

Checklist for Visa Application – BUSINESS

签证申请审核清单——商务

Name 姓名:	
Passport Number 护照号:	
Consular Competence (Residency proved by) 领区划分 (居住证明): <input type="checkbox"/> hukou 户口 <input type="checkbox"/> residence card 居住证	Admissibility 申请条件: <input type="checkbox"/> expected arrival to Schengen no longer than 90 days 预计到达申根区日期距今不超过 90 天 <input type="checkbox"/> required documents were presented 所需文件均已提交 <input type="checkbox"/> there is not valid (single) visa in passport 没有仍有效的 (单次) 申根签证

	YES 是	NO 否	N/A 不适用
Visa Application – all 4 points must be ticked “YES” for the application to be accepted 签证申请 - 以下四项必须全部勾选“有”，申请方可受理			
1. Visa Application Form – signed <u>twice</u> by the applicant (No. 37 and at the end of the application) 签证申请表—申请者本人在两处指定位置签名 (第 37 项及申请表尾页)			
2. Photograph – not older than 6 months, with light background, meeting ICAO criteria, <u>without any post-processing</u> 照片—最近六个月内拍摄, 浅色背景, 符合 ICAO 规定, <u>无修图</u>			
3. Passport – with copy of the ID page as well as any former Schengen visa (if applicable). Must be valid for a minimum of 3 months after the planned trip, issued within last 10 years and having at least 2 blank pages. 护照—需提交个人信息页复印件及此前获得的所有申根签证页 (如有)。在预计行程结束后护照需有至少 3 个月的有效时间, 需在过去 10 年内签发, 且有至少 2 页的空白页。			
4. Visa fee paid 签证费已支付			
5. Finger prints 指纹: a) taken NOW 现场采集 b) in last 59 months 过去 59 个月采集			
Required documents placed in the following order: 请将申请材料按以下顺序排列			
1. Copy of the Invitation Letter from Czech company – on official company paper with stamp and signature, mentioning: 由捷克公司签发邀请信复印件-需使用公司正式的信头纸并加盖公章、签字, 并需包含以下内容: <ul style="list-style-type: none"> ▪ the full address and contacts of the company 公司地址及联系方式 ▪ the name and position of the countersigning company 授权人姓名及职位 ▪ purpose and duration of the visit 访问目的及停留时间 ▪ detailed program 项目细节 ▪ the person or the entity who will bear applicant’s travel and living cost 支付旅行费用的单位或个人 ▪ whether the sponsor gives financial guaranty for the applicant’s return to China 主办方是否为申请人提供担保按时回国 			
2. Proof of solvency: (one of the options mentioned below) 申请人偿付能力证明 (以下选择一项) <ul style="list-style-type: none"> • <u>Bank statement</u> - from the last three months (not deposit account) 银行对 			

<p>账单-近3个月的流水证明（不接受定期存款）</p> <ul style="list-style-type: none"> • <u>Proof of solvency of the employing company</u>, if the company pays the costs of travel and living 如公司支付旅行及住宿费用，请提供所在公司的偿付能力证明 • <u>Proof of the applicant's personal solvency</u>, in case personally covering the costs of travel and living 如申请人自己支付旅行及住宿费用，请提供个人偿付能力证明 • <u>Proof of solvency for employees</u>: 员工偿付能力证明 <ul style="list-style-type: none"> ➔ letter from the employer (in English or in Chinese with English translation) on official letterhead paper with stamp, signature, date and clearly mentioning: 使用公司正式的信头纸出具的证明信（英文，或中文带英文翻译），加盖公章，签名及日期，需清楚包含以下信息： <ul style="list-style-type: none"> ○ address, telephone and fax numbers of the employing company 任职公司地址，电话及传真 ○ name and position of the countersigning officer 签署人姓名及职务 ○ name of the applicant, position, salary and years of employment 申请人姓名，职务，收入和工作年限 ○ approval of leave of absence 准假许可 ➔ sealed copy of the business license of the employing company 由任职公司盖章的公司营业执照复印件 			
<p>3. Business license of the employing company and original letter from the applicant's employer 申请人任职公司的营业执照和雇主证明信原件：</p> <p>➔ letter on official company paper with stamp and signature (in English or in Chinese with English translation) mentioning: 使用公司正式的信头纸出具的证明信（英文，或中文带英文翻译），加盖公章，签名及日期，需清楚包含以下信息：</p> <ul style="list-style-type: none"> ○ full address and contact persons of the company 任职公司详细地址和联系人 ○ the name and position of the countersigning officer 签署人姓名及职务 ○ name, position, salary and years of employment 申请人姓名，职务，收入和工作年限 ○ the purpose of visit 访问目的 ○ confirmation of position after return 公司为申请人保留职位的证明 ○ the person of the entity who will bear the applicant's travel and living cost 支付旅行和生活费用的单位或个人 <p>sealed copy of the business license 由任职公司盖章的公司营业执照复印件</p>			
<p>4. Travel medical insurance - valid for the duration of the visit and <u>all Schengen states</u> covering all risks to at least € 30.000 (medical reimbursements, emergency evacuation and repatriation of mortal remains). 旅行医疗保险-须覆盖在所有申根地区的整个停留时间，保额至少为3万欧元并包含所有风险（紧急医务治疗，紧急医疗转移以及遗体遣返）。</p>			

Note: The Czech Embassy / Consulate General reserves the right to request additional information or documents and, if considers necessary, to interview the applicant by phone or in person.

备注：捷克使领馆保留要求申请人提供补充信息/材料的权力。如若必要，申请者将被电

话面试或要求前往使领馆面试。

Declaration of the Applicant: 申请人声明:

- I confirm that I have been advised to deliver missing documents specified above to the Czech Embassy / Consulate General within **5 working days**. Signing this form, I accept the fact that if I will not submit these documents in time, my application will be decided without missing document and that my visa application might be refused (Visa Code 810/2009 – Article 23).

我确认我已被告知需在 **5 个工作日内**向捷克驻华使领馆提交上述缺失文件。我签字并接受如未按时提交上述所需文件，申请将被依据已有文件做出决定且这可能导致拒签的结果（详见签证条例 810/2009 一条款 23）。

- I confirm that I have been informed that all presented document should be translated to English or in Czech language. Only exceptions from this requirement are: Hukou, bank account statement, personal ID & temporary residence card. I understand that if translation of other documents is missing the Czech Embassy / Consulate General considers this document to be missing as described in the previous paragraph.

本人确认已被告知所递交的材料需要翻译成英文或捷克语。除了户口，银行流水，身份证和居住证。我明白若其他材料没有翻译件，将被捷克使领馆视为材料缺失。

- I do not have or I do not intent to submit the above-mentioned missing documents to the Czech Embassy / Consulate General.

本人没有或不打算将上述缺失材料递交到捷克使领馆。

- I have been informed that Czech Embassy / Consulate General should decide on my visa application within 15 days upon its arrival to the Embassy / Consulate General. Due to the fact I have just submitted visa application earlier than 15 days before expected trip it may not be decided on in time. I bear all responsibility for any damage, including financial, which may occur in such case.

本人被告知捷克使领馆将在收到本人申请材料的 15 天内进行审理。因本人递交申请的时间距出行时间少于 15 天，有可能不能及时收到签证结果。本人将承担所有责任，包括由此产生的经济损失。

Visa Fee: 签证费	Service Fee: 服务费	Courier Fee (if any): 快递费（如适用）	Other fees (if any)其 他费用（如适用）

Date 日期:

Name and Signature of Processing
Officer 资料受理员签名

Applicant's Signature 申请人签名