



SECÇÃO CONSULAR DA  
EMBAIXADA DE PORTUGAL  
PEQUIM

**List of documents needed to apply for short term visa in China  
(Schengen visa – ADS Groups)**

**1.** Letter from the travel agency in China stating the following information:

- Name of tour leader with a valid tour guide certificate;
- Details of the partner tour operator in Europe
- List of all visa applicants (Name, DOB, Passport number)
- Itinerary, including the transfer route and means of transportation (Flights, buses, trains, etc.)
- Duration of stay, start /end of the travel as well as number of entries;
- Copy of the courier's "yellow badge" issued by China's National Tourism Administration and "white badge", issued by any Schengen Embassy or Consulate in the People's Republic of China.

**2.** Visa application form (the form must be filled and signed by the applicant).

**3.** Two passport photos: both photos must be similar, colored, with no digital retouch, size 3.5\*4.5 cm, high resolution, and should allow a clear identification of the applicant. Photos that may compromise the identification of the face, of parts of the face due to accessories such as caps, hats, beanies, hair, or earrings will not be admissible.

**4.** Passport: the date of expiration should not be inferior to 3 months counting after the date of return. Passport should have at least 2 empty pages available.

**5.** Passport copies: information pages and the pages with stamps.

**6.** Copies of the information pages, and visas from previous passports.

**7.** Original version, and copies of the pages of the Hukou.

**8.** Copy of roundtrip flight reservation (to and from Portugal). Final bookings should only be made after the visa has been issued.

**9.** Proof of accommodation covering the whole duration of stay in the Schengen area. The document should include the applicant's name, check-in and check-out date, and all the hotel's contacts.

**10.** A valid and suitable travel medical insurance that covers medical expenses including urgent medical care and repatriation of remains in case of death. The coverage amount should not be inferior to 30.000 Euros.

**11.** The applicant's proof of solvency, preferably the original version of the bank statement from the last 3 months (with no bank deposits).



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**11.1.** Further proof of financial means. These may include such proofs as international credit card and a bank statement identifying the card holder and card's balance, traveler's check, and proof of access to bank account from overseas.

**12.** Additional documents:

**12.1.** For employed applicants

- Certified copy of the employer's business license (must include Portuguese or English translation).
- Employer's letter translated to Portuguese or English, properly stamped, and signed. The letter must include the issue date, must be printed on letterhead paper, should mention the applicant's name, position, salary, and date of start of duty as well as the name, position, and phone number of the signatory.

**12.2.** Pensioners only:

- Proof of pension income, or any other kind of regular income (Pension certificate or other proof of income).

*Special cases*

**(Minors travelling alone or with only one parent)**

**1.** Notarial certificate proof of familial relationship or proof of guardianship. Please note that the documents submitted must be certified by the Ministry of Foreign Affairs of the People's Republic of China and legalized by the Portuguese Embassy or Consulates.

**2.** Certificate of travel permit signed by both parents/legal guardians certified by the Ministry of Foreign Affairs of the People's Republic of China and legalized by the Portuguese Embassy or Consulates.

**3.** Letter of employment from the parent(s) or legal guardians. The original letter and documents must be translated into English or Portuguese.

**4.** Copy of the minor's student card and the original version of the letter issued by the school stating the school's address, contact and authorizing the minor's absence. The original letter and documents must be translated into English or Portuguese.

**5.** Copy of the identity card of both parents.

**Notes:**

- The Embassy of Portugal in Beijing upholds the right to request additional information or documentation and schedule an interview if needed.
- Submitting false documents will lead to expulsion from the whole Schengen area.



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**申办短期签证（申根签证——团队旅游 ADS）所需材料清单：**

1. 中方组团社及申根国地接社出具的照会，照会使用旅行社正式的信头纸，内容包括：
  - 领队姓名及有效领队证（如领队无需办理签证，需提供有效的申根签证复印件）
  - 游客名单（姓名、出生日期和护照号）
  - 行程单，包括路线以及交通方式（大巴，火车，汽车等）
  - 停留时间，旅行开始、结束日期以及入境次数
  - 送签员由国家旅游局颁发的黄卡及欧盟白卡的复印件（黄白卡）。
2. 签证申请审核表（填写完整并由申请人亲笔签名）；
3. 两张照片，要求为：同款、彩色、未进行修改、尺寸 3.5x4.5 厘米、清晰、易于识别、不能佩戴帽子、饰品、头发不能遮脸；
4. 护照：有效期在拟返华后仍不少于 3 个月，有两张空白签证页的护照原件；
5. 护照信息页复印件 1 份；
6. 旧护照信息页及曾获得的签证的复印件；
7. 户口本原件和全部有内容页的复印件；
8. 往返机票预定单；
9. 住宿证明：必须注明申请人姓名、入住和离店日期以及酒店联系方式；
10. 旅行医疗保险：保障必须包含医疗费、急诊并身故遗体送返，保额不得低于 3 万欧元；
11. 申请人偿付能力证明，近期 3 月的银行流水对账单原件（不得含存款记录）：
  - a. 申请人可以提供其他的材料来证明本人可以承担旅游费用（例如：国际信用卡、由银行向信用卡持卡人即申请人开具的资信证明书来证明卡主身份与信用卡余额、旅行支票、网上银行服务凭证或其他相关证明）；



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12. 其他证明

a. 仅在职人员需提供:

- i. 雇主的营业执照的复印件复印件公证书（复印件与原件相符公证），必须含葡文或英文译文；
- ii. 由雇主出具的证明信（必须含葡文或英文译文）。要求：使用公司正式信头纸、加盖公章、签字、签发日期，必须注明申请人姓名、职务、收入、入职日期、签发证明信人员的姓名、职务和电话；

b. 仅退休人员需提供:

- i. 养老金或其他固定收入证明（必须提供退休证明或其他用于证明收入来源的凭证）；

**特殊情况**

（注意：仅单独旅行的未成年人或者同单方家长旅行的未成年人需要提供以下的材料）

1. 由中国外交部和葡萄牙驻华总领事馆/领事处各自出具的家庭关系或监护关系公证书领事认证（必须含葡文译文）；
2. 由双方家长或法定监护人出具的出行同意书的公证书、由中国外交部和葡萄牙驻华总领事馆/领事处各自出具的出行同意书公证书的领事认证；
3. 父母或法定监护人的在职证明。证明信和所有材料原件需翻译成英文。
4. 由学校出具的学生证和证明信原件，要求：必须含学校地址、联系方式和准假证明。证明信和所有材料原件需翻译成英文。
5. 双方家长身份证复印件；

**备注:**

- 葡萄牙共和国驻华大使馆保留要求申请人提供补充信息或材料并进行面谈的权利。
- 提供虚假材料会导致从整个申根地区驱逐出境。