



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):		
	<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>	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 (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	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。	
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 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 invitation , 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 3 consecutive 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. (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。	
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:

INSTRUCTIONS FOR THE APPLICANT

申请人须知

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

当第 1 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 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 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 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 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: _____