

SLOVAK EMBASSY IN BEIJING (For VACs in Beijing, Chengdu, Guangzhou and Shenyang)

Individual Tourism Visa /个人旅游签证

List of supporting documents to be submitted with the application

随签证申请表格一并提交的材料清单

Please indicate submitted documentation by ✓. Submit the Document Checklist together with your application and supporting documentation in the following order to the Visa Application Centre. 请在所递交的文件材料后面打勾，并将该材料清单和您的申请材料按照下列顺序一起递交到签证申请中心。	Yes	No
1. Applicant applied in person 申请人本人亲自申请。	<input type="checkbox"/>	<input type="checkbox"/>
2. "Schengen Visa Application Form" duly completed (download), dated and signed. Original required. 一套填写正确的"申根签证申请表" (下载). 需原件	<input type="checkbox"/>	<input type="checkbox"/>
3. Two passport photos , one attached to Schengen Visa Application Form. The photograph must be passport size with light background, no older than 6 months. 两张护照照片 , 贴在申请表格上。照片尺寸应为护照照片尺寸，照片背景为浅色，照片为 6 个月内所照。	<input type="checkbox"/>	<input type="checkbox"/>
4. Passport , valid at least 90 days (3 months) after planned return to China. It must have at least two consecutive blank pages. 护照 ，要在您的计划回国日期后仍然有效 90 天（3 个月）。必须至少有两张连续的空白页。	<input type="checkbox"/>	<input type="checkbox"/>
5. Copy of applicant's passport identity page (including extension date if applicable). 申请人护照的身份页的复印件(如有延期页，须提供延期页的复印件)	<input type="checkbox"/>	<input type="checkbox"/>
6. Documentation on former travels abroad ; copy of relevant visa issued (Schengen countries, USA etc.) 能显示以前的出国旅行的信息的证件，相关签证页复印件（申根签证，美国签证等）	<input type="checkbox"/>	<input type="checkbox"/>
7. Visa fee. 签证费。	<input type="checkbox"/>	<input type="checkbox"/>
8. Non-Chinese citizens are required to submit a copy of a Chinese residence permit, valid at least 90 days (3 months) after planned return to China 非中国公民必须提交一份中国居留证复印件，有效期必须在计划回国后至少 90 天（3 个月）有效。	<input type="checkbox"/>	<input type="checkbox"/>
9. Copy of all pages of " Hukou " (no translation needed) 户口本 整本复印件（无需翻译）		
10. Travel medical insurance with a minimum coverage of 30,000 Euro (300,000 CNY) for the effective stay in the Schengen area. The insurance must cover the entire stay (until the flight departs). Please note that if the coverage period of the insurance is stated in Beijing	<input type="checkbox"/>	<input type="checkbox"/>

<p>time it might be necessary to purchase one extra day of insurance because of the time difference between China and the Schengen area.</p> <p>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。保险必须覆盖整个停留期间（直到航班起飞）。请注意，如果保险期间写的是北京时间，因为时差的问题您可能需要购买多一天的保险。</p>		
<p>11. Flight reservation: round-trip reservation</p> <p>机票预订单： 包含往返预订</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>12. Proof of accommodation: for the whole duration of intended stay.</p> <p>住宿证明： 涵盖全部旅途的住宿证明</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>13. Travel programme: documents providing clear evidence about the applicant's travel programme (transportation booking, itinerary etc.)</p> <p>旅行计划： 能够清晰展示旅行计划的文件（交通方式预订、行程单等）</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>14. Proof of solvency of the applicant: original of the personal bank statements from the last 3 months, no deposits required.</p> <p><u>For employees:</u> A sealed copy of the business licence of employing company. An original letter from the employer (with English translation) on official company paper with stamp, signature, date. The letter must clearly mention full address, telephone and fax numbers and contact persons of the company; the name and position of the countersigning officer; name, position, salary and years of service of the applicant as well as an approval for leave or absence.</p> <p><u>For retired persons:</u> proof of pension or other regular income</p> <p><u>For unemployed persons:</u> If married – letter of employment and income of the spouse and notary certificate of marriage, legalised by the Ministry of Foreign Affairs, if single/divorced/widow/widower – any other proof of regular income.</p> <p>申请人的偿付能力证明：最近 3 个月的银行对账单， 无需存款证明。</p> <p><u>在职人员：</u> 任职公司的营业执照复印件。由雇主出具的证明信（英文件，或中文附上英文翻译）、需使用公司正式的信头纸并加盖公章、签字，并明确日期及以下信息：</p> <ul style="list-style-type: none"> -任职公司的地址、电话及传真号码 -任职公司签字人的姓名和职务 -申请人姓名、职务、收入及工作年限 -准假证明。 <p><u>退休人员：</u> 养老金或其他固定收入证明</p> <p><u>未就业人员：</u> 已婚者：配偶的在职和收入证明、婚姻关系公证书（由外交部认证）。单身 / 离异 / 丧偶：其他固定收入证明</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>15.Minors (under 18 years of age):</p> <p>Copy of the student card. An original of the letter from school</p>	<input type="checkbox"/>	<input type="checkbox"/>

<p>mentioning full address, telephone number of the school, permission for absence, name and function of the person giving the permission. Notary certificate of family relation or proof of guardianship, legalized by the Ministry for Foreign Affairs. When the minor is travelling alone or only with one parent - notary certificate of permission to travel from either parents (both) or legal guardians, legalized by the Ministry of Foreign Affairs.</p> <p>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, 以及亲属关系公证书或监护关系公证书, 并由外交部认证, 复印件一份。</p> <p>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) 由不同行的另一方家长或者监护人出具出行同意书的公证书, 并由外交部认证; 在中国境外办理时由境外相关政府机构办理该公证, 复印件一份。</p>		
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Please note, that the Embassy may in justified cases, request additional documents not mentioned in the above list during the examination of the application. The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.

请注意使馆/领馆在合理的情况下, 在审理签证申请的过程中有可能索要材料清单以外的材料。 请注意, 申请人按照材料清单的要求提交申请材料并不保证一定获得签证。

Initials of caseworker receiving case at VAC and initials of caseworker delivering case to the Embassy:

Originals	Received	Delivered
Bank Deposit		
Legalized documents		
Other		
Other		

Initials of a caseworker receiving case at VAC:

IO:	
SO:	
Scan:	
Check:	