

SLOVENIA – CHINA - Checklist for Short Stay Visa

斯洛文尼亚-中国 短期签证材料审核单

Applicant`s Name/申请人姓名:	Date of Birth/出生日期:	Passport Number/护照号码:
VAC Reference No/ 签证中心参考编号:	Place of Submission/递交地点:	Date of submission/递交日期:
Contact No/电话号码:	E-mail/邮件地址:	
Purpose of travel/旅行主要目的: <ul style="list-style-type: none"> <input type="checkbox"/> Tourism/个人旅游 <input type="checkbox"/> Visiting family/friends/探亲访友 <input type="checkbox"/> Business/商务 <input type="checkbox"/> Medical treatment/医疗 <input type="checkbox"/> Artistic or cultural activities/艺术或文化活动 <input type="checkbox"/> Sport activities/体育活动 <input type="checkbox"/> Educational activities/教育活动 <input type="checkbox"/> Official visit/官方访问 <input type="checkbox"/> Transit/过境 <input type="checkbox"/> Others/其他 		Personal situation/个人情况: <ul style="list-style-type: none"> <input type="checkbox"/> Employed/受雇雇员 <input type="checkbox"/> Business owner/企业主 <input type="checkbox"/> Farmer/农民 <input type="checkbox"/> Student/学生 <input type="checkbox"/> Retired/退休 <input type="checkbox"/> Minor/未成年 <input type="checkbox"/> Journalist/记者 <input type="checkbox"/> Artist/艺术家 <input type="checkbox"/> Sportsman/运动员 <input type="checkbox"/> Others/其他
Biometric identifiers/生物信息识别: Photograph taken/已照照片: Live Scanned copy Fingerprints/已采指纹: <input type="checkbox"/> 10 fingerprints taken/10 根手指指纹都已采集 Quality remarks/清晰度备注: _____ <input type="checkbox"/> Fingerprinting exemptions/指纹豁免权情况: <input type="checkbox"/> Children under the age of 12/未满 12 岁未成年人; <input type="checkbox"/> fingerprints collected as part of an earlier application and entered in the VIS less than 59 months ago/59 个月内录 取过 VIS 指纹; <input type="checkbox"/> fingerprinting is physically impossible/指纹无法采集: Temporary Permanent <input type="checkbox"/> Heads of state or government and members of a national government – official business/政府/国家要员-公务		
Visa fee: <ul style="list-style-type: none"> <input type="checkbox"/> 35 EUR - nationals of Armenia, Azerbaijan, Belarus – without prejudice to the Council decision (EU) 2021/1940 of 9 November 2021) <input type="checkbox"/> 67,50 EUR - nationals of Cabo Verde <input type="checkbox"/> 90 EUR - other third country nationals <input type="checkbox"/> 45 EUR - children aged 6-12 <input type="checkbox"/> Gratis: <ul style="list-style-type: none"> <input type="checkbox"/> minors under the age of 6/未满 6 岁的未成年人; <input type="checkbox"/> pupils, students, postgraduate students and accompanying teachers who undertake stays for the purpose of study or educational training/参加游学或培训行程的中小学校学生、大学生、研究生和随行教师; <input type="checkbox"/> researchers travelling for the purpose of carrying out scientific research/以科学研究的目的的旅行; <input type="checkbox"/> representatives of non-profit organisations aged 25 years or less participating in seminars, conferences, sports, cultural or educational events organised by non-profit organisations/25 岁以及 25 岁以下的非政府组织代表, 参加由非政府组织举办的研讨会、会议、体育赛事、文化活动、或教育活动; <input type="checkbox"/> holders of diplomatic and service passports/外交和公务护照持有人; <input type="checkbox"/> non-EU family members of EU or Swiss citizens covered by the Directive 2004/38/EC and UK nationals who are beneficiaries of the EU-UK Withdrawal Agreement and seek to join the UK national Withdrawal Agreement beneficiary in the host State/欧盟及瑞士公民家庭成员及作为欧盟-英国脱欧协议受益者并寻求加入东道国英国国民脱欧协议受益者的英国国民。. <p>The consular fees are only collectible in RMB, and may change as a result of currency fluctuation. 领事费用仅以人民币收取, 金额可能因汇率波动而发生变化。</p>		
Service fee:	Courier fee:	Other fees:

[illegible]

