



SHORT STAY VISA FOR BUSINESS VISIT OR SHORT PROFESSIONAL TRAINING (UP TO 90 DAYS)

以商务访问或职业培训为目的的短期签证（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	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. 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）。			
2	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. 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。			
3	For Chinese citizens: "Hukou" with photocopies of all pages (translation not required). For non-Chinese citizens: Chinese residence permit with a validity of at least 3 months after returning to China. 中国籍申请人须提供户口本原件，整本复印件（无须翻译）。 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）。			
4	Flight reservation: reservation of roundtrip ticket. A copy of the issued tickets might be requested by the Consulate. 往返机票预订单。取签证时，领馆可能要求出示已出票的往返机票。			
5	Proof of accommodation for the whole duration of the intended stay. 全程酒店预订单或住宿证明。			
6	Proof of medical travel insurance covering the entire duration of the trip, valid for the Schengen area. 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. 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。			
7	Proof of solvency: (a) If the employing company pays the costs of travel and living: bank statements from the last 3 months of the employing company, OR (b) If the costs of travel and living are borne by the employee: personal bank			

	<p>statements from the last 3 months. Please note: No deposit accounts. Bank statements should be those of a current account, where regular revenues (such as salary or pension) are easy identifiable.</p> <p>偿付能力证明:</p> <p>(a) 差旅及生活费由雇主支付: 申请人公司最近 3 个月的银行对账单</p> <p>(b) 差旅及生活费由本人支付: 申请人本人最近 3 个月的银行对账单</p> <p>请注意: 无须存款证明。银行对账单为常用银行账户的对账单, 固定收入 (如工资或养老金) 能被识别。</p>			
8	<p>Original certificate of employment from the employer in China (in English, or in Chinese with English translation) on official company paper with the signature of the manager, the stamp of the company, the date, and 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) purpose of the visit, (e) approval for leave or absence, (f) confirmation of position after the return, (g) the person or entity that will bear the applicant's travel and living costs (h) A sealed copy of the business license of the employing company (translation not required).</p> <p>雇主派遣函原件 (英文原件或中文原件加英文翻译), 用公司正式的抬头纸, 加盖公章、负责人签字, 并明确日期及以下信息:</p> <p>(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) 访问目的 (e) 访问期限 (f) 公司保留其职位至回国 (g) 支付申请人差旅及生活费的公司或个人 (h) 加盖公章的公司营业执照复印件 (无须翻译)。</p>			
9	<p>Original invitation letter from the organiser of the event or the training, on official company paper with stamp, signature, dated and clearly mentioning: (a) address, telephone and fax numbers of the organising company, (b) name and position of the countersigning officer, (c) purpose + duration of the visit, (d) detailed program, (e) the person or entity that will bear the applicant's travel and living costs, (f) whether the sponsor provides a financial guarantee for the applicant's return to China, (g) proof of registration with the Chamber of Commerce if applicable.</p> <p>Note: Inviting companies/institutions which use a corporate/official email address are kindly requested to send a scanned copy of the invitation letter in PDF format to shanghai.visa@mae.etat.lu prior to submission of the application.</p> <p>邀请函原件, 用邀请公司正式的信头纸, 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) 访问目的和停留时间 (d) 详细的日程安排 (e) 支付申请人差旅及生活费的公司或个人 (f) 邀请公司是否为申请人按规定回国提供财务担保 (g) 商会注册证明 (如适用)。</p> <p>注意: 邀请方在申请递交前, 使用该企业或机构的官方电子邮箱发送PDF格式的邀请函扫描件至shanghai.visa@mae.etat.lu</p>			
10	<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>			

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	

