

Checklist for ADS Group (Beijing Jurisdiction)

ADS 团队签证申请审核表（北京领区）

Date of Arrival: 入境时间 ____日(DD)/ ____月(MM)/ ____年(YYYY) Date of Departure: 离境时间 ____日(DD)/ ____月(MM)/ ____年(YYYY) Duration of Stay: 停留天数 _____天/Days Number of Entries requested: 入境次数 ☐ 1（单次） ☐ 2（两次） ☐ 3（多次）	Travel Agency in China: 中方旅行社 _____ Contact No.: 中方联系电话 _____ Travel Agency in Portugal: 葡萄牙方旅行社 _____ Contact No. of Travel Agency in Portugal: 葡萄牙方联系电话 _____
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Prepare all the necessary documents listed below before you deliver the application, **otherwise the application might be refused by the Embassy of Portugal in Beijing.** All documents must be presented in **original and all documents have to be translated into English or Portuguese in a separate document.** The original Notary Certificate should be copied. 在向使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华大使馆拒签。所有材料必须是原件，中文材料请另译成英文或葡萄牙文。公证书原件需复印。

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.	Letter of introduction by the travel agency Mentioning itinerary and specific dates,tour leader name ,passaenger list(with relationship among them(if any)) , and name and contract details of the partner tour operator in Europe .Also a confirmation letter,issued by the reception agency in Portugal,containing the passager list,dates,accommodation details and the roundtrip flight reservations as well as trasportation specifield in the group's itinerary. 旅行社出具的照会，注明出行时间，领队，团队成员名单（标注成员之间关系）和目的地负责接待的旅行社。目的地接待旅行社开具的人员名单，出行时间，酒店和机票预定的确认涵。			

4	Flight Reservation: When applying for a visa for multiple visits: reservation of the first visit. Attention: A confirmed return ticket. The ticket should be purchased only after the visa has been issued! 机票预定单：当申请多次入境旅游签证时，首次旅行的机票预订单 注意：需为确认的往返机票订单。机票应该在签证签发后才出票付款			
5	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。			
6.	Proof of solvency of the applicant: - Original bank statement from the last 3 to 6 months, with A4 photocopies or printouts, no deposits. All documents have to be translated into English or Portuguese in a separate document in A4 paper. For employees: - 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. For retired person: - Proof of pension or other regular income. For unemployed adults: - 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 <u>regular</u> income. 申请人偿付能力证明： - 最近 3 至 6 个月的银行对账单原件，并复印或打印在 A4 纸上，无需存款证明；并配有葡萄牙文或英文的译文，译文打印在 A4 纸上 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			

7.	For minors (under 18): <u>Student card & Original letter of the school:</u> mentioning: - full address, telephone number of the school - permission for absence - name and function of the person giving the permission - 1 photocopy thereof - <u>Minors travelling alone or with one parent:</u> 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. - <u>Notary Certificate of family relation or proof of guardianship, legalised by the Chinese MFA and a Portuguese Embassy/Consulate.</u> 未成年人（18 岁以下）： <u>学生证 + 学校出具的证明信原件，包含如下信息：</u> - 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 - <u>未成年单独旅行或者和单方家长旅行时：</u>（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 - <u>家庭关系或监护人关系公证书，</u>并由中国外交部和葡萄牙使领馆双认证书的原件			
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 (no translation, only for Chinese nationals) 户口本原件和全部有内容页的复印件（无需翻译，中国公民适用）			
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 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。			

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）