

**Checklist for Cultural/Sport Event**  
**文化/体育活动签证申请审核表**

Name: _____ (姓名)	Purpose of Visit: _____ (访问目的)
Passport Number: _____ (护照号)	Contact No.: _____ (联系电话)
	E-mail Address: _____ (邮件地址)

Prepare all the necessary documents listed below before you deliver the application, otherwise the application might be refused by the Embassy of Latvia in China. The required documents have to be translated into English or Latvian in a separate document according to the instructions below.

在递交申请前请按下述清单准备所需材料，否则您的签证申请可能被拉脱维亚驻华大使馆拒签。按照须知规定，所需材料需另附英文或者拉脱维亚语翻译。

**Note: The application material should be placed in the following order**  
 备注: 请将申请材料按以下顺序排列:

Required Documents/所需材料	Yes/有	No/没有	Remarks/备注
<p>1. Passport or other travel document and one copy of the identification page.                      Travel document must be valid at least 90 days after the expiration of visa and not older than 10 years.                      Travel document must have at least two consecutive blank pages.                      Damaged travel documents cannot be accepted.</p> <p>护照或其他有效旅行文件及一份护照身份页的复印件。                      护照应为在过去 10 年内签发，且在要签发的签证有效期后仍有至少 90 天的有效时间。                      护照应有至少两页连续的空白页，损坏护照将不予受理。</p>			
<p>2. Fill out one Visa Application Form per applicant, available online only at:  <a href="https://epak.pmlp.gov.lv/NVIS.EService001.WebSite/ApplicationMain.aspx">https://epak.pmlp.gov.lv/NVIS.EService001.WebSite/ApplicationMain.aspx</a>.                      Print and sign the Visa Application Form (if minor, signed by either parents or legal guardians), accompanied by one color photograph with the following specifications: passport type, light color background, 45mm ×35mm, dating from the last 6 months.</p> <p>Note: 2 signatures (3 for MULT visa applications) per applicant are required on the fifth page of printed visa application (top and bottom)</p> <p>每人填写在线签证申请表，网址为：  <a href="https://epak.pmlp.gov.lv/NVIS.EService001.WebSite/ApplicationMain.aspx">https://epak.pmlp.gov.lv/NVIS.EService001.WebSite/ApplicationMain.aspx</a>。打印并且签署签证申请表（未满 18 岁的申请人须由双方父母或法定监护人签字），以及一张护照照片尺寸的彩照，照片需为浅色背景，35x45 毫米，并需为最近六个月内所照。                      注明：申请人需要在签证申请表第五页顶部一栏和底部一栏签名，申请多次入境的申请人需要在签证申请表第五页第一、二和最后一栏签名</p>			

3.	<p>Travel medical insurance, original or one copy of the certificate. Handwritten certificates will not be accepted. The name of the insured should be written also in pinyin. Travel insurance must be valid in the Schengen area and for the entire duration of stay in the Schengen area. The insurance must have minimum coverage of 30.000 euro and cover costs of any emergency medical treatment and repatriation for medical reasons as well as in case of death repatriation of the deceased.</p> <p>For single entry visa, a signed declaration of insurance should be enclosed. The format of the declaration is available at:  <a href="http://www.vfsglobal.cn/latvia/china/pdf/declaration.pdf">http://www.vfsglobal.cn/latvia/china/pdf/declaration.pdf</a></p> <p>旅行医疗保险：原件或复印件均可（手写不接受）。被保险人的名字和拼音均应体现在保单里。旅行医疗保险必须覆盖申根地区，其有效期必须包括所有在申根地区的停留时间，保额至少为 3 万欧元并包含紧急医务治疗，紧急医疗转移以及遗体转移。</p> <p>如申请单次入境签证，申请人需同时提交一份关于保险的声明。声明模板：  <a href="http://www.vfsglobal.cn/latvia/china/pdf/declaration.pdf">http://www.vfsglobal.cn/latvia/china/pdf/declaration.pdf</a></p>			
4.	<p>For minors (under 18):  Student card &amp; Original letter of the school:  mentioning:  - Full address, 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, legalised by MFA</p> <p>未成年人（18 岁以下）：  学生证 + 学校出具的证明信原件  包含如下信息：完整的学校地址及电话  准假证明  批准人的姓名及职位  家庭关系或监护关系公证书，并由外交部认证</p>			
5.	<p>Minors travelling alone or with one parent:  - Notary Certificate of permission to travel from both parents or legal guardians and legalized by MFA, and when not in China, attested by the relevant authorities in the country of residence.</p> <p>未成年人单独旅行或者和单方家长旅行时：  一由双方家长或法定监护人出具的出行同意书的公证书，并由外交部认证；在中国境外办理时，由境外相关政府机构办理该公证。</p>			

