

Checklist for ADS-groups

ADS 团队旅游签证申请审核表

Effective 2021-06-22

Name of travel agency: _____ (旅行社名称/) Courier name: _____ (送签员姓名/)	Purpose of Visit: _____ (访问目的) Contact No.: _____ (联系电话/)		
Documents that must be submitted by the ADS-accredited travel agency: 由 ADS 授权的旅行社需提交的材料:			
Required Documents/主要材料/	Yes /有	No/ 没有	Remark/ 备注
1. A name list of all the group members including the tour leader, with passport numbers. 旅行团所有成员(包括领队)名单及护照号			
2. A detailed itinerary (in the language of the country receiving the application or in English), including flight details for the round trip from China, 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, and details of how the group is to travel between locations during the tour. 详细的旅行日程(瑞典语或英语), 包括往返中国的航班信息, 所有酒店的名称、地址、电话和传真号, 清楚注明在每个酒店的停留日期以及旅行期间往返于各地的交通工具。			
3. Flight reservation with confirmation for the China-Europe-China round trip from the airlines (with list of the tourists' names). 中国往返欧洲航班预订及航空公司出具的确认函(包含旅游团所有成员名单)。			
4. Name of the tour leader and a copy of the tour leader's passport, Schengen visa (if applicable) and ADS-badge. 领队姓名。领队的护照, 其申根签证(如适用)以及 ADS 工作牌的复印件。			
5. 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. Name and contact details of the designated partner tour operator in Europe should be included in the confirmation letter. 经授权的欧洲旅游公司出具的确认函, 表示将为每位团组成员提供具体日程所提及的欧洲住宿与交通。且该确认函需包括经授权的欧洲旅游公司名称及联系方式。			
Documents that must be submitted by each member of the group: 旅游团每位成员需提交的材料:			
Required Documents/主要材料/	Yes /有	No/ 没有	Remark/ 备注
6. 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。			
7. For applicants who have been collected biometrics for Schengen Visa in the past 59 months & applicants below 12 years old: 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. 在过去 59 个月内已采集过申根指纹的申请人: 和未满 12 周岁的儿童: 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。			
8. 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 the departure from Schengen area. Only passports which have been signed by the holders of the passports and that have at least two blank pages are accepted (the signature is not requested for minors who are not able to sign the name). 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。使领馆只接受由持有人签名, 并且至少有 2 页签证空白页的护照。(不会写字的未成年人无需签名),			
9. 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. 如果在过去一年内签发的新护照, 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页复印件一份。			
10. 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)			
11. Original hukou and photocopy of all pages (no translation needed). 户口本原件及其所有页复印件。(无需翻译)			

12.	<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，如果保险写的是北京时间，因为时差的缘故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至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>			
13.	<p>As proof of solvency of the applicant we require bank statements from the last 3 months, the required amount is 450SEK/day, no deposits. In addition to this we also require: 经济担保证明。请提供最近 3 个月银行对账单，最终余额需满足 450 瑞典克朗/人/天的标准。无需存款证明。此外我们还要求提供：</p>			
	<p>For employees: 如申请人在职： A letter from the employer (in English or in Chinese with English translation) on official company paper with date, signature and stamp clearly mentioning: - address, telephone and fax numbers of the employing company; - the name and position in the employing company of the signing officer; - name, position, salary and years of service of the applicant; - approval for leave or absence 公司/工作单位出示的证明信原件（英文或中文附英文翻译件）。证明信须用正式公函纸书写，相关领导签字，写明日期并加盖公章。内容须包含： - 申请人工作单位的详细地址，电话及传真号 - 证明信签字人的姓名，职务 - 申请人姓名，职务，薪资及工作年限 - 准假证明</p>			
	<p>- A sealed copy of the business licence /organization code certificate of the employing company - 工作单位营业执照 / 组织机构代码证复印件，并加盖公章</p>			
	<p>For retired persons: 如申请人为退休人员： - Pension certificate, with a copy thereof, OR the original letter of retirement from the employer, the letter should be printed on company letter head, signed and stamped. - 退休证原件及其复印件或单位开具的退休证明信原件，证明信需由单位抬头纸开具，并由相关领导签字并盖单位公章。</p>			
	<p>- Proof of regular income - 固定收入证明</p>			
	<p>For unemployed adults: 如申请人属无业人员： - If married: Letter of employment and income of the spouse. Notary Certificate of marriage, legalised by MFA. - 如已婚:配偶在职证明及收入证明(银行帐单等)，结婚公证并且由外交部认证。</p>			
	<p>- If single/divorced/widow/widower: Any other proof of regular income. - 如单身/离异/丧偶：任何其他固定收入的证明。</p>			
	<p>For students: 如申请人为学生： - Student card, with a copy thereof. - 学生证原件和复印件</p>			
	<p>- Original letter from the school/institution with full address, telephone number of the school/institution, permission for absence for the applicant and name and function of the person giving the permission. The letter should be printed on school/institution letter head, stamped and signed. - 学校证明信原件。该证明信需由学校/学院抬头纸开具，包含学校详细地址，电话，缺勤许可，校/院/系领导的签字并盖校/院/系公章。</p>			
14	<p>For minors (under 18 years): 如申请人未满 18 岁，请注意： Please note that the application form for minors should be signed by a person exercising permanent or temporary parental authority or legal guardianship. 未满 18 周岁申请人的申请表需由父母双方或其法定监护人签字</p>			
	<p>- Notary Certificate of family relation or proof of guardianship legalised by MFA. - 该家庭成员关系或监护关系的公证书，且该公证需经外交部认证</p>			
	<p>- Custodians' ID cards with photocopies of both sides (no translation needed). - 监护人的身份证原件及其正反面复印件。（无需翻译）。</p>			

	If the minor is travelling alone or with only one parent, we also require: 如果申请人未成年并单独或与父母双方中的一位共同旅行, 请提供: - Notary Certificate of permission to travel from both parents, or legal guardians (when the minor is travelling alone) or the parent or legal guardian not travelling (if minor is travelling with one parent), legalised by MFA and when not in China, attested by the relevant authorities in the country of residence. If there is only one custodian, a notarized and legalized document showing that this is the case must be attached to the application. - 父母双方或法定监护人同意旅行的公证书(如果未成年人单独出行), 未出行父母一方或者法定监护人同意旅行的公证书(如未成年人与父母一方出行)。该公证需经外交部认证, 如果父母不在中国, 请在居住国家办理相关材料。如果只有一位监护人的情况下, 必须说明情况, 并进行有效的公证和认证。			
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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	

About return check: The courier shall within 48 hours, from the group has returned to China, visit the Embassy/Consulate and bring passports, boarding pass and copy of the pages in the passports (with the entry- and exit stamps).
关于销签: 旅行结束后, 须由旅行社送签员于 48 小时内向使领馆出示所有申请人往返登机牌, 护照原件以及出入境盖章页复印件进行销签。

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	