



## VISA DOCUMENT CHECKLIST – TOURISM

### 签证材料审核表 – 个人旅游

Name (姓名):		
Contact No. (联系电话):		
E-mail address (邮件地址):		
	<p>List of supporting documents</p> <p>Note: The application should be handed in to the Embassy in the following order</p> <p>证明材料清单</p> <p>备注: 向使馆递交申请材料时请按以下顺序排列整理</p>	<p>YES/NO</p> <p>是/否</p> <p>✓/✗</p>
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 个月的有效期限, 于过去 10 年内签发, 至少保留 2 页空白页。	
3.	1 passport <b>photograph</b> (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 (300,000 CNY) 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/30 万人民币。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>Proof of Transportation</b> – 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.	<b>Travel itinerary</b> - Detailed description of planned daily travel itinerary. 旅行行程安排 – 旅行日程计划详述。	
7.	<b>Proof of accommodation</b> - 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。	
8.	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. (Valid for at least 3 months after return) 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。	
9.	<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)。	
10.	<b>Proof of sufficient funds</b> - 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。	
11.	<p><b>Proof of employment/retired/unemployment.</b></p> <p>在职/退休/无业证明</p> <p><b>Employed:</b> A 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 of absence. 在职者: 雇主营业执照复印件。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。</p> <p><b>Retired:</b> Proof of pension or other regular income. 退休者: 退休证或其他固定收入证明。</p> <p><b>Unemployed adults:</b> If married: Letter of employment and income of the spouse and notary certificate of marriage, legalised by the Ministry for Foreign Affairs. If single/divorced/widow/widower: Any other proof of regular income. If sponsored by other than spouse: Letter of employment and income of the sponsor, bank statement from the sponsor, sponsorship letter signed by the sponsor and a copy of the sponsor's passport. 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。 除配偶以外的人作担保 – 担保人的工作证明、收入证明和银行对账单, 以及由其本人签署的担保函和本人的护照复印件。</p>	
12.	<p><b>For volunteer work:</b></p> <ul style="list-style-type: none"> <li>- An invitation letter from an acknowledged non-governmental organization which is non-profit and tax exempt and works on charity or humanitarian issues.</li> <li>- The letter must be dated and signed by the representative of the organization. The invitation letter must state what kind of work the applicant will carry out and the length of stay in Iceland.</li> <li>- If applicable, confirmation that the organization guarantees accommodation for the applicant. - Hotel/Hostel booking or accommodation that covers the whole trip.</li> </ul> <p>志愿活动:</p> <ul style="list-style-type: none"> <li>- 来自公认的非政府组织的邀请函, 该组织是非营利性和免税的, 致力于慈善或人道主义事务。</li> <li>- 邀请函必须注明日期、由组织代表签名, 说明申请人将从事何种工作以及在冰岛停留的时间。</li> </ul> <p>确认组织为申请人提供住宿 (如适用) - 酒店/旅舍预订或住宿, 涵盖整个行程。</p>	

13.	<p><b>For minors: (&lt;18 years)</b></p> <ul style="list-style-type: none"><li>- 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.</li><li>- Notary certificate of family relation or proof of guardianship must be legalised by the Ministry for Foreign Affairs, one photocopy thereof.</li><li>- 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.</li></ul> <p>未成年人（18 岁以下）</p> <ul style="list-style-type: none"><li>- 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。</li><li>- 由外交部认证的亲属关系/监护关系公证书原件及复印件。</li><li>- 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。</li></ul>	
<p>Comments by VFS staff: 签证中心员工备注：</p>		

## INSTRUCTIONS FOR THE APPLICANT

### 申请人须知

**Date and sign this page (below) after pages 1 and 2 have been filled out by VFS Global agent (check marks).**

**当第 1-2 页由 VFS Global 代理填写完毕后，请在本页下方签署日期并签字。**

Your application for a Schengen Visa will be forwarded by VFS Global to the Embassy of Iceland in Beijing for processing. Normally visa applications are processed within 15 days once received from VFS Global. However, if you have failed to submit mandatory documents at the time of your appointment at VFS Global the process might be delayed, or the application refused. If an VFS Global officer, at the time of your appointment has indicated that your application is missing documentation and marked it on the table in page 1, you must send the missing documents to the Embassy at [visa.beijing@utn.is](mailto:visa.beijing@utn.is) or submit them to VFS Global.

