



SHORT STAY VISA FOR VISITING FRIENDS AND FAMILY (UP TO 90 DAYS)

以探亲或访友为目的的短期签证申请（不超过 90 天）

Applicant Name 姓名: _____

Passport Number 护照号: _____

Contact Number 联系电话: _____

E-mail Address 邮箱地址: _____

APPLICATION DOCUMENTS 申请材料		PROVIDED 提供	NOT PROVIDED 没有提供	REMARKS 注明
1	<p>One Schengen visa application form duly completed in French or English, not stapled, with a colour passport photo not older than 6 months, 35mm x 45mm, on a white background.</p> <p>用英语或法语填写的申根签证申请表，单面打印，无须装订，附 1 张 2 寸白底彩色护照照片（近 6 个月内拍摄）。</p>			
2	<p>Passport valid for at least 3 months after the expiration date of the visa requested (+1 copy of the first page of passport and of previously issued Schengen visas). The passport should contain at least 2 empty pages when applying for the visa and should have been issued within the previous 10 years.</p> <p>护照原件，首页及申根签证页复印件，护照有效期至少为本次签证到期后 3 个月仍有效。护照至少有两张空白签证页，并且护照签发时间不超过 10 年。</p>			
3	<p>For Chinese citizens: "Hukou" with photocopies of all pages (translation not required).</p> <p>For non-Chinese citizens: Chinese residence permit with a validity of at least 3 months after returning to China + 1 copy.</p> <p>中国籍申请人须提供户口本原件，整本复印件（无须翻译）。</p> <p>非中国籍申请人须提供在华居留证件有效期至少为本次签证到期后 3 个月仍有效（原件和复印件）。</p>			
4	<p>Flight reservation: Round-trip flights. A copy of the issued tickets might be requested by the Embassy.</p> <p>往返机票预订单。取签证时，使馆可能要求出示已出票的往返机票。</p>			
5	<p>Proof of accommodation for the whole duration of the intended stay.</p> <p>全程酒店预订单或住宿证明。</p>			
6	<p>Proof of medical travel insurance covering the entire duration of the trip, valid for the Schengen area.</p> <p>The insurance must cover the following: repatriations for medical reasons, urgent medical attention and/or hospital treatment. The minimum coverage shall be the equivalent of EUR 30.000.</p> <p>旅行保险，涵盖在申根区整个旅行期间的所有医疗费用，包含回国治疗、紧急医疗救助、住院等，最低保额为 3 万欧元。</p>			

7	<p>Proof of solvency of the applicants: bank statements (salary account or other current account) from the last 3 months clearly indicating a proof of regular income. Please note: No deposit accounts.</p> <ul style="list-style-type: none"> Employed applicants: Original letter from the employer in China (in English, or in Chinese with English translation) on official company paper with stamp, signature, date and clearly mentioning: (a) address, telephone and fax numbers of the employing company, (b) name and position in the employing company of the countersigning officer, (c) name, position, salary and years of service of the applicant, (d) approval of leave + a sealed copy of the business license (no translation needed) of the employing company. Unemployed applicants: letter of employment and income of the spouse + notary certificate of marriage apostilled by Chinese MFA issued within the past 6 months + 1 copy. Retired applicants: pension card + 1 copy. <p>偿付能力证明: 最近 3 个月的银行对账单 (工资账户或其他活期账户), 清楚标注固定收入项。请注意: 不包括存款账户。</p> <ul style="list-style-type: none"> 在职人员: 加盖公章的公司营业执照复印件和雇主证明信原件 (英文原件或中文原件加英文翻译), 须公司正式的抬头信纸, 加盖公章、签字, 并明确日期及以下信息: (a) 公司地址、电话、传真号码 (b) 签字人员的姓名、职务 (c) 申请人姓名、职务、收入、工作年限 (d) 准假确认+加盖公章的公司营业执照(无须翻译)复印件。 未就业人员: 配偶的工作及收入证明+婚姻关系公证书 (6个月内), 须办理中国外交部附加证明书 (原件+复印件), 或其他固定收入证明。 退休人员: 退休证原件+复印件。 			
8	<p>Proof of relationship with sponsor:</p> <ul style="list-style-type: none"> For family visit: a notary certificate of family relationship with the sponsor, legalized/apostilled by Chinese MFA + 1 copy. For friend visit: proof of the existence of the relationship with documents, e-mails, pictures, etc. <p>与担保人之间的关系证明:</p> <ul style="list-style-type: none"> 探亲: 办理中国外交部认证或附加证明书的申请人和担保人的亲属关系公证书 原件和复印件。 访友: 证明申请人和担保人关系存续的文件、邮件、照片等。 			
9	<p>Original formal obligation (<i>Engagement de prise en charge</i>) not older than 6 months prepared by the sponsor + 1 copy.</p> <p>卢森堡外交部担保函批文 (6 个月内) 原件和复印件。</p>			
10	<p>Invitation letter signed by the sponsor mentioning the purpose, duration and financing of the intended stay.</p> <p>邀请函, 包含邀请人签字, 拜访原因, 停留时间和是否提供经济支持。</p>			
11	<p>Letter of authorization for visa application/passport return in case valid biometric data are available and the applicant does not apply in person. The letter needs to be signed by the applicant (or legal guardian of minor applicant), mentioning the name of the representative and his/her ID and contact details. When submitting the application, the representative needs to show his/her ID and submit a copy thereof.</p> <p>申请签证/返还护照授权书 (如有有效生物识别数据且申请人未亲自递交申请)。授权书须由申请人 (或未成年申请人的法定监护人) 签字, 并注明被委托人姓名、身份证和联系方式。提交申请时, 被委托人须出示身份证件并提交复印件。</p>			
Minor applicants are requested to submit the following additional documents / 未成年申请人须提供以下材料				
12	<p>Student card + 1 copy</p> <p>学生证 (原件+复印件)</p>			

