

MALTA VISA APPLICATION CENTRE  
马耳他签证申请中心

CHECKLIST FOR A VISA APPLICATION FOR SPORT, CULTURAL & PROFESSIONAL CONFERENCE VISITS  
赴马耳他文化体育交流的申根签证申请清单

NAME:  
姓名

PASSPORT No:  
护照号码

PURPOSE OF VISIT:  
申请目的

GROUP No. (IF APPLICABLE)  
团队编号（没有不填）

		Yes	No	Remarks
1.	One (1) completed and signed visa application form duly filled in legibly in English.			
	用英文清晰填写的一份完整的并已签字的签证申请表原件			
2.	Two (2) passport-size photographs on a white background which must be no older than 6 months.			
	两张白底证件照规格的近照（近 6 个月内拍摄的近照）			
3.	Original and one (1) photocopy of passport (only pages with the visa stickers or stamps need to be copied, as well as the passport's extension date if applicable).			
	护照原件及一份复印件（复印所有非空白页，如有延期页，须提供延期页复印件）			
4.	The applicant's passport should be valid for at least three (3) months after the date of the expiry of the visa and with at least 6 months remaining from the date of departure from China. It should contain at least 2 blank pages.			
	护照有效期要求至少到截止有效期后的 3 个月并且从中国离境日期后至少有 6 个月的有效期限。要求至少仍保留 2 页空白页。			
5.	Documentation on former travels abroad should be provided if available e.g. former passport(s) with the copies of visas.			
	能显示以前出国旅行的信息证件（如有的话）；如旧护照原件等			
	户口本一份全本复印件。（只针对中国公民）			
6.	Proof of a valid travel insurance policy, either individual or group, with a minimum cover of 30,000 Euro. The policy must be valid throughout the Schengen area and cover the entire period of the applicant's stay. The applicant is required to submit both the English and the Chinese version of the insurance policy.			
	覆盖整个行程的人身意外医疗旅游保险，个人及团体都要求最低保额在 3 万欧元以上,包含整个行程并在所有申根地区有效。此份保险须为中英文版本			
7.	Original invitation letter from the organiser of the event in the country of destination:			
	The invitation letter should be on official letterhead and include the purpose and duration of applicant's stay; a detailed program and itinerary; confirmation of the entity that will be responsible for the applicant's costs and accommodation during the period of the applicant's intended stay.			
	举办活动的所在国主办方的邀请函原件:			

	需使用正式的信头纸，并须明确包含如下信息：访问的目的和停留时间；详细的日程和路线安排；注明此次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。			
8.	Original letter from the applicant's Chinese organization (the letter must be in English or in Chinese with translation into English). It should be on official letterhead with a stamp, mentioning clearly: the full contact information of the organization, the name and position of the countersigning officer, the applicant's name, position, salary and years of employment (only for professionals) and confirmation of the applicant's participation in the event. If the organization will pay for the applicant's travel and living costs, a copy of its business license with the organization's stamp in original (with translation into English) should also be submitted. A Note Verbale from the relevant Chinese government Ministry may also be required.			
	中方机构的证明信原件：（需要提供英文件或中文件及英文翻译件）需使用正式信头纸并加盖公章，并须明确包含如下信息：该机构的详细地址和联系人，签字人员的姓名和职务，申请人姓名、职务、收入和工作年限（专业技术人员适用）以及确认参加的信函。若相关机构支付旅行和生活费用，需提供营业执照复印件（及英文翻译件）并加盖该机构公章。如另有需要，须提交中方相关部委发出的照会。			
9.	For minors (under 18): Student card and an original school letter, mentioning: the full address and telephone number of the school and granting permission for the student's absence. The name, position and signature of the person giving the permission should also be included.  Minors travelling alone or with one parent: Notarized Certificate of permission to travel from both parents or legal guardians (when the minor is travelling alone) or the parent or legal guardian not travelling (if the minor is travelling with one parent), legalized by the Chinese Ministry of Foreign Affairs (MFA), and when not in China, attested by the relevant authorities in the country of residence.  Notarized Certificate of family relation or proof of guardianship, legalized by MFA.			
	未成年人 (18 岁以下): 学生证及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。  未成年单独旅行或者和单方家长旅行时：（当未成年人单独旅行时）由双方家长或法定监护人出具的，或者（当未成年人跟随单方家长或监护人旅行时）由不同行的另一方家长或者监护人出具的出行同意书的公证书，并由中国外交部认证；在中国境外办理时由境外相关政府机构办理该公证。  同时提交亲属关系或监护关系认证。			
10	<b>NON-CHINESE CITIZEN:</b> Chinese visa or residence permit valid for 3 months after return.			
	非中国人：  在返回时间 3 个月后的中国签证或者居留许可证			

Please note that the Embassy of Malta may in justified cases, request additional documents which are not mentioned in the above list; or an interview during the examination of an application. The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa. It is also important to note that original certificates submitted with applications may not in all case be returned.

请注意马耳他大使馆在合理的情况下有权索要材料清单以外的材料，并在审理签证申请的过程中要求本人前来使馆面试。请注意，申请人按照材料清单的要求提交申请材料并不保证一定获得签证。同时，一般情况下使馆不会退还所提交的材料。

Submission Officer to delete as appropriate:

提交人员根据适用情况选择：

- (a) The applicant has confirmed that he/she has no other supporting documents to submit.  
申请人已经确认没有其他的材料需要提交
- (b) 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 and visa fee is non-refundable. He/she has chosen to proceed with the application.  
申请人已经提交上述材料。我已经告知申请人若因为没有提交完整的材料将会导致申请被拒签且申请费不会退还。申请人已经选择提交申请。

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Submission Officer Signature  
提交人员的签字

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Applicant Signature  
申请人签字

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Date  
日期

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Name of Accredited Travel Agent  
(if applicant is being submitted by Agent)  
旅行社代理人姓名  
(若签证申请由代理机构提交)