

Checklist – Schengen or National Visa – Other forms of education or training

申根/ 国别签证——其他形式的教育或培训——材料审核单

Visa category eligible for applicants travelling to Poland to participate in education/training programs, including bilateral study exchanges.

签证类别适用于前往波兰参加教育/培训计划（包括双边学习交流）的申请人。

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 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 (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 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）。 <u>一张彩色照片</u> （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 the page with signature on the passport. If the visas were in the previous passport – copy of that passport’s 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 Schengen/Poland 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.	The original certificate of the unit conducting the education/training course confirming the purpose of travel, covered expenses and duration of program/training, indicating the major, not older than 3 months. 进行教育/培训课程的单位的证明原件，需证明旅行目的、费用和教育/培训期限，注明专业，时间不早于 3 个月。			
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 issued by the unit conducting the studies, 4. Other lending contract. Documents shall contain information about the cost of living. 预计逗留期间的适当住宿证明 1. 登记证书 (<i>zameldowanie</i>) 。 2. 租赁协议。 3. 提供宿舍的决议。 4. 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.	Proof of payment for studies or proof of receiving a scholarship (if applicable) – issued by the unit conducting the studies. 学费付款证明或获得奖学金证明（如适用）——由教学单位出具。			
8.	Original letter from the university/school/organization in China (with the information about the purpose of travel, covered expenses and duration of education) confirming student's status. Student's ID card (if applicable) 中国大学/学校/机构出具的确认学生身份的信函原件（包括有关旅行目的、费用和教学期限的信息）。学生证（如适用）			
9.	Letter from university or school in China confirming student's status and purpose of travel as well as copy of student ID card (only if applicable) 由中国的大学或学校出具的确认学生身份和旅行目的的信函，以及学生证的复印件（仅适用）。			
10.	Minors travelling alone or with one parent: 1. Notarized birth certificate legalized by the MFA (if the minor is not in the parent's hukou), 2. If the minor travels only with one of the parents, notarized certificate of permission to travel from the other parent (legalized by MFA if drafted in China, if notarized by a Polish public notary, no need for legalization), 3. If the minor travels with a third person (not parents), notarized certificate of permission to travel from both parents needs to be legalized by MFA and consulate or embassy, 4. Notarized death certificate in case of death of a parent, 5. In case the parents are divorced and one of the parents lost custody of the child – notarized court verdict legalized by MFA. 未成年人单独出行或与父母一方出行。 1. 经公证处公证及外交部认证的出生证明。 2. 如果未成年人与父母一方旅行，需提供未同行一方经公证处公证及外交部认证的出行同意书。			

	3. 如果未成年人与除父母外的第三方人员旅行，需提供父母双方经公证处公证及外交部和领事馆/大使馆双认证的出行同意书。 4. 如果父母一方死亡，需提供经公证处公证的死亡证明。 5. 如果父母离婚且其中一方失去了对孩子的监护权，需提交经公证处公证及外交部认证的法院判决书。			
11.	Proof of financial means (one of the following documents): 1. Traveler's cheques, 2. Certificate of the amount of 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), 4. Document confirming the grant of a national or foreign scholarship, 5. Certificate of employment with monthly salary statement. Documents stated in point 2,3 and 5 shall not be issued more than one month before submission of visa application. Minors and adults financially dependent on their parents (if applicable): Notarized sponsor's letter from parents, as well as documents confirming the availability of financial resources (points 1-5). The letter should state that parents are required to cover all travel and accommodation expenses of the applicant. If the applicant's parents are not indicated in the applicant's <i>hukou</i>, the applicant must submit a notarial certificate on family ties in Chinese with a translation into Polish or English, legalized by the MFA. Sponsorship by a third person is possible only after obtaining approval from the consul – the sponsor's letter must be certified by a notary and legalized by Chinese MFA. Supplementary materials: • Certificates from parents' workplaces, duly signed and stamped, with a specification of monthly remuneration. • If the parents are retired, proof of retirement or other regular income is required. • Documents confirming the possession of another source of family income (e.g. from commercial activities, renting an apartment) must be proved by providing relevant certificates as well as proof of payment of tax. 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）。 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资金可用证明（不接受中国的银行出具的证明）。 4. 证实获得国内或国外奖学金的文件。 5. 带有月工资单的就业证明。 第 2、3、5 点所述的文件不得比提交签证申请的时间早于一个月以上开具。 未成年人在和经济上依赖父母的成年人（如适用） 经公证的父母担保信，以及确认有经济来源的文件（第 1-5 点）。信中应说明，父母需承担申请人的所有旅行和住宿费用。如果申请人的父母没有在申请人的户口本上注明，申请人必须提交经外交部认证的中文家庭关系公证书，并翻译成波兰语或英语。			

	只有在获得领事的批准后才可由第三人担保 - 担保人的信函必须由公证处公证并由中国外交部认证。 补充材料。 - 父母工作单位的证明，要有正式的签名和盖章，并注明月薪。 - 如果父母是退休人员，需要提供退休证明或其他固定收入证明。 - 确认拥有其他家庭收入来源的文件（如来自商业活动、租房），必须提供相关证书以及缴税证明。			
12.	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。			
13.	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。			
14.	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。			
15.	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。

The consul is entitled to assess whether the applicant's **knowledge of the language** in which the course/training is to take place **will allow him or her to undertake the education.**

领事有权评估申请人对将要进行的课程/培训的语言知识是否能让他或她接受教育。

To be completed by the Inquiry Officer:

将由资料审核员填写:

1. The applicant has confirmed that s/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