

Checklist – Schengen Visa – Business**申根签证——商务——材料审核单**

Name: 姓名: _____	Purpose of visit: 访问目的: _____
Passport number: 护照号: _____	Contact no.: 联系电话: _____
	E-mail address: 邮件地址: _____

Please be informed that a 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 entire application period.

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 without blanks, signed by the applicant in Latin alphabet (in case of a minor, signed by both parents or legal guardians, if one parent is absent, please refer to the point 11). <u>One color photograph</u> (white background, 35 mm x 45mm, 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 planned departure date from Poland/Schengen contain 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 in Schengen zone with a minimum coverage of 30 000 EUR, valid in the whole Schengen zone, including costs of emergency 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. The original and the copy shall be provided.			

	医疗保险原件及复印件。旅行医疗保险需覆盖整个申根地区的逗留时间和全部申根地区，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 invitation letter from the organizer of the visit on official company paper with stamp and signature, mentioning: 1) the full address and contacts of the inviting company, 2) the name and position of the countersigning officer, 3) purpose and duration of the visit, 4) detailed schedule, 5) the person or the entity who will bear applicant's travel and living costs, 6) printout from the Polish company registry (KRS - <i>Krajowy Rejestr Sądowy</i>) or CEIDG - <i>Centralna Ewidencja i Informacji o Działalności Gospodarczej</i>). 组织方或邀请方的邀请函原件，需使用正式信头纸打印，签字并盖章，并须包含如下信息： 1) 邀请公司的详细地址和联系方式， 2) 签字人的姓名和职务， 3) 访问的目的和逗留时间， 4) 详细的行程表， 5) 承担申请人旅费和生活费的个人或实体， 6) 邀请公司的波兰语 KRS (<i>Krajowy Rejestr Sądowy</i>) 或 CEIDG (<i>Centralna Ewidencja i Informacji o Działalności Gospodarczej</i>) 纸质打印件。			
5.	Proof of accommodation for the whole duration of intended stay (hotel bookings, lease agreement, other lending contracts). Documents shall contain information about the cost of stay. 整个预计逗留期间的住宿证明（酒店预订、租赁协议、其他租借合同）。 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.	Original letter from the Chinese employer confirming the purpose of the trip (on company paper, signed and stamped). 中国雇主出具的确认旅行目的的信函原件（公司正式信头纸，签字并盖章）。			
8.	For employees: 1. A sealed copy of the business license of the employing company, 2. A letter from the employer (in English or in Chinese, translated into Polish/English) on official company paper with stamp, signature and date, clearly mentioning: a) Address, telephone and fax numbers of the employing company, b) The name and position in the employing company of the countersigning officer, c) The name of the applicant, position, salary and years of service, d) Approval of absence. For self-employed or freelancers: Documents proving professional activity. 在职人员： 1. 由任职公司出具的公司营业执照复印件并盖章，			

	2. 由雇主出具的证明信（英文版，或中文版附上英文或波兰语翻译），需使用公司正式的信头纸打印并加盖公章，签字，注明日期，并明确列出以下信息： 1) 任职公司的地址、电话及传真号码， 2) 任职公司签字人的姓名和职务， 3) 申请人姓名、职务、收入及工作年限， 4) 准假证明。 自营职业者或自由职业者： 需提供文件证明他/她的职业。			
9.	Proof of financial means: Bank statements from the current account from the last 3 months, no deposits. 1. Proof of the solvency of the employing company, if the company pays the costs of travel and living, or 2. Proof of the applicant's personal solvency, in case personally covering the costs of travel and living. 申请人偿付能力证明：最近 3 个月的银行对账单，无需存款证明。 1. 如果公司支付旅行及生活费用，需提供公司的偿付能力证明，或 2. 如果申请人自行承担旅行及生活费用，需提供申请人个人偿付能力证明。			
10.	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。			
11.	Original residence permit/other proof of legal stay in China, with copy, valid for at least 3 months after the date of submission of visa 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。			
12.	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：附加文件。 请注意，申请人可以提交能够说明其行程的解释/证明类附加文件。			

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 he/she 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，但其选择继续提交申请。

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