许可复印件。	

14	<b>Copy of Hukou</b> (no translation) with photocopies of all pages (only for Chinese nationals). 户口本所有内容页复印件，无需翻译（仅限中国公民）。	
Comments by VFS staff: 签证中心员工备注：		
MISSING DOCUMENT(S) HIGHLIGHTED ABOVE 上述材料如有缺失请标注 AUTHENTICITY OF DOCUMENTS 材料真实性		
<p>The Embassy requests you to hand in the missing/required documents within 5 days after the date of signature. If the Embassy has not received the documentation by this deadline, the Embassy will make a decision based on the documents submitted.</p> <p>I understand that I must provide the above missing documentation within 5 days. Signature date below counts as day 1 of 5.</p> <p>Please submit missing documents to <a href="mailto:visa.beijing@utn.is">visa.beijing@utn.is</a>, include in the email your full name and passport number. Please note that you could still be asked for additional documents and/or may be called for an interview. Any incomplete information or false statements could result in delay in the processing of the application.</p> <p>Furthermore, I hereby declare that all submitted documents are both genuine and true.</p> <p>大使馆要求您于签字之日起 5 日内补交缺失的申请材料。如果截止至该日期仍未收到材料，大使馆将依据您提交的现有材料做出决定。</p> <p>我已知必须于 5 日内提交上述缺失材料，以下签字日期计为 5 日内的第 1 日。</p> <p>请发送邮件至 <a href="mailto:visa.beijing@utn.is">visa.beijing@utn.is</a> 补交您缺失的材料，邮件主题标注您的姓名及护照号码。请注意，您仍有可能被要求提供额外的材料，或者被要求面试。任何不完整的资料或虚假的陈述均有可能导致审理过程的延迟。</p> <p>本人在此声明，所有提交的材料均真实有效。</p>		
Applicants Name: 申请人姓名：	Applicant Signature: 申请人签字：	
VFS Staff Name: 签证中心员工姓名：	VFS Staff Signature: 签证中心员工签字：	
Date and Place: 日期及地点：		