

Checklist for Work
长期工作签证申请审核表

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
1	<p>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>			
2	<p>Fill out one Visa Application Form per applicant, available online only at: https://epak.pmlp.gov.lv/NVIS.EService001.WebSite/ApplicationMain.aspx. 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： https://epak.pmlp.gov.lv/NVIS.EService001.WebSite/ApplicationMain.aspx。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。</p> <p>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>OCMA approved invitation letter with indication of duration is up to 365 days. 经国籍移民事务办公室批准的逗留时间365天以内的邀请函</p>			
4	<p>1) Proof of accommodation: For the intended period of stay. Notes: documents must cover the whole stay in Schengen area. For example: hotel bookings, rental apartment contracts, etc. 住宿证明：覆盖在申根国家停留的全部期间 注明：材料必须涵盖在申根国家停留的全部区域。例如：酒店预订单，租赁合同等。</p> <p>2) Flight Reservation: Reservation document must indicate applicant's name, departure city and destination. 机票预定单：机票预订单需包含申请人姓名，出发城市及目的地。</p>			
5	<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 42600 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. (click here for more information: https://www.mfa.gov.lv/en/consular-information/documents-required-to-apply-for-a-visa/travel-medical-insurance) 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42600欧元并包含紧急医务治疗，紧急医疗转移以及遗体转移。（了解更多：https://www.mfa.gov.lv/en/consular-information/documents-required-to-apply-for-a-visa/travel-medical-insurance）</p>			
6	<p>Proof of Financial support of the applicant if there is any: Bank statements from the last 3 months, no deposits. 1. Proof of the solvency of the employing company, if the company pays the costs of travel and living; or 2. Proof of the applicant's personal solvency, in case personally covering the costs of travel and living.</p> <p>Bank statement shall be in English or accompanied with the translations into English. Note: In case credit card bank account is provided, please be sure that copy of the card and credit limit are shown. 附加的申请人偿付能力证明：最近3个月的银行对账单，无需存款证明。 1. 如果公司支付旅行生活费用，需提供公司的偿付能力证明； 2. 如果申请人自担费用，需提供申请人个人偿付能力证明</p> <p>银行对账单需提供英文版或英文翻译件。 注明：如提供信用卡对账单，需提供信用卡复印件及信用额度。</p>			

7	<p>Offer letter/ Labor Contract that contains the following (if applicable):</p> <ul style="list-style-type: none"> - the employer name and registration No. - the employee's full name, surname, date of birth, place of birth, Passport No.; - the purpose of travel - the planned time for the visit and the number of entries - the address of the employee's place of residence during his/her visit - the signatories name, surname and position from employer <p>录用通知书/劳动合同（如有）：</p> <ul style="list-style-type: none"> - 雇佣方的名字和注册号码 - 被雇佣人的信息（姓名，出生日期，出生地，护照号码） - 访问的目的和入境次数 - 申请人访问期间的住址 - 雇佣方签名以及职位 			
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Note: The Embassy reserve 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 TRAVELAGENT 代理名称	
Service Fee (服务费)		ADDRESS 地址	
Courier Fee (If any) 快递费 (如选)		TEL/电话	
Other Fees (其他费用)			

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

Date/日期

Applicant's Signature (申请人签名)