	(a) Proof of the solvency of the employing company, if the company pays the costs of travel and living; or/公司财力证明，如公司支付申请人旅行和生活费用，或 (b) Proof of solvency for employees/员工财力证明： <ul style="list-style-type: none"> • Copy of the business licence of the employing company/雇佣公司营业执照复印件； • Original letter from the employer (in English, or in Chinese with an English translation) on official company paper with stamp, signature, date and clearly mentioning/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，并注明日期及以下信息： <ul style="list-style-type: none"> - address, email address, telephone of the company/任职公司的地址、电子邮件地址及电话； - the name and position in the company of the countersigning officer/任职公司签字人的姓名和职务； - the name of the applicant, position, salary and years of service/申请人姓名、职务、收入、工作年限； - full address and contact persons of the company/公司的详细地址和联系人； - approval for leave or absence/准假证明 - Business license of the employing company and original letter from the applicant's employer/雇佣公司营业执照及公司开具的证明信原件： <ul style="list-style-type: none"> • A sealed copy of the business license/加盖公章的营业执照； • On official company paper with stamp and signature, mentioning/证明信需使用公司正式的信头纸并加盖公章，签字，并注明以下信息： <ul style="list-style-type: none"> - the full address and contact persons of the company/任职公司的详细地址，和联系人联系方式 - the name and position of the countersigning officer/任职公司签字人的姓名和职务 - name, position, salary and years of employment/申请人姓名、职务、收入、工作年限 - the purpose of the visit/访问目的 - confirmation of position after the return/公司为申请人保留职位的证明 - confirmation of covering the costs for the trip/公司为申请人承担旅行开销的证明 - the person or the entity who will bear the applicant's travel and living costs/支付旅行和生活费用的单位或个人 (c) Invitation letter from the organiser of the event or the training on official company paper with stamp and signature, mentioning/邀请方公司正式的信头纸并加盖公章，签字的邀请信原件，内容覆盖： <ul style="list-style-type: none"> • the full address and contacts of the company/任职公司的详细地址，和联系人联系方式 • the name and position of the countersigning officer/任职公司签字人的姓名和职务 • purpose and duration of the visit/访问的目的和停留时间 • detailed program/详细的访问计划 • the person or the entity who will bear applicant's travel and living costs/支付旅行和生活费用的单位或个人； • whether the sponsor gives financial guarantee for the applicant's return to China/担保人是是否为申请人返回中国提供经济担保 • proof of registration from a Chamber of Commerce, if applicable/商会注册证明（如适用） • work permit (if applicable)/工作许可（如适用） • a work permit may be needed in the following cases/以下情况可能需要工作许可： <ul style="list-style-type: none"> - business training "on the job"/“在职”商业培训 - when working for company in the Member State of destination/在目的地成员国的公司工作 	<input type="checkbox"/>	<input type="checkbox"/>
9	Visiting family or friends/探亲访友 - Official invitation letter (not older than 6 months), issued by the authorities of the country of destination. It is also accepted to submit an invitation signed by the sponsor./目的地国政府签发的官方邀请函（不超过6个月）。也可以提交由担保人签名的邀请函。 (a) Optional: Original financial guarantee by the sponsor/非强制要求：邀请方的财务担保原件： (b) If the sponsor lives in the country of destination/如果邀请方居住在目的地国家： <ul style="list-style-type: none"> • proof of a regular income over the last 3 months, or/过去3个月的固定收入证明，或； 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<ul style="list-style-type: none"> a declaration of guarantee as provided for by the country of destination's national legislation/目的地国家法律规定的担保声明 <p>(c) If the sponsor lives in China but invites the applicant to travel together to the country of destination/如果邀请人居住在中国并计划与申请人一起前往目的地国家:</p> <ul style="list-style-type: none"> signed guarantee letter/已签署的担保函 copy of the residence permit for China/中国居留许可的复印件 proof of a regular income (letter employer)/固定收入证明（雇主证明） proof of a residence in the country of destination or invitation to stay with close family/目的地国家居住证明或邀请近亲居住的证明 <p>(d) Proof of relationship with sponsor:/与邀请人关系的证明</p> <ul style="list-style-type: none"> For family visit: a notary certificate of family relationship with the sponsor (with Apostille)/探亲：亲属关系公证书，经由海牙认证 For friends visit: the relationship can be substantiated with original documents, original pictures, letter of invitation etc./访友：可以通过原始文件、原始照片、邀请函等证明关系 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
10	Purpose of culture/sport events/参加文化或体育活动 <p>- Original invitation letter from the organiser of the event of the country of destination on official company paper, mentioning/邀请方公司正式的、使用公司信头纸的邀请信原件，内容覆盖：</p> <p>(a) purpose and duration of the stay/访问的目的和停留时间</p> <p>(b) detailed program and itinerary/详细日程</p> <p>(c) indication of costs of the study/sport and entity that will pay for them/注明学习研究或体育活动的费用以及支付费用的单位</p> <p>(d) indication of lodging during the period of the intended stay/注明整个停留期间的住所</p> <p>Optional: Original financial guarantee by the sponsor/非强制要求：邀请方的财务担保原件：</p> <p>- Original letter from the Chinese cultural or sport organisation on official paper with stamp (the letter must be in English or in Chinese with an English translation), mentioning/中国文化或体育机构的证明信原件（需要提供英文文件或中文+英文翻译件）需使用公司的正式信头纸，附英文翻译件，必须明确包含如下信息：</p> <p>(a) full address and contacts of the organisation/该机构的详细地址和联系人</p> <p>(b) the name and position of the countersigning officer/签字人员的姓名和职务</p> <p>(c) name, position, salary and years of employment (only for professionals)/申请人姓名、职务、收入和工作年限（专业技术人员适用）</p> <p>(d) confirmation of participation/确认参加函</p> <p>(e) entity that will pay for costs of travel and living/支付申请人旅行和生活费用的单位</p> <p>(f) copy of business licence (and an English translation)/营业执照复印件（附英文翻译）</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
11	Individual members of an ADS Group/ADS 团体的个人成员 <p>- Section 1, "general requirements irrespective of the purpose of travel", applies./第 1 节“无论旅行目的如何的一般要求”适用。'</p>	<input type="checkbox"/>	<input type="checkbox"/>
Other optional documents considered necessary by the applicant			
12	Proof of business relation (i.e. invoices, contracts)/ 业务关系证明（如发票、合同） <p>Proof of family relationship (i.e. birth certificates, marriage certificates, death certificates)/ 家庭关系证明（如出生证明、结婚证明、死亡证明）</p> <p>Copy of data page of passport and residence permit of host in the Member State, if staying with one/护照的个人信息页和邀请人（成员国国籍）的居留许可复印件（如与邀请人同住）</p> <p>Consent of the Ministry of Health of the Republic of Slovenia for medical treatment/斯洛文尼亚共和国卫生部同意接受医疗治疗证明</p> <p>Other/其他:</p> <p>-</p> <p>-</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Remarks by External service provider or visa officer/ 备注（外部服务运营商）：

Signature: _____

Information to visa applicants 申请人须知:

Please submit your application with the following **original** documents. Supporting documents must be in English or Slovenian language/递交申请时附上以下证明材料原件。证明材料的内容必须使用英语或斯洛文尼亚语。

During the examination of an application, the Slovenian Embassy may, in justified cases, call the applicant for an interview and request additional documents. (Article 21(8) of the Visa Code). /签证审理期间,斯洛文尼亚使馆可能安排申请人面试或要求申请人提供额外的材料进行核实 (Article 21(8) of the Visa Code)。

According to the Article 23 of the Visa Code the **processing time of the visa application may take up to 15 calendar days** after all the required documents have been submitted./根据申根法 23 条签证审理时间在递交材料后或最多需要 15 个日历日。

In case not all supporting documents have been submitted/如果未交齐所有申请材料:

I hereby confirm that supporting document(s)/ 我确定必要文件 _____ has/have not been submitted. I'm requested to complete my application within 3 (three) working days. I am aware that my failure to complete the application might influence the Embassy's decision (Article 21(3) and (7) of the Visa Code). I am aware that the processing time will be extended accordingly./ 未递交。在 3 个工作日内我的申请将完成受理。我知悉未递交的文件可能会影响大使馆对签证结果的决定(第 21 号条例第 (3) 点和第 (7) 点关于签证代码) 我知悉受理时间也可能相应地被延长

In case application has been submitted less than 15 days before date of departure/如果递交申请时间距离出发时间不足 15 天:

I hereby confirm that I insist to submit the application for visa, despite not lodging the application at least 15 days before departure. Personal explanation letter is attached/尽管距离出发日期不足 15 天，我确定坚持递交签证申请。个人解释信已经随申请资料一并附上

Applicant's signature: _____

Missing supporting documents _____ submitted on _____.

Visa officer's signature: _____

Information on the processing of personal data – to be handed over to the visa applicant

1. The controller of the personal data processed in visa procedures is the Ministry of Foreign and European Affairs of the Republic of Slovenia, headquartered at Prešernova 25, 1000 Ljubljana, Slovenia, T: +386 1 478 2000, E: gp.mzez@gov.si
2. Data Protection Officer at the Ministry of Foreign and European Affairs of the Republic of Slovenia may be contacted at dpo.mzez@gov.si
3. VFS Global processes personal data on behalf of the Ministry of Foreign and European Affairs of the Republic of Slovenia and is bound by standard contractual clauses (Commission Decision 2010/87/EU) to provide the same standard of personal data protection as would the Ministry of Foreign Affairs of the Republic of Slovenia under the General Data Protection Regulation (Regulation (EU) 679/2016).
4. Personal data is processed for the purpose of visa applications in administrative procedures conducted by the Embassy of the Republic of Slovenia in Beijing.

Your personal data, including your photograph and fingerprints, where applicable, are mandatory elements of a visa application. If you decide not to submit the requested personal data your application may be deemed inadmissible or denied.

5. The legal basis for the processing of personal data is laid down by Regulation (EC) No 810/2009 of the European Parliament and of the Council of 13 July 2009 establishing a Community Code on Visas (Visa Code) and Regulation (EC) No 767/2008 of the European Parliament and of the Council of 9 July 2008 concerning the Visa Information System (VIS) and the exchange of data between Member States on short-stay visas (VIS Regulation).
6. In case of an application for a short-term visa or an airport transit visa your data will be entered into a national visa information system of the Republic of Slovenia, where it will be stored for five years after the expiry of the visa or, in case the visa was not issued, for five years after the finality of this decision. Your data will also be entered into and stored in the Visa Information System (VIS) for a maximum period of five years, during which it will be accessible to the visa authorities and the authorities competent for carrying out checks on visas at external borders and within the Member States, immigration and asylum authorities in the Member States for the purposes of verifying whether the conditions for the legal entry into, stay and residence on the territory of the Member States are fulfilled, of identifying persons who do not or who no longer fulfil these conditions, of examining an asylum application and of determining responsibility for such examination. Under certain conditions the data will also be available to designated authorities of the Member States and to Europol for the purpose of the prevention, detection and investigation of terrorist offences and of other serious criminal offences.
7. Data subjects have the right to request from the Ministry of Foreign and European Affairs of the Republic of Slovenia access to and rectification or erasure of personal data or restriction on processing concerning the data subject or to object to processing as well as the right to data portability, pursuant Articles 15 through 20 of the General Data Protection Regulation.
8. Data subjects have the right to lodge a complaint concerning the processing of personal data with the Information Commissioner of the Republic of Slovenia, headquartered at Dunajska cesta 22, 1000 Ljubljana, Slovenia.
9. This information does not apply to personal data processed by VFS Global concerning the payment of consular and service fees or to personal data processed by VFS Global in relation to additional commercial services.

Additional information on data protection is available at: <https://www.ip-rs.si/en/>



Request for Information on Data in the Visa Information System (VIS):

<https://www.gov.si/assets/ministrstva/MZZ/Dokumenti/konzularne-zadeve/oddelek-za-vize/Zahteva-za-seznanitev-s-podatki-v-VIS.pdf>



Request for Information on Data in the Schengen Information System (SIS):

<https://www.ip-rs.si/o-poobla%C5%A1%C4%8Dencu/mednarodno-delovanje-informacijskega-poobla%C5%A1%C4%8Denca/sodelovanje-v-mednarodnih-delovnih-telesih/sis/sis-kak%C5%A1ne-pravice-imam-v-zvezi-z-obdelavo-mojih-osebnih-podatkov-v-sis-ii>



Information on legal base for supporting documents

Lists of supporting documents to be presented by visa applicants in China is available at:

<https://home-affairs.ec.europa.eu/document/download/99f6ef02-bd70-4c1e-bc35-b780bea8c9da>

