

Checklist for Business Visit Application

商务访问签证申请审核表

Effective 2021-05-19

Name: _____ (姓 名 /)		Purpose of Visit: _____ (访问目的)		
Passport Number: _____ (护照号 /)		Contact No.: _____ (联系电话 /)		
Documents/主要材料/		Yes/ 有	No/ 没有	Remark/备注
1.	Duly completed & signed application form, in English or Swedish. 用英文或瑞典文填写完整并由申请人签字的申请表。			
2.	<p>For Applicants who have been collected Biometrics for Schengen Visa in the past 59 months: One passport size photo. The photo must be: full face (facing the camera directly with your eyes looking straight at the camera); in colour with a light background; no more than six months old and resemble you; you must be bareheaded, unless you have special religious reasons.</p> <p>在过去 59 个月内已采集过申根指纹的申请人： 和</p> <ul style="list-style-type: none"> - 一张两寸照片。照片须符合如下要求： - 照片须显示整个脸部，拍摄时应两眼平视面对前方的照相机； - 彩色照片，背景为淡色； - 照片须为六个月内的近照，且须符合本人实际面貌； - 照片须为免冠，有特别宗教原因者除外。 			
3.	<p>A passport or other travel document, including two copies, one copy of all previous Schengen visa and entry & exit pages on both current and old passport. The passport should be valid for at least three months after your departure from Schengen area. We only accept passports which have been signed by the holders of the passports and that have at least two blank pages. For non-Chinese applicants a valid Chinese residence permit must be provided as well. 护照或其他旅行证件，并附护照的身份页复印件两张，并提供所有申根签证页以及出入境盖章页（包括旧护照）复印件。护照须在离开申根区后三个月仍然有效。护照需由持有人签名，并且至少有 2 页空白页，否则将被拒绝受理。非中国申请人还需提供有效的中国居住证。</p>			
4.	<p>If a new passport has been issued within the last year you should show the old passport and submit a photocopy of the identity page and all pages with stamps and visas 如果在过去一年签发的新护照，您应该出示旧护照，并提交该旧护照身份页及所有带公章和签证的各页复印件一份。</p>			
5.	<p>Chinese Identity Card with one photocopy thereof (both sides, no translation) 中国身份证原件及其正反面的复印件。（无需翻译）</p>			
6.	<p>Medical insurance valid for all Schengen states and covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention and/or emergency hospital treatment or death during the stay (no original needed).</p> <p>The minimum coverage must be 30 000 EUR. It must cover the entire duration of stay in the Schengen area (until 24:00 local European time on departure date, please note that if the coverage period of your insurance is stated in Beijing time you need to purchase one extra day of insurance after exit from Schengen area because of the time difference between China and the Schengen area.), only printed insurance certificates will be accepted, not hand-written. The insurance must cover 100% of the costs. When applying for a multiple entry visa, the travel insurance must be valid for the first trip and applicant needs to have Travel Medical Insurance for any subsequent visits to the territory of Member States. Please note! You might need to present the original insurance or printed copy of electronic insurance to the border guards when entering the Schengen area! You can otherwise risk being denied entrance.</p> <p>一份有效的旅行医疗保险，保险需覆盖所有申根国家，并且能够涵盖由于医疗或紧急医疗原因/紧急住院治疗而导致的遣返费用。（无需原件）最低保额为 30000 欧元。保险需涵盖整个申根国家停留期间（直到离开申根国家的欧洲当地时间 24: 00, 请注意，如果保险时间写的是北京时间，因为时差的问题您需要在离开申根地区日期后多买一天保险。）保单必须为打印文本，不接受手写保单）。保险需要覆盖 100% 的医疗费用。当申请多次往返签证时，旅行医疗保险需从第一次旅行及后续申根国家的旅行都有效。请注意：于申根国入境时，应随身携带该保单的原件或电子保单打印件，以备边防检查。如不携带，将有可能被拒绝入境。</p>			