13	Original letter of the school mentioning (a) full address, telephone number of the school, (b) permission for absence, (c) name and function of the person giving the permission. 学校证明信：须包含(a) 学校地址和电话 (b) 准假证明 (c) 签字人姓名和职务。			
14	Notary certificate of family relationship or proof of guardianship legalized/apostilled by Chinese MFA + 1 copy. In case of divorce, additional documents might be required. 办理中国外交部认证或附加证明书的家庭关系或监护关系公证书原件和复印件。父母离异的情况下，有补充其它材料的可能性。			
15	Parental authorization for minors traveling alone or with one parent + 1 copy: <ul style="list-style-type: none"> <u>If minor is travelling alone</u>: notary certificate of permission to travel from both parents or legal guardians, apostilled by Chinese MFA. <u>If minor is travelling with one parent</u>: notary certificate of permission to travel from the parent/legal guardian not travelling, apostilled by Chinese MFA. <u>If parents are not living in China</u>: notary certificate of permission to travel legalized/apostilled by the relevant authorities in the country of residence. 如无父母双方或法定监护人同行，须出示以下材料（原件和复印件）： <ul style="list-style-type: none"> 当未成年人跟随单方家长或监护人旅行时，不同行的另一方家人出具出行同意公证书，并办理中国外交部附加证明书。 当未成年人单独旅行时，双方家长或法定监护人出具出行同意公证书，并办理中国外交部附加证明书。 若父母不在中国境内居住，须出具出行同意公证书，并办理境外常住地相关机构认证或附加证明书。 			

Remarks 备注:

1. The Embassy/the Consulate reserves the right to interview the applicant in person. 使领馆有权对申请者进行面谈。
2. The Embassy /the Consulate reserves the right to request additional documents. 大使馆/领事馆保留向申请人要求提供额外文件的权利。
3. If the visa is issued, the Embassy/the Consulate reserves the right to request the applicant to present him/herself in person to the Embassy/the Consulate upon his/her return to China. 签证签发后，使领馆有权要求申请人在回国后持相关证明材料销签。
4. For documents in Chinese, translations in English or French have to be provided, unless otherwise specified. 所有中文文件都须有英文或法文翻译。

Visa fee (签证费)	
Service fee (服务费)	
Courier fee (快递费)	
Other fees (其他费用)	

Applicant/Representative signature 申请人/被委托人签名

Date 日期

Name and signature of VAC processing officer
签证申请中心资料审核员签名

Processing Officer	
--------------------	--

Data Officer	
Data Entry System Officer	
Quality Check Officer	

