Checklist for Tourism

旅游签证审核表

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)

Prepare all the necessary documents listed below before you deliver the application, **otherwise the application might be refused by the Consulate of Portugal in Shanghai**. All documents must be presented in original and all documents have to be translated into English or Portuguese in a separate document.
在向领馆递交申请时请按以下清单准备好所有所需材料，否则签证申请可能被葡萄牙驻上海总领事馆拒签。所有材料必 须是原件，中文材料请另译成英文或葡萄牙文。

Note: The application material should be placed in the following order, when submitted to the Embassy
备注: 向使馆递交签证申请时，请将申请材料按以下顺序排列整理有序:

	Required Documents/所需材料	Yes/有	No/没有	Remarks/备注
1.	Visa application form, signed by the applicant, accompanied by one colour photograph with the following specifications: passport type, neutral background, 3.5 ×4.5 cm, dating from the last 6 months 1 份填写完整并由申请人亲笔签名的申请表，一张近期 6 个月的照片，要求白色背景，3.5x4.5 厘米。			
2.	Passport valid for no less than 3 months from the date of termination of the visa applied for, with copy of the identification pages, as well as previous visas that may have been issued by other countries. If the latest visa with VIS data is on an old passport, the old passport should also be presented. 护照 (其有效期在拟申请的签证到期后仍不少于 3 个月， 必须至少有两张连续空白签证页)和个人信息页，如有延期页和其他 国家的签证及所有使用页，需提供护照首尾页两份和所有使用 页一份的复印件。如果最近一次采集指纹信息的签证页在旧护 照上，需要出示旧护照			
3.	Proof of solvency of the applicant: - Bank statement from the last 3 to 6 months, no deposits. <u>For employees:</u> - Sealed copy of the business license of the employing company. - A letter from the employer (in English, or in Chinese with English translation) on official company paper with stamp, signature, date and clearly mentioning: ˙address, telephone and fax numbers of the employing company ˙name and position in the employing company of the countersigning officer ˙the name of the applicant, position, salary and years of service ˙approval of leave or absence. <u>For retired person:</u> - Proof of pension or other regular income. <u>For unemployed adults:</u> - If married: Letter of employment and income of spouse and			

	notary certificate of marriage, legalised by the Chinese MFA and a Portuguese Embassy/Consulate. - If single/divorced/widow/widower: Any other proof of regular income. 申请人偿付能力证明： - 最近 3 至 6 个月的银行对账单，无需存款证明 在职人员： - 盖章的公司营业执照复印件 - 由雇主出具的证明信，需使用公司正式的信头纸 并加盖公章，签字，并明确日期及如下信息：任 职公司的详细地址和联系人；任职公司签字人员 的姓名和职务；申请人姓名、职务、收入和工作 年限；准假证明 退休人员： - 养老金或其他固定收入证明 未就业成年人： - 已婚者提供配偶的在职和收入证明加婚姻关系公 证书原件（由中国外交部和葡萄牙使领馆双认 证） - 如果是单身\离异\丧偶，提供其他固定收入证明			
4.	**For minors (under 18):** Student card & Original letter of the school: mentioning: - full address, telephone number of the school - permission for absence - name and function of the person giving the permission - 1 photocopy thereof - Minors travelling alone or with one parent: Notary Certificate of permission to travel from both parents or legal guardians (when minor is travelling alone) or the parent or legal guardian not travelling (if minor is travelling with one parent), legalised by the Chinese MFA and a Portuguese Embassy/Consulate, and when not in China, attested by the relevant authorities in the country of residence. - Notary Certificate of family relation or proof of guardianship, legalised by the Chinese MFA and a Portuguese Embassy/Consulate. **未成年人（18 岁以下）：** 学生证 + 学校出具的证明信原件，包含如下信息: - 完整的学校地址及电话 - 准假证明 - 批准人的姓名及职位 - 复印件一份 - 未成年单独旅行或者和单方家长旅行时：（当未 成年人单独旅行时）由双方家长或法定监护人出 具的，或者（当未成年人跟随单方家长或监护人 旅行时）由不同行的另一家长或者监护人出具的 出行同意书的公证书，并由中国外交部和葡萄牙 使领馆双认证书的原件；在中国境外办理时由境 外相关政府机构办理该公证 - 家庭关系或监护人关系公证书，并由中国外交部和葡萄牙使领馆双认证书的原件			
5.	Travel programme: Documents providing clear evidences about your travel programme (booking transportation, itinerary, etc.)			

	能够清晰展示旅行计划的文件(交通方式预订，行程单等)			
6.	Flight Reservation: When applying for a visa for multiple visits: reservation of the first visit. Attention: A confirmed return ticket. The ticket should be bought only after the visa has been issued! 机票预定单：当申请多次入境旅游签证时，提供首 次旅行的机票预订单 注意: 需为确认的往返机票。 机票应该在签证签发后出票付款			
7.	Proof of accommodation: For the whole duration of the intended stay. 住宿证明：涵盖在申根国家停留的全部住宿 。			
8.	Travel medical insurance valid for all Schengen countries, for the duration of the stay, with coverage of no less than EUR30,000. 能覆盖在申根地区的实际停留时间，且最低 3 万欧 元 (300,000 人民币) 保额的医疗保险。			
9.	Original “Hukou” with photocopies of all the pages, and have to be translated into English or Portuguese. 户口本原件和全部有内容页的复印件，并译成英文或葡文。			
10.	For Non-Chinese visa applicant: copy of valid Chinese residence permit, the validity must be up to 90 days after completion of intended trip to Schengen Area, and have to be translated into English or Portuguese. 居住在中国的外籍的申请人： 提供中国居留许可复 印件，且离开申根国后该居留许可有效期至少为 90 天，并译成英文或葡文。			

Note: The Embassy reserves the right to request additional information/documentation and, if deemed necessary, to interview the applicant/**备注:使馆保留要求申请人提供补充材料或文件的权利。如若必要，申请者将被要求前往使馆面试。**

Inquiry Officer to delete as appropriate

资料审核员根据适用情况选择:

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

申请人已经确认她/他不提交其他文件 或者

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

申请人已经递交了上述文件，我已通知其不提交所有必要文件会导致被拒签，但其选择继续提 交申请。

VISA Fee（签证费）		NAME OF TRAVEL AGENT 代理名称	
Service Fee（服务费）		ADDRESS 地址	
Courier Fee (If any)快递费（如选）			
Other Fees（其他费用）		TEL/电话	

Name & Signature of Processing Officer（资料受理员签名）

Date/日期

Applicant’s Signature（申请人签名）