

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

CHECKLIST FOR A VISA APPLICATION FOR INDIVIDUAL TOURISM
赴马耳他个人旅游申根签证申请清单

NAME:
姓名

PURPOSE OF VISIT:
申请目的

PASSPORT NO.:
护照号码

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经签字的签证申请表原件。			
2.	Two (2) passport-size photographs on a white background, which must be no more than 6 months old. 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 the applicant's passport (only pages with 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（复印所有签证页但空白页不需要复印，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 expiry date 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 all pages attached. 能显示以前出国旅行的信息证件（如有的话）；如旧护照原件			
6.	One (1) copy of the family book with every page included. 户口本一份全本复印件。（只针对中国公民）			
7.	A confirmed two-way air ticket reservation issued by an airline or authorized travel agency. The ticket should only be bought after the visa has been issued. When applying for a multiple-entry visa please provide the reservation for the first entry. 往返机票订单，可以来自航空公司或者旅行社。申请人应于签证签发后，出票付款。若申请多次入境签证，需提供首次行程的往返机票订单。			
8.	Proof of accommodation for the whole duration of the intended stay. 整个行程的住宿证明。			
9.	Proof of a valid travel medical insurance policy, with a minimum coverage 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 versions of the insurance policy. 覆盖整个行程的人身意外医疗旅游保险，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。			
10.	A detailed itinerary for the whole journey within the Schengen area if travelling to more than one (1) country. 如果赴多个国家旅行，需提供一份包含所去所有申根国家的整个行程安排。			
11.	Proof of solvency of the applicant: Bank statements with the bank's stamp in original for the last 3-6 months, no deposits. For employees: a copy of the business licence of the applicant's employing company with the stamp in original of the company and a letter from the employer (in English, or in Chinese with English translation) on official company letterhead with stamp, signature, date and clearly mentioning: the address, telephone and fax numbers of the employing company, the name and position in the employing company of the countersigning officer, the name of the applicant, the applicant's position, salary and years of service and approval for leave or absence. For retired persons: Proof of pension or other regular income. For unemployed adults: If married: Letter of employment and income of the spouse and notarized certificate of marriage, legalised by the Chinese Ministry of Foreign Affairs (MFA). If single/divorced/widow/widower: any other proof of regular income. 申请人偿付能力证明：最近 3-6 个月的带有银行公章的对账单原件，无需存款证明。 在职人员：盖章的所在公司营业执照复印件，由雇主出具的证明信（英文件，或者中文件附上英文翻译），需使用公司正式的信头纸并加盖公章，签字，并明确日期及如下信息：任职公司的地址、电话和传真号码，任职公司签字人员的姓名和职务，申请人姓名、职务、收入和工龄，确认允许休假； 退休人员：养老金或其他固定收入证明； 未就业成年人：已婚者：配偶的在职和收入证明及经国公证，并由中国外交部认证的结婚证，如果单身/离异/丧偶：其他固定收入证明。			
12.	For minors (under 18): Student card and an original letter from the minor's school, mentioning the full address and telephone number of the school and granting permission for the student's absence. The name and position 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 MFA. If not in China, legalized by the relevant authorities in the country of residence. Notarised certificate of family relation or proof of guardianship,			

	legalised 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，并由外交部认证。 同时提交亲属关系或监护关系被公正证明（ 并由外交部认证）。			
13.	NON-CHINESE CITIZEN: Chinese visa or residence permit valid for 3 months after return. 非中国人： 有效期在返回时间 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 request an interview during the examination of an application. The applicant is hereby informed that submitting the above-mentioned documents does not guarantee the automatic issuance of a visa. It is also important to note that original certificates submitted with applications may not in all cases 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，并有权在审理签证申请的过程中要求本人前来大使馆面试。 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，一般情况下大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。

Submission Officer Signature

提交人员的签字

Applicant Signature

申请人签字

Date

日期

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）