

Schengen-Business visit and professional training Checklist

Participation at conference Checklist

申根商务/参加培训/开会签证材料清单

Name 姓名: _____ Passport Number 护照号: _____ Visa Fee 签证费: _____	Contact No 联系电话: _____ E-mail address 电子邮箱: _____
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Please note that the Embassy of Hungary in China may in justified individual cases, request additional documents during the examination of an application which are not mentioned in the harmonized list below. The applicant is hereby informed that submitting the below-mentioned documents does not guarantee automatic issuance of a visa.

备注：匈牙利驻华大使馆有权要求申请人提供以下清单中没有提到的额外补充文件。另外请申请人知晓，提交下列文件并不能保证签证的自动签发。

Required Documents		Yes	No	Remarks
1	<p>Short stay Schengen application form, original</p> <p>1. Language: The form must be filled out in English preferably with blue ink pen. 2. Signature: As it appears in the passport. The Schengen application form has to be signed by the applicant on last column on page. For applicants under 18 years of age, the application form must be signed at least by one of the parents or legal guardian. DO NOT sign the name of the underage applicant. The age is calculated upon the date of submission.</p> <p>短期申根签证申请表，原件</p> <p>1. 完整填写并用蓝色笔签字的英文表格 2. 签名：笔迹须与护照上签名保持一致。 申请者本人须在申请表上签名：尾页最后一栏。 未成年申请者：申请表必须由父母其中一方或法定监护人签名。请不要代签未成年人的姓名。年龄以递交使馆申请当日为准</p>			
2	<p>One recent identity photo</p> <p>1 passport-size colour photo with white background, taken within 6 months, forward-looking without any head-coverings. 1张2寸彩色白底的照片（6个月以内，免冠不能戴眼镜）</p>			
3	<p>Travel Medical Insurance</p> <p>Travel insurance must be valid in the Schengen area and for the entire duration of stay. The insurance must have minimum coverage of 30.000 euro and cover costs of any emergency medical treatment and repatriation for medical reasons as well as in case of death repatriation of the deceased.</p> <p>旅行保险 须覆盖全部申根成员国，并覆盖全部停留时间，总保额三万欧元以上的申根境外保险</p>			
4	<p>Original invitation letter (Color scan versions are also available)</p> <p>On official company paper with stamp and signature issued by the inviting company. 邀请信原件（或者清晰的彩色扫描打印版） 需使用正式抬头纸和邀请人亲笔签字并盖章</p>			
5	<p>Flight Reservations(Round-trip reservation)</p> <p>往返机票预订单</p>			
6	<p>Proof of accommodation</p> <p>The accommodation shall cover the whole stay in the Schengen zone.</p>			

	<p>住宿证明 覆盖全程在申根区域的住宿证明。</p>			
7	<p>For employed applicants</p> <ol style="list-style-type: none"> 1. A sealed copy of the business license of the employing company; 2. An original letter from the employer (in English, or in Chinese with an English translation) on official company paper with stamp, signature, date and clearly mentioning: <ul style="list-style-type: none"> • address, telephone and fax numbers of the employing company • the name and position in the employing company of the countersigning officer • the name of the applicant, position, salary and years of service • approval for leave or absence • the purpose of the visit • confirmation of position after the return <p>For retired applicants: Proof of pension or other regular income</p> <p>For unemployed applicants</p> <ol style="list-style-type: none"> 1. If married: <ul style="list-style-type: none"> • letter of employment and income of the spouse • notary certificate of marriage, legalized by the Ministry for Foreign Affairs 2. If single/divorced/widow/widower: Any other proof of regular income <p><u>在职人员</u></p> <ol style="list-style-type: none"> 1. 单位的营业执照 / 机构代码复印: 盖公章且不需要翻译 2. 由申请者的工作单位开具的英文证明信原件 (若原件为中文, 须提供英文翻译件), 需使用公司正式的抬头纸并加盖公章, 由负责人签名, 标明出具日期并清楚包含以下信息: 工作单位的地址、电话以及传真号 签字人员的姓名和职务 申请者姓名、职务、收入及工作年限, 访问目的 单位准假证明并为申请者保留职位 <p><u>退休人员:</u> 退休证复印件和退休金证明</p> <p><u>无业人员</u></p> <ol style="list-style-type: none"> 1. 如已婚: 须提供其配偶的在职证明信及收入证明原件 须提供经中国外交部认证的 (内含翻译) 婚姻关系公证书 2. 如未婚 / 离异 / 丧偶: 须提供申请者本人的其它固定收入证明。 			
8	<p>Proof of solvency Bank statement of the applicant covering the last three months before the submission of the visa application (Balance must be above RMB30,000 except credit card record), original or any other proof of regular income.</p> <p>偿付能力证明 银行流水: 申请人近 3 个月储蓄银行账户明细原件 (余额在 3 万元以上) 加盖银行公章或者其他能证明稳定收入的证明</p>			
9	<p>For foreign applicants Chinese residence permit (Copy and Original) A foreign applicant must hold a residence permit with a period of validity of no less than 6 months or a permanent residence card. The residence permit shall be valid for at least 3 months after the return of applicant to China</p> <p>非中国国籍申请人 外国人在中国的有效居留许可 (原件和复印件) 居留许可有效期不能少于 6 个月且在获得签证离开申根区域后的有效期超过 3 个月</p>			
10	<p>Passport, original</p>			

