

SLOVAKIA EMBASSY IN BEIJING (For VACs in Beijing jurisdiction)

Checklist for Culture/Sports Events Visa

文化/体育活动签证申请审核表

List of supporting documents to be submitted with the application 随签证申请一并提交的材料清单

Name:姓名:_____ Passport Number:护照号: _____ E-mail Address 邮件地址:_____	Contact No.: 联系电话: _____		
Please indicate submitted documentation by ✓. Submit the Document Checklist together with your application and supporting documentation in the following order to the Visa Application Centre. 请在所递交的文件材料后面打勾，并将该材料清单和您的申请材料按照下列顺序一起递交到签证申请中心。	Yes/有	No/没有	Remarks/备注
1. Applicant applied in person 申请人本人亲自申请。			
2. "Schengen Visa Application Form" duly completed (download), dated and signed (The minors' documents must be signed by their legal guardians) . Original required. 一份填写正确的“申根签证申请表格”（下载），填写日期并签字(未成年人的文件需要由其法定监护人代签)。需原件。			
3. Two passport photos, one attached to Schengen Visa Application Form. The photographs must be sized as 35mm * 25mm with white background, no older than 6 months. 两张护照照片，贴在申请表格上。照片尺寸应为35毫米 * 25毫米，照片背景为白色，照片为 6 个月内所照。			
4. Passport, valid at least 90 days (3 months) after planned return to China. It must have at least two consecutive blank pages. 护照，要在您的计划回国日期后仍然有效 90 天（3 个月）。必须至少有两张连续的空白页。			
5. Copy of applicant's passport identity page (including the page with information of passports' replacement if applicable) 申请人护照的信息页的复印件（如有换发页，需提供换发页的复印件）。			
6. Documentation on former travels abroad, copy of relevant visa issued (Schengen countries, USA, the stamps of entry & exit, etc.) 能显示以前的出国旅行的信息的证件，相关签证页复印件（申根签证，美国签证，出入境章等）			
7. Visa fee. 签证费。			
8. Non-Chinese citizens are required to submit a copy of a Chinese residence permit, valid at least 90 days (3 months) after planned return to China. 非中国公民需要提交您有效的中国居留许可。至少回国 90 天（三个月）仍然有效。			
9.Copy of all pages of "Hukou" "Residence Permit" "Social Security Card" (no translation needed) 户口本整本/居住证/社保卡正反面复印件（无需翻译）			
10. Travel medical insurance with a minimum coverage of 30,000 Euro (300,000 CNY) for the effective stay in the Schengen area. The insurance must cover the entire stay (until the flight departs). Please note that if the coverage period of the insurance is stated in Beijing time it might be necessary to purchase one extra day of insurance because of the time difference between China and the Schengen area. 能覆盖在申根地区的实际停留时间，且最低 3 万欧元（300,000元人民币）保额的医疗保险。保险必须覆盖整个行程（直到航班起飞）。请注意如果保险期间写的是北京时间，因为时差的问题您可能需要购买多一天的保险。			

<p>11.Original invitation letter from the organizer of the event: Must be written on official paper with stamp and signature verified by a notary. It must clearly mention:</p> <ul style="list-style-type: none"> - Purpose and duration of the stay. - Detailed program and itinerary. - An indication of the costs and entity that will pay for them. - An indication of lodging during the period of the intended stay. <p>活动的主办方的邀请函原件： 需使用正式的抬头纸，加盖公章，签字并公证。必须包含如下信息：</p> <ul style="list-style-type: none"> -访问的目的和停留时间。 -详细的日程和路线安排。 -注明活动的费用以及支付费用的单位。 -注明整个停留时间的住所。 			
<p>12. Original of the invitation from Bureau of Border and Alien Police of the Slovak Republic (not necessary if the applicant provides original of the invitation letter as specified under no. 11. The applicant can be asked by the Embassy of the Slovak Republic in Beijing to provide this document later in the process). This invitation is necessary when invitation letter specified under no. 11 is not signed by a Slovak citizen (for example a foreigner staying in the Slovak Republic based on residence permit).</p> <p>斯洛伐克共和国边境和外国警察局的邀请函原件(如申请人提供第 11 项文件所指定的邀请函原件，则无须提供。斯洛伐克共和国驻北京大使馆可要求申请人稍后提供此文件)。如果邀请函满足第 11 项要求但没有斯洛伐克公民签字（例如持有居留许可在斯洛伐克共和国居住的外国人）则需要提供此邀请函。</p>			
<p>13.Original letter from the Chinese cultural or sports organization (in English or in Chinese and an English translation) on official paper with stamp, signature, date. The letter must clearly mention:</p> <ul style="list-style-type: none"> - Full address and contacts of the organization. - The name and position of the countersigning officer. - Name, position, salary and years of service of the applicant. - Confirmation of participation. - Entity that will pay for costs of travel and living and a copy of business licence (with English translation). <p>中国文化或体育机构的证明信原件（英文或中文附有英文翻译）需使用公司的正式抬头纸并加盖公章，签名，日期。并需明确包含如下信息：</p> <ul style="list-style-type: none"> -该机构的详细地址和联系人。 -签字人员的姓名和职务。 -申请人姓名，职务，收入和工作年限。 -确认参加函。 -支付旅行和生活费用的单位，营业执照复印件（及英文翻译件）。 			
<p>14. Flight reservation and proof of accommodation 机票预订单和住宿证明。</p>			
<p>15. 未满十八岁的未成年人：</p> <ul style="list-style-type: none"> -经过外事办海牙认证的亲属关系或公证事项为出生的公证书或者监护权公证书（该文件需翻译为英语）。 -医院开具的出生证明，原件及复印件。 -学生证复印件以及学校开具的证明原件及复印件，包含指定信息：学校的详细地址及电话，准假证明，以及批准人的姓名及职位。 <p>独自旅行或仅一方监护人陪同旅行的未成年人：</p> <ul style="list-style-type: none"> -经过公证并经由外事办海牙认证的父母或监护人不陪同出行的一方的同意旅行书（该文件需翻译）和其护照复印件（具有信息及签名页），或其身份证复印件。 			

<p>Minors (under 18 years of age):</p> <ul style="list-style-type: none"> - Notary certificate of family relation or proof of guardianship, legalized (Apostilled) by the Ministry for Foreign Affairs. (Needed to be translated to English) - Birth Certificate issued by the hospital, original and copy. - Copy of the student card. An original letter from school mentioning full address, telephone number of the school, permission for absence, name and function of the person giving the permission. <p>When the minor is travelling alone or only with one parent:</p> <ul style="list-style-type: none"> - Notary certificate of permission to travel from either parents (both) or legal guardians (Needed to be translated to English), legalized (Apostilled) by the Ministry of Foreign Affairs. Photocopies of their passports (the information page), or the photocopies of their ID cards. 			
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Supporting Documents/辅助材料 (translated into English/需翻译成英文)	Yes/ 有	No/ 没有	Remarks/ 备注
1.			
2.			
3.			
4.			

Please note that the Consulate may, in justified cases, request additional documents during the examination of an application which are not mentioned in the above list. The applicant is hereby informed that submitting the above - mentioned documents do not guarantee automatic issuance of a visa.

申请人请注意： 在合理的情况下，领馆除了上述清单上的材料有权利向申请人要求其它材料。递交了上述材料并不能保证申请人一定能获得签证。

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 she/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 she/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。

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	

Name & Signature of Processing Officer
(资料受理员签名)

Date/日期

(Applicant's Signature/申请人签名)