7.	<p>Original invitation letter from your Swedish business partner, signed and with company letter head including the following information:</p> <ul style="list-style-type: none"> - full address, telephone and fax number to the company - the name and position of the signing officer - the intended duration of stay and the reason for the visit including a time schedule and itinerary - if the inviting company is covering the expenses or/and give financial guarantee for the return this should be clearly mentioned in the invitation letter <p>瑞典方邀请信原件，邀请信需由邀请方签字并且用瑞典方公司的抬头纸开具，邀请信应包含如下内容：</p> <ul style="list-style-type: none"> - 邀请方公司的详细地址、电话及传真号 - 签署邀请信的官员的名字及职位 - 预计停留时间以及访问的目的和行程安排 - 若邀请方公司支付费用或为申请人提供回国的资金担保，需在邀请信中说明。 			
8.	<p>Dispatch letter from employer, signed, stamped and with company letter head including the following information:</p> <ul style="list-style-type: none"> - full address, telephone and fax number to the company - the name and position of the signing officer - the name of the applicant, position, salary and years of service - approval of leave or absence - the intended duration of stay and the purpose of the visit - confirmation of position after return - if the dispatching company is covering the expenses, this should be clearly mentioned in the dispatch letter <p>中方公司或单位的英文派遣函原件，派遣函需签字，公司盖章并且用公司抬头纸书写。派遣函需包含如下内容：</p> <ul style="list-style-type: none"> - 公司的详细地址，电话及传真号 - 派遣函签字领导的名字和职位 - 申请人的姓名，职位，薪资以及工作年限 - 休假或缺勤许可 - 预计停留时间以及访问目的 - 确认回国后职位仍然保留 - 如果派遣公司承担相关费用，需在派遣函中明确说明 			
9.	<p>Copy of business license or organization code certificate (both Chinese and Swedish side), not older than one year and stamped</p> <p>双方公司（中方和瑞典方）的营业执照或组织机构代码证复印件。营业执照需在有效期内，瑞典公司营业执照的打印出具日期距申请日期不能超过一年。营业执照复印件加盖公章。</p>			
10.	<p>As proof of solvency the required amount is SEK 450/day in Sweden. 经济担保证明。在瑞典所需资金为每天 450 瑞典克朗。</p> <p>--If the applicant is covering his/her own expenses we require a bank statement from the last 3 months which shows that the applicant has enough money. 如果申请人自行承担费用,需提供过去 3 个月的银行对账单，确保申请人有足够的资金。</p> <p>--If the dispatching company is covering the expenses, this should be clearly mentioned in the dispatch letter. 如果派遣公司承担该笔费用,需在派遣函中明确说明。</p> <p>-If the inviting company is covering the expenses this should be clearly mentioned in the invitation letter. 如果瑞典邀请公司承担该笔费用,则需在邀请信中明确说明。</p>			

General requirements:

基本要求:

Apart from the exceptions mentioned in the checklist, the required documents need to be submitted in original and an authorized translation must be attached to any documents in Chinese.
除审核表中提到的无需原件的材料外，其他的必须是原件，并且中文材料都需附带经授权的翻译件。

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
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。
3.

The applicant is aware that the processing time, even for complete applications, can be up to 15 calendar days from the day that the application has been received at the Embassy/Consulate. However, s/he has chosen to voluntarily undertake the consequences if failed to submit the application at least 15 calendar days before the intended departure.

申请人知晓，即使是完整的申请，受理时间从材料送达大使馆/总领馆当天起算最多需要 15 个自然日。尽管如此，申请人仍然选择继续递交申请并承担因递交日期距计划出发日期不足 15 个自然日所造成的相关后果。

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	

Applicant's Signature & Date 申请人签名及日期

Name and Signature of the VAC officer
签证申请中心工作人员签字

PO	
FO	
DO	
SCAN	
DC	
UPLOAD	
QC	