	<ol style="list-style-type: none"> 1. Check the expiration date on your passport: the passport should be valid for at least 3 months after the planned departure date from the Schengen area. If multi-entry visa is needed, the above mentioned departure date means the last departure date from the Schengen area. 2. Make sure your passport has two or more completely blank and unmarked visa pages (blank pages do not need to be adjoining pages). 3. The passport must be signed by its owner with an official signature in all the required places, otherwise, your application can not be accepted by the visa application center. <p>●These rules do not apply for newly issued Chinese passports with electronic signature 护照原件</p> <p>在您提交申请之前, 请检查以下项目:</p> <ol style="list-style-type: none"> 1. 请检查您的护照有效期: 办理短期签证或者申请多次签证, 您的护照有效期须超过预计离开申根区日期的 3 个月以上。 2. 请确认您的护照上至少有两页空白签证页。 3. 请注意, 护照上的签字必须由本人签字, 否则您的签证申请将不被接受。 <p>● 以字母 E 开头的新版中国护照无需额外签名</p>			
11	<p>Passport, copy Copy of the first (identity information) page, the last (signature) page of the passport and the visa pages containing visas from Schengen country, United Kingdom, United States of America, Canada, Australia and New Zealand. 护照页复印件 护照首页 (信息页) 和末页 (签字页), 以及申根、英国、美国、加拿大、澳大利亚和新西兰的签证页。</p>			
12	<p>ID Card, copy (On the both sides) Required for 2 sides of a valid ID Card. 身份证复印件 (不需翻译) 正反面复印件都要</p>			
13	<p>Hukou (for Chinese nationals) Copies of the whole hukou including the holder pages and all member information pages. 户口本整本复印件 (仅适用于中国公民, 不需翻译)</p>			
14	<p>Letter of authorization for visa application/passport return, original Mandatory if you choose to submit your application by a representative. Requirements:</p> <ol style="list-style-type: none"> 1. The signature on the letter of authorization needs to be the same as the one in the applicant's passport and Visa application form. 2. The letter can't be sharable and each applicant has to present the original. 3. Minor applicant under the age of 18: The letter of authorization must be signed by one parent or a legal guardian. Please DO NOT sign the name of underage applicant. 4. The submission date of the application is the reference date to judge, if the applicant is 18 years old. 5. The authorization is not required, if parents submit the application for their minor-aged children. However, they should provide evidence proving the family relation (such as hukou etc.). <p>签证申请 / 护照领取委托书原件 如果您选择由他人代交您的签证申请, 必须提供:</p> <ol style="list-style-type: none"> 1. 委托书上的签名必须与护照、签证申请表签名一致, 2. 委托书需单独开具, 不可共用。 3. 未满 18 岁的未成年申请者: 委托书必须由父母任何一方或法定监护人签名。注意: 父母或法定监护人请不要代签未成年人的姓名。 4. 年龄以递交申请日是否达到 18 周岁为准。 5. 如父母为未成年申请者代交, 则不需要提供委托书, 但应提供户口等证明关系的材料。 			

15	Representative ID Card or passport, original and copy Mandatory if you choose to submit your application by a representative. 代理人身份证或护照（原件和复印件） 如果您选择由代理人提交您的申请，必须提供。			
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Note: The Embassy of Hungary reserves the right to request additional information/documentation and, if deemed necessary, to interview the applicant

注意：匈牙利使馆有权要求申请人补充材料，如有必要，有可能要求前往使馆面试。

Inquiry Officer to choose 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 / 他不提交其他材料。

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材料，我已告知其如不提交所有必要材料可能会导致被拒签，但其选择继续提交申请。

VAC Officer & Date

Applicant's Signature