6.	<p>Invitation number approved by the Office of the Citizenship and Migration Affairs (OCMA) of Latvia</p> <p>or</p> <p>In case of sports events: original letter of invitation from the host organization: competent institution, Latvian Sports Federation or National Olympic Committee of Latvia: On official paper, mentioning : - Purpose and duration of the 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.</p> <p>In case of cultural events: original letter of invitation of the host organization to participate in scientific, cultural and artistic events, including university exchange programs, etc On official paper, mentioning : - Purpose and duration of the 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.</p> <p>由拉脱维亚国籍和移民事务办公室批准的邀请函号码； 或者</p> <p>如为体育活动：提供主办方（主管机构，拉脱维亚体育协会或者拉脱维亚国家奥委会）的邀请函原件 需使用正式信头纸，并须包含如下信息： - 访问的目的和停留时间 - 详细的日程和路线安排 - 注明学习/体育活动的费用以及支付费用的单位 - 注明整个停留期间的住所</p> <p>如为文化活动：提供主办方（参加科学，文化和艺术活动）的邀请函原件，包括大学交换项目等， 需使用正式信头纸，并须包含如下信息： - 访问的目的和停留时间 - 详细的日程和路线安排 - 注明学习/体育活动的费用以及支付费用的单位 - 注明整个停留期间的住所</p>			
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7.	<p>Original note/letter from the Chinese cultural or sports entity. (The letter must be in English or in Chinese and an English translation )</p> <p>On official paper with stamp, mentioning:</p> <ul style="list-style-type: none"> <li>-Full address and contacts of the organisation</li> <li>-The name and position of the countersigning officer</li> <li>-Name, position, salary and years of employment (only for professionals)</li> <li>-Confirmation of participation;</li> <li>- Entity that will pay for costs of travel and living</li> <li>- Copy of business license (and an English translation)</li> </ul> <p>中国文化或体育实体机构的照会/证明原件（英文件，或中文附上英文翻译）需使用正式信头纸并加盖公章，并须明确以下信息：</p> <ul style="list-style-type: none"> <li>-该机构的详细地址和联系人；</li> <li>-签字人员的姓名和职务；</li> <li>-申请人姓名、职务、收入和工作年限（专业人员用）；</li> <li>- 确认参加函；</li> <li>-支付旅行和生活费用的单位；</li> <li>-营业执照复印件（及英文翻译件）。</li> </ul>			
8.	<p>Original “Hukou” with photocopies of all the pages (, only for Chinese nationals).</p> <p>户口本原件及户口本所有页的复印件（只针对中国公民）</p>			
9.	<p>ID Copy (Original and photocopy)</p> <p>身份证复印件（原件及复印件）</p>			

**Note: The Embassy reserves the right to request additional information/documentation and, if deemed necessary, to interview the applicant/备注:大使馆保留要求申请人提供补充信息/材料的权利。如若必要，申请者将被要求前往大使馆面试。**

Inquiry Officer to choose as appropriate  
资料审核员根据适用情况选择:

1. The applicant has confirmed that s/he has no other documents to submit  
申请人已经确认她/他不提交其他文件
2. The applicant has submitted the supporting documents above. I have advised him / her that failure to submit all necessary documents may result in the application being refused, but s/he has chosen to proceed with the application.  
申请人已经递交了上述文件，我已告知其如不提交所有必要文件可能会导致被拒签，但其选择继续提交申请。

VISA Fee (签证费)		NAME OF TRAVEL AGENT 代理名称	
Service Fee (服务费)		ADDRESS 地址	
Courier Fee (If any) 快递费 (如选)			
Other Fees (其他费用)		TEL/电话	

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Name & Signature of Processing Officer  
(资料受理员签名)

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Date/日期

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Applicant's Signature (申请人签名)