



VISA DOCUMENT CHECKLIST – BUSINESS

签证材料审核表 – 商务访问

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	Proof of accommodation - Hotel bookings or accommodations covering the whole duration of the intended stay. 住宿证明 - 覆盖全部停留周期的酒店订单或相关住宿证明。	
7	Invitation letter on official company paper with stamp and signature, clearly stating: the full address and contact information of the company, the name and position of the countersigning officer, purpose and duration of the visit, detailed program, name of the person or entity who will bear the travel and living cost. Inviter should send PDF copy of invitation letter to visa.beijing@utn.is Special for Conferences and Fairs (Paid) proof of registration for events connected with trade, industry, or work. 邀请函 - 要求公司抬头纸书写, 签字、附日期并加盖公章, 并写明公司完整地址/电话/签字人员姓名及职务、申请人姓名/职务/出行目的及时间/行程计划, 以及承担出行费用一方的个人或实体名称。 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 会议与展会要求: 贸易或工业有关活动的注册及支付证明。	
8	Sealed copy of business license of employing company. 雇主营业执照复印件加盖公章。	
9	Dispatch letter on an official company paper with stamp, signature, and date; full address and contact information of the company, name and position of the countersigning officer. Name, position, salary, and years of service as well as approval for leave of absence. Name of the person or entity who will bear the travel and living cost. 派遣函原件 - 要求公司抬头纸书写, 签字、附日期并加盖公章, 并写明公司完整地址/电话/签字人员姓名及职务、申请人姓名/职务/薪资/供职年限/准假周期, 以及承担出行费用一方的个人或实体名称。	
10	Proof of sufficient funds If your company is to financially support you, provide proof of solvency of your company and original bank statement from the last consecutive 3 months, no deposit accounts or credit card statement. If you personally finance your trip, provide proof of your own bank statement from the last consecutive 3 months. No deposit account or credit card statement. 足量的资金证明 - 如资金支持来自雇主, 提供雇主偿付能力证明及近 3 个月银行对账单原件, 无需存款证明或信用卡对账单; 如资金支持来自本人, 提供本人近 3 个月银行对账单原件, 无需存款证明或信用卡对账单。	
11	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。	
12	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 from 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. Signature date below counts as day 1 of 5.

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:	