The Embassy requests you to hand in the missing/required documents within **five (5) days** from the date of your appointment at VFS Global. During the application process, please monitor your spam/junk folders, as emails from the Embassy may accidentally end up there.

Please note that sending personal information by e-mail is at your own risk.

您的申根签证申请将由 VFS Global 转交给冰岛驻北京大使馆进行处理。

签证申请通常在收到 VFS Global 后的 15 天内处理。但是，若您在 VFS Global 递交申请时未能提交强制性文件，则可能导致程序延迟或申请被拒。

如果 VFS Global 员工在您递交申请的过程中指出您的申请缺失文件，并标记在第 1 页表格中，您务必将缺失的文件发送至大使馆邮箱 [visa.beijing@utn.is](mailto:visa.beijing@utn.is) 或补交至签证中心。

大使馆要求您在 VFS Global 递交申请之日起**五(5)天内**提交缺失/必需的文件。在申请过程中，请监控您的垃圾邮件/垃圾文件夹，因为大使馆的电子邮件有可能意外地出现在该处。

请注意，通过电子邮件发送个人信息的风险由您自行承担。

E-mailed documents must meet the following requirements:

通过电子邮件发送的文件必须满足以下要求：

- Subject line must be the applicant's name as it appears in passport  
邮件主题应为申请人护照上的姓名
- Passport number  
护照号码
- City of application center  
申请中心所在城市
- PDF is the only format of documents attachments accepted  
只接受 PDF 格式的文件作为附件

### WITH MY SIGNATURE I, THE APPLICANT, ACKNOWLEDGE THE FOLLOWING

本人作为申请人，谨以本人签名确认以下事项

1. I understand that I must submit the indicated documents by e-mail to [visa.beijing@utn.is](mailto:visa.beijing@utn.is) or submit them to VFS Global **within 5 calendar days from the date of my appointment at VFS Global.** I accept that my visa application will be decided without the requested documents and that the decision may be to my disadvantage (delay in the process or refused), if I do not submit the documents within the time limit (5 days) from the date of my appointment at VFS Global. 我明白，我必须在向 VFS Global **递交申请之日起的 5 个自然日内**通过电子邮件将指定的文件提交到 [visa.beijing@utn.is](mailto:visa.beijing@utn.is) 或补交至签证中心。我接受我的签证申请将在缺失必要文件的情况下被决定，且如果我未能在 VFS Global 递交申请之日起的 5 天内补交文件，则这一决定可能对我不利（程序延迟或申请被拒）。
2. I understand that during the application process, I may be contacted by the Icelandic authorities for an interview process. 我明白，在申请过程中，冰岛当局可能联系我进行面试。
3. I understand that any incomplete information or false statements could result in delay in the processing of the application and the Consulate may request more documents in addition to what is listed on page 1 and request an interview. 我明白，任何不完整的信息或虚假的陈述可能会导致申请的审理过程延迟，领事部门可能要求提供除第 1 页所列文件之外的补充文件并要求面试。

March 2025

4. I understand that Iceland cannot be considered the Member state competent for examining and deciding on the application if I'm staying for a longer period in another member state.  
我明白，若我将在另一个成员国停留更长时间，冰岛便不能被视为有资格审查和决定申请的成员国
5. I understand that according to Foreign National act, article 20 (6) (b) and in accordance with the checklist my hukou or Chinese residence permit must be valid for **three months** beyond my intended departure from the Schengen area.  
我明白，根据《外国人法》第 20 (6)(b) 项条款以及此清单要求，我的户口或中国居留许可务必满足在我预定离开申根地区后三个月内仍然有效。
6. I understand that my application will be refused if falsified or forged documents are submitted with the application and hereby declare that all submitted documents are both true and genuine.  
我明白，如果我提交了伪造的文件，则我的申请将被拒绝，并在此声明所有提交的文件均真实有效。
7. I understand the visa (if approved) will be issued according to submitted documents and only applicants who fulfill the criteria for multiple entry visa will be granted multiple visa.  
我明白，签证（如果被批准）将根据提交的文件签发，只有符合多次入境签证标准的申请人才会被授予多次入境签证。

签署日期: \_\_\_\_\_

申请人签字: \_\_\_\_\_

签证中心员工签字: \_\_\_\_\_