

Checklist – National Visa – Volunteer
国别签证——志愿服务活动——材料审核单

Name: 姓名: _____ Passport number: 护照号: _____	Purpose of visit: 访问目的: _____ Contact no.: 联系电话: _____ E-mail address: 邮件地址: _____
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Please be informed that failure to submit the documents listed below **may result in visa refusal by the Embassy/Consulate General of the Republic of Poland**. The required documents have to be translated into Polish or English in a separate document according to the instructions below. The passport remains at the Embassy/Consulate during the review of the documents.

在递交申请前请按下述清单准备所需材料，否则您的签证申请可能被波兰共和国驻华大使馆/总领事馆拒签。按照须知规定，所需材料需另附英文或波兰语翻译。在签证申请审理期间，申请人护照将会留在波兰共和国驻华大使馆/总领事馆。

Note: The application material should be placed in the following order:

备注:请将申请材料按以下顺序排列:

Required documents 所需材料		Yes 有	No 没有	Remarks 备注
1.	Visa application form completed in Latin alphabet and signed by the applicant. One color photograph (white background, 35 mm x 45 mm, not older than 6 months, no retouch). 签证申请表 ，无空项，由申请人以拉丁字母签名（未成年人由父母或法定监护人签名）。 一张彩色照片 （白色背景，35 毫米 x 45 毫米，拍摄时间不早于 6 个月）。			
2.	Passport or other travel document and one copy of the identification page, copy of the pages with Schengen/Polish national visas (if issued) and copy of page with signature on the passport. If the visas were in the previous passport – copy of that passport identification page and page with signature. Travel document must be: not older than 10 years, valid for at least 90 days after the expiration of visa and containing at least 2 blank pages. 护照或其他旅行证件 ，附个人信息页复印件及签名页复印件。如有已签发的申根/波兰国别签证，则附其复印件。若已签发的签证在旧护照上，则除旧护照上的签证复印件外，还需提供此护照的个人信息页及签名页复印件。 旅行证件须：不超过 10 年，有效期至少为签证到期后 90 天，至少包含 2 页空白页。			
3.	Travel medical insurance covering the entire duration of stay with a minimum coverage of 30 000 EUR, including costs of emergency medical treatment, repatriation for medical reasons as well as transportation in case of death. Handwritten certificates will not be accepted. The name of the insured should be also written in Latin alphabet. 旅行医疗保险 需覆盖整个申根地区的逗留时间，最低保额为 3 万欧元，包括紧急医疗、医疗原因送返以及身故遗体送返费用。手写的证明无效。被保险人的姓名也应以拉丁字母书写。			
4.	Original contract concluded with the organizational unit for which the foreigner is to perform services as a volunteer, containing:			

	a) Description of the duration of the voluntary service, b) Duration of volunteering, c) Conditions for performing and supervising volunteering, d) Hours of performance of services, e) Funds for the costs of living and housing of a foreigner and a minimum amount of money received by a foreigner, f) Training for the foreigner, which is necessary for the provision of services. 与该外国人作为志愿者提供服务的组织单位签订的合同原件，需包括以下信息： a) 志愿服务期限的说明。 b) 志愿服务的期限。 c) 履行和监督志愿服务的条件。 d) 履行服务的时间。 e) 外国人的生活住房费用的资金以及外国人收到的最低金额。 f) 对于提供服务必要的对外国人的培训。			
5.	Proof of appropriate accommodation for the intended period of stay: 1. Certificate of registration (<i>zameldowanie</i>), 2. Lease agreement, 3. Decision on the provision of the dormitory, 4. Other lending contract. Documents shall contain information about the cost of stay. 预计逗留期间的适当住宿证明： 1. 注册登记证书 (<i>zameldowanie</i>) 2. 租赁协议 3. 提供宿舍的决议 4. 其他租赁合同 文件应包含有关住宿费用的信息。			
6.	Flight Reservation (reservation only) 机票预订单（仅需预订单）			
7.	Proof of financial means (one of the following documents): 1. Traveler's cheques, 2. Information on the credit card limit issued by the bank (any bank located in China or Poland or another country is allowed), 3. Certificate of availability of money in a Polish or European Union bank or a cooperative savings and loan association located in Poland or European Union (certificates of Chinese banks are not accepted), 经济能力证明（以下文件之一）： 1. 旅行支票。 2. 银行出具的信用卡额度证明（任何位于中国、波兰或其他国家的银行均可以）。 3. 波兰、欧盟银行或位于波兰共和国或欧盟境内的合作储蓄和贷款协会出具的的可用资金证明（不接受中国的银行出具的证明）。			
8.	Copies of ID and hukou (all the pages – only for Chinese nationals). In case the applicant is from another consular jurisdiction: Zan Zhu Zheng or other police certificate to prove his or her stay in the current jurisdiction. 身份证，户口本所有页的复印件（只针对中国公民） 若申请人来自其他领区，须提供暂住证或其它由公安机关开具的相关证明，证明其在本领区居住。			
9.	Original residence permit with copy (applicable only for non-Chinese passport holders) valid for at least 3 months after the date of application. 居留许可/在中国合法居留的其他证明及其复印件（适用于除中国公民外的外国公民）。有效期至少为提交签证申请之日后 3 个月。			
10.	Additional notes: optional documents.			

	Applicants are allowed to submit additional documents that they consider useful to explain and/or justify the trip. 附加说明：可选文件。 申请人可以提交能够说明其行程的解释/证明类附加文件。			
11.	For all non-Chinese citizens, when applying for national visas: Non-criminal record, legalized or with an Apostille; 所有非中国公民申请国别签证无犯罪证明（含领事认证或海牙认证）			

Note: The Embassy/Consulate General of the Republic of Poland reserves **the right to request additional information/documentation** and, if deemed necessary, to **interview the applicant in person**.

备注：波兰共和国驻华大使馆/总领事馆有权要求申请人提供补充信息/材料。如若必要，申请者将被要求前往大使馆/总领事馆面试。

To be completed by the Inquiry Officer:

将由资料审核员填写：

1. The applicant has confirmed that she/he has **no other documents to submit**.

申请人已经确认她/他不提交其他材料。

2. The applicant has submitted the supporting documents listed above. I have advised him/her that **failure to submit all necessary documents** may result in the application being **refused**. The applicant has chosen to proceed with the application.

申请人已经递交了上述材料，我已告知其如不提交所有必要材料可能会导致被拒签，但申请人选择继续提交申请。

3. I have advised the applicant that **the Embassy/Consulate does not give back the documents** that are submitted with the application and that the applicant is advised to make an appropriate amount of copies of documents that she/he might need in future.

我已告知申请人，**使/领馆不退还随申请提交的文件**，并已建议申请人复印数份所提交的文件，以备将来使用。

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

Name & signature of Inquiry Officer 资料受理员签名

Date 日期

Applicant's signature 申请人签名