

Checklist – Schengen or National Visa – Visiting relatives or friends

申根/国别签证——探亲访友——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 a failure to submit the documents listed below **may result in negative decision in your visa case 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 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 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（未成年人由父母双方或法定监护人签名）。 <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 page with signature on the passport. If the visas were in the previous passport – copy of that passport identification page and the page with signature. Travel document must be: not older than 10 years, valid for at least 90 days after the planned departure day from Poland/Schengen 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: a) for Schengen visas – an insurance of choice with a minimum coverage of 30 000 EUR and valid in all Schengen states, 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.;			

	b) for National visas – any insurance listed in the List of accepted insurers, available to download from: https://www.gov.pl/web/diplomacy/visas 旅行医疗保险需： 申根签证：覆盖整个逗留时间和所有申根国家，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拉丁字母书写 国别签证：必须是波兰外交部所发布的医疗保险表格中的一项保险；表格请见：https://www.gov.pl/web/diplomacy/visas。			
4.	Invitation letter issued by Voivodship (Provincial) Office in Poland (<i>Zaproszenie z Urzędu Wojewódzkiego</i> in Polish language). 波兰省办公室发出的邀请函（波兰语为 <i>Zaproszenie z Urzędu Wojewódzkiego</i>）。			
5.	Proof of relationship with sponsor. 1. For family visit: notarial certificate of a family relationship with the sponsor, legalized by the MFA. 2. For friends visit: the relationship can be substantiated with original documents, original pictures, letter of invitation etc. 与担保人的关系证明。 1. 探亲：经外交部公证的与担保人的家庭关系公证书。 2. 访友：可提供原始文件、照片原图、邀请函等证明关系。			
6.	In case of a family member of Polish/EU/EEA citizen: Original marriage/birth certificate with a copy and translation into Polish or English. 如果是波兰/欧盟/欧洲经济区公民的家庭成员： 结婚/出生证明原件及复印件，并翻译成波兰语或英语。			
7.	Proof of appropriate accommodation for the whole duration of stay (if applicable): 1. Lease agreement, 2. Other lending contracts. Documents shall contain information about the cost of rent. 整个逗留期间妥当的住宿证明（如适用）。 1. 租赁协议。 2. 其他租赁合同。 文件应包含有关住宿费用的信息。			
8.	Flight Reservation (reservation only) 机票预订单（仅需预订单）			
9.	Minors travelling alone or with one parent: 1. Notarized birth certificate legalized by MFA (if not in the parent's hukou), 2. If the minor travels with one of the parents, notarized certificate of permission to travel from the other parent (if drafted in China, it needs to be legalized by the MFA, if drafted by a Polish notary, no legalization is needed), 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 the 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。			
10	Proof of financial means: 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 for absence. For self-employed or freelancers: Documents proving professional activity. For retired persons: Proof of pension or other regular income. For unemployed adults: a) If married: letter of employment and income of the spouse and notarized certificate of marriage, legalized by the MFA. b) If single/divorced/widow/widower: any other proof of regular income. For students: Certificate from the school and valid student's ID card and one copy. 经济能力的证明: 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： a) 任职公司的地址、电话及传真号码， b) 任职公司签字人的姓名和职务， c) 申请人的姓名、职位、工资和工作年限， d) 准假证明。 自雇人士或自由职业者: 职业活动证明文件。 退休人员: 养老金或其他固定收入的证明。 未就业成年人: a) 已婚者：经公证处公证，外交部认证婚姻关系公证书，配偶的在职证明和收入证明， b) 单身 / 离异 / 丧偶：其他固定收入证明。 学生: 在读证明，有效学生证原件及复印件。			
11	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。			
12	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。			
13	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。			
14	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 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