



VISA DOCUMENT CHECKLIST – CULTURE / SPORT

签证材料审核表 – 文化体育

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 application form . 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 travel document 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	Travel medical insurance - 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	Proof of Transportation – Round trip reservation. If the applicant is travelling to several Schengen states, proof of intra-Schengen flight reservation, train itinerary or car rental is required. Please note that the tickets do not have to be paid, only reserved. 交通证明 - 往返预订。如果申请人前往多个申根国家, 须提供申根地区内机票订单, 火车行程单或租车订单。此类票证无需付款, 预订即可。	
6	Invitation letter from the organizer of the event in the country of destination. Must be written on official paper, mentioning clearly: purpose and duration of your stay; detailed program and itinerary; an indication of the costs of the study/sport and entity that will pay for them; indication of lodging during the period of your intended stay. Inviter should send PDF copy of invitation letter to visa.beijing@utn.is 邀请函 - 由活动举办国主办方出具, 要求用官方抬头纸书写, 写明活动目的/停留周期、具体项目/行程安排、活动经费说明/支付费用的实体, 以及预计停留期间的住宿说明。 同时, 请邀请方一并发送 PDF 格式的邀请函副本至使馆邮箱 visa.beijing@utn.is	
7	Original dispatch letter from the Chinese cultural or sports organization (with English translation): Must be written on official paper with stamp, mentioning clearly: full address and contacts of the organization, 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, a stamped copy of business license (with translation in English) 派遣函原件 (附英文翻译) - 由中方的文化/体育机构出具, 要求用官方抬头纸书写并加盖公章, 写明机构详细地址/电话/签字人员姓名及职务、申请人姓名/职务/薪资/供职年限 (专业技术人员适用) /确认参加函。另外还需提供支付费用的实体名称及其加盖公章的营业执照复印件 (附英文翻译)。	
8	For minors: (<18 years) - 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。	
9	Chinese Identity Card 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。	
10	Copy of Hukou (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

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.

I understand that I must provide the above missing documentation within 5 days.

Please submit missing documents to visa.beijing@utn.is, 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.

Furthermore, I hereby declare that all submitted documents are both genuine and true.

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。

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。

请发送邮件至 visa.beijing@utn.is 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。

本人在此声明，所有提交的材料均真实有效。

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: