

SI**EMBASSY OF SLOVENIA IN BEIJING/斯洛文尼亚驻华使馆-北京
VAC Checklist for ADS groups/ADS团队签证申请审核单****ADS**

Place of submission/申请地点:	Date of Submission/申请日期:	Date of departure/出发日期:
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Reference (ADS agency name/date of departure – date of return/Year)/ ADS 旅行社名称/出发日期 – 回程日期:

Information to Tourist agency/旅行社须知:

- Supporting documents need to be in English language/所递交的支持文件必须附有英文翻译。
- Visa for other countries on the itinerary must be obtained before applying for Slovenian ADS Short stay "C" VISA due to competence rules and in conformity with ADS rules/请务必在办理斯洛文尼亚短期团队签证之前取得行程所需其他国家的签证。

TA courier signature:

#	YES	Documents to be presented by Tourist agency/须由旅行社提交的材料	NO
1		A name list of all group members, with passport numbers, a copy of the identity page of the passport and copies of ID cards/旅行团所有团员的名单·包括护照号码·护照的身份信息页复印件和身份证复印件。	
2		A communication signed by the representative of the accredited travel agency with clearly mentioned/有资质旅行社出具的照会·内容包括: 1) Detailed itinerary with the list of countries on the trip with duration of stay in individual country (timeline of travel), including flight details for the round trip from the PRC/详细行程, 包括行程国家列表, 以及在每个国家停留的时间 (旅行时间表), 包括中国往返航班的详细信息。 2) Names, addresses, telephone numbers and fax numbers of the hotels to be used by the group during the tour with the dates of stay in each hotel/行程中居住的酒店名称, 地址, 电话号码, 传真号码及入住日期。 3) Details of how the group is to travel between locations during the tour/旅行期间团队如何在不同地点之间旅行的详细信息。 In addition, any change in the travel itinerary which intervenes at any stage of the examination of the visa application/此外, 在签证审查的任何阶段·行程中的任何变更都可能影响签证申请。	
3		Flight reservation with confirmation for the PRC-Europe-PRC round trip from the airlines (with list of the tourists' names)/中国欧洲往返航班预订及航空公司出具的确认函 (包含旅游团所有成员的名字)。	
4		Confirmation of payment of the travel costs/旅行费用支付的确认信。	
5		Travel group (or individual for each member of the group) insurance policy valid throughout the territory of the Member States visited on the basis of the established itinerary. The insurance must cover the entire period of the journey. The insurance policy must have a value of at least EUR 30000 and must cover any expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment/旅行团 (或团体中的每名成员) 的保险单根据既定的行程在各成员国境内有效。保险需包含整个行程。保险保额至少3万欧元, 必须涵盖由于医疗原因·紧急医疗和/或紧急住院治疗及遗体遣返费用。	
6		Name of the tour leader and copy of tour leader Card from CNTA plus visa of the tour leader in case no visa application is filed for him/her/如果领队未申请签证·需提供领队姓名和领队证的复印件和签证。	
7		Name and contact details of the designated partner tour operator in Europe/欧洲地接社的名称及联系方式。	
8		Confirmation from the designated partner tour operator in Europe that accommodation and transport within Europe as specified in the group's itinerary will be provided to all members of the group/被授权的欧洲旅游公司出具的确认函·写明旅游团的具体日程包括住宿和交通·此日程将提供给每位团员。	
9		Others/其他:	

In case not all supporting documents have been submitted/如有未递交的支持文件:

I hereby confirm that supporting document(s)/本人谨此确认支持文件第: _____ has/have not been submitted. I'm requested to complete my application within 5 (five) 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/项已/未提交。我被要求在5个工作日内提交上述文件。我知道我未能提交上述文件可能会影响使馆的决定(签证代码第21(3)和(7)条)。我知道处理时间会相应地延长。

TA representative signature:Missing documents _____ submitted on _____. **Visa officer signature:****Information about ADS tourism procedures&rules:**

http://eeas.europa.eu/archives/delegations/china/travel_to_eu/visa/index_en.htm
<http://www.peking.veleposlanistvo.si/index.php?id=5344&L=1>

