



SHORT STAY VISA FOR ADS TOURIST GROUP (UP TO 90 DAYS)

ADS 团体旅游短期签证 (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
TO BE PROVIDED BY TRAVEL AGENCY / 旅行社须提供的材料				
1	Introduction letter from the travel agency with, at least, the official name, address, telephone, fax and e-mail address of the travel agency as well as of the contact person.  旅行社函，内容包括但不限于旅行社的正式名称、地址、电话、传真和电子邮箱及联系人。			
2	Copy of the business license + translation.  加盖公章的公司营业执照复印件和翻译件。			
3	Copy of identity card, CNTA (China National Tourism Administration) Badge (Yellow Badge) and original of the EU accreditation card (White Badge) of the travel agency's designated courier.  旅行社指定专办员的身份证、国家旅游局颁发的证件黄卡和申根国家驻华使领馆颁发并经欧盟许可的证件白卡原件和复印件。			
4	Name list of all group members, with passport numbers.  旅行团所有成员的名单附护照号码。			
5	Information on the tour leader : (a) passport copy (b) tour leader card (c) in case the tour leader has no visa, please provide all needed documents for his/her visa application; in case the tour leader already has a valid visa, please provide a copy of the visa; in case the tour leader has a valid residence permit from one of the Schengen countries, please provide copy of the residence permit; in case the tour leader holds a passport of a country that does not need a Schengen visa, please provide copy of the passport.  领队的相关信息: (a) 护照复印件 (b) 领队证 (c) 如领队无申根签证, 需提供申请签证的所有必要材料; 如领队持有有效的申根签证, 需提供签证复印件; 如领队持有申根国家的有效居留证, 需提供居留证复印件; 如持有申根免签国家护照, 需提供护照的复印件。			
6	A detailed itinerary mentioning: (a) the names, addresses, telephone numbers and fax numbers of the hotels to be used by the group during the tour (b) the dates of stay of each hotel, (c) the details of how the group is to travel between locations during the tour. These reservations must be confirmed reservations.			

	详细行程表：包含 (a) 旅行团在旅行期间入住的所有酒店的名称、地址、电话号码和传真号码 (b) 各酒店的入住日期 (c) 旅行期间在不同地点之间使用的交通方式的详细信息。所有预定均须确认。			
7	Confirmed flight reservations for the China-Europe-China round trip. 已确认的往返中欧的机票预订单。			
8	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。			
9	Name and contact details (address, telephone and fax numbers and E-Mail address) of the designated partner tour operator in Europe, as well as of the contact person of this partner tour operator. 欧洲指定合作旅行社名称和详细联系方式（地址、电话、传真号码和邮箱），以及该社指定联系人信息。			
10	Confirmation from the designated partner tour operator in Europe that accommodation and transportation within Europe as specified in the group's itinerary will be provided to all members of the group. 欧洲指定合作旅行社确认函，表明将按照既定团体行程为所有团员提供欧洲境内住宿和交通。			
<b>TO BE PROVIDED BY EACH MEMBER OF THE GROUP / 申请人须提供的材料</b>				
11	One Schengen visa application form duly completed in French or English, not stapled, with a color 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）。			
12	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，护照有效期须至少为本次签证到期 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。			
13	Copy of Chinese identity card and temporary residence card (if any) or of your residence permit (with a validity of at least 3 months after returning to China) for non-Chinese nationals. 中国身份证和居住证（如有）或非中国籍申请人在华居留许可的复印件(有效期至少为本次签证到期后 3 个月仍有效)。			
14	"Hukou" with photocopies of all pages (translation not required). 户口本原件，整本复印件（无须翻译）。			
15	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. <ul style="list-style-type: none"> <li><u>Employed applicants</u>: 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:</li> </ul>			

	<p>(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.</p> <ul style="list-style-type: none"> <li>• <u>Unemployed applicants</u>: letter of employment and income of the spouse + notary certificate of marriage apostilled by Chinese MFA issued within the past 6 months + 1 copy.</li> <li>• <u>Retired applicants</u>: pension card + 1 copy.</li> </ul> <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"> <li>• <u>在职人员</u>: 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。</li> <li>• <u>未就业人员</u>: 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。</li> <li>• <u>退休人员</u>: 退休证原件+复印件。</li> </ul>			
16	<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 / 未成年人还须提供文件				
17	<p>Student card + 1 copy.</p> <p>学生证及复印件。</p>			
18	<p>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.</p> <p>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。</p>			
19	<p>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.</p> <p>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。</p>			
20	<p>Parental authorization for minors traveling alone or with one parent + 1 copy:</p> <ul style="list-style-type: none"> <li>▪ <u>If minor is travelling alone</u>: notary certificate of permission to travel from both parents or legal guardians, apostilled by Chinese MFA</li> <li>▪ <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</li> <li>▪ <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</li> </ul> <p>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):</p> <ul style="list-style-type: none"> <li>• 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。</li> <li>• 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。</li> </ul>			

	<ul style="list-style-type: none"><li>▪ 若父母不在中国境内居住，须出具出行同意公证书，并办理境外常居地相关机构认证或附加证明书。</li></ul>			
--	--	--	--	--

**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，除非另有说明。

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	

