

Checklist for ADS Group/ADS 团体签证申请审核表

Number of tourists in the group (团队人数) :	Passport Number (护照号) :		
<p>Prepare all the necessary documents listed below before you lodge the application, the application might be refused by the Embassy of Slovenia in China if some documents are missing. / 在递交申请前请按下述清单准备所需材料, 否则您的签证申请可能被斯洛文尼亚驻华大使馆拒签。</p>			
Required Documents/所需材料	Yes/有	No/没有	Remarks/备注
1. SCHENGEN VISA APPLICATION FORM Signed by the applicant (if minor, signed by a parent or legal guardian) 申根签证申请表 由申请人亲笔签名的申请表 (未满 18 岁的申请人须由父母或法定监护人签字)			
2. PASSPORT Must be valid at least three months after the intended date of departure from the Schengen, must contain two blank visa pages and must have been issued within the previous 10 years. 护照 护照有效期需超过预计离开申根区日期的 3 个月以上。护照应有至少两页空白签证页并且应在过去十年内签发。			
3. ONE COLOR PASSPORT PHOTO (NOT OLDER THAN 6 MONTHS) 35x45mm, light background, undamaged, no headpiece 一张护照尺寸近期照片 (不能超过六个月) 35x45mm, 白底彩照, 无损坏, 不可配戴帽子			
4. TRAVEL MEDICAL INSURANCE Original and copy (original shall be returned at VAC!). Minimum coverage of EUR 30.000 for medical costs and repatriation. Valid in all Schengen Countries during the requested validity for the visa. Applicants for Business Visa and long-term validity/multiple entries shall proof coverage for the initial travel only. 医疗保险 原件和复印件 (原件应在签证中心被退回)。足够支付在事故及疾病情况下的医疗和转运费用, 保险数额为每人至少 30000 欧元, 覆盖整个申根国家及签证有效期。申请商务签证和长期有效签证/多次签证的申请人至少需提供首次旅行的保险。			
5. APPLICANT'S BANK STATEMENT FOR LAST 3 MONTHS The name of the applicant must clearly appear on the statement and should be printed by the bank. Salary should be clearly listed on the bank statement. 个人近 3 个月的银行对账单原件 申请人姓名和工资项需清晰体现在银行对账单上。			
6. OTHER PROOFS OF SUFFICIENT FUNDS For Employees: 1) A stamped original employment certificate in English or in Chinese with English translation on official company paper with stamp, signature and date clearly mentioning: - Address, telephone and fax numbers of the employing company. - The name and position of the countersigning officer in the employing company. - The name of the applicant, his/her position, salary, years of service and approval for leave. - Purpose and duration of visit, position after return and information on who bears applicant's travel and living costs. 2) Copy of business license with code of the company/organization stamped with original corporate seal. For Retired people: Proof of pension or other regular income. For Unemployed adults: If married: Letter of employment and income of the spouse + Notary and MFA legalization of marriage certificate. If single/divorced/widow/widower: Any other proof of regular income. 其他资金充足的证明 在职人员: 1) 由雇主出具的证明信 (英文文件, 或中文附上英文翻译), 需使用公司正式的信头纸并加盖公章, 签字, 并明确日期及以下信息: - 任职公司的地址、电话及传真号码。 - 任职公司签字人的姓名和职务。 - 申请人姓名、职务、收入、工作年限和假期批准。 - 访问目的和时间, 回国之后职位安排和申请人旅行费用的承担方信息。 2) 加盖公章的营业执照复印件和组织机构代码证复印件。 退休人员: 养老金或其他固定收入证明。 未就业成年人: 已婚者: 配偶的在职和收入证明、婚姻关系公证书 (由外交部认证)。 单身 / 离异 / 丧偶: 其他固定收入证明。			
7. FOR MINORS <18 (travelling alone or with one parent) 1) Notary and legalization of Birth Certificate or Kinship or Hukou with parents; 2) Notary and legalization of authorization or agreement of travelling with one parent. 未成年人出行, 单独旅行或者仅由父母一方陪同旅行时 1) 公证并认证的出生证明或亲属关系, 或与父母同一户口本 (递交申请时出示原件); 2) 如单独出行或仅由父母一方陪同旅行, 不随行的父/母出具公证并认证的委托书或出行同意书			
8. STUDY CERTIFICATE (ORIGINAL) In English or in Chinese language with English translation on official paper with stamp, signature, position and contacts of a responsible person stating name of applicant, years in school, approval for leave, purpose of visit and confirmation of eligibility to return to school. 在读证明 (原件) 由学校出具的证明信 (英文或中文附上英文翻译), 需使用学校正式的信头纸并加盖公章, 负责人签字, 职位和联系方式; 并写明申请人的姓名, 就读年限, 准假证明, 访问目的及学校将为申请人保留学位的证明。			
9. HUKOU AND ID-CARD (ORIGINAL AND COPY) Copies of the whole HUKOU including the holder's pages and all member information pages – originals shall be returned at VAC 户口本和身份证 (原件和复印件) 户口本全本复印件, 包括首页和所有成员信息页 (原件应在签证中心被退回)			

TO BE PROVIDED BY THE CHINESE TRAVEL AGENCY IN ONE ORIGINAL COPY/由中国旅行社提供的一份原件材料

10.	CONFIRMATION LETTER FROM THE ADS-APPROVED TRAVEL AGENCY on official travel agency paper containing the agency's stamp, with the following details in English: 1) Basic information about the trip's destination and duration with name and personal details of the tour leader. 2) Name and contact details of the agency's contact person. 3) Name and contact details of the designated partner tour operator in Europe. 具有 ADS 资质旅行社的确认信 用盖有旅行社公章的正式信头纸上用英文明确以下信息: 1) 关于旅行目的地和时间基本信息并附上领队的名字和个人信息。 2) 旅行社联系人的名字和联系方式。 3) 欧洲指定合作地接社的名字和联系方式。			
11.	LIST OF ALL GROUP MEMBERS WITH DETAILS (PPT No., DOB, relation) 所有成员的详细清单 (护照号, 出生日期, 关系)			
12.	INFORMATION ON THE TOUR LEADER Letter on official travel agency paper containing the agency's stamp, with tour leader's details last name, first name, gender, date of birth and passport number in English, with attached: 1) Schengen visa copy of the tour leader; in case the tour leader has a valid residence permit from one of the Schengen countries, please provide copy of the residence permit; in case the tour leader holds a passport of a country that does not need a Schengen visa, please provide copy of the passport. 2) Copy of CNTA approved tour leader card. In case the tour leader has no visa, please provide all needed documents for his/her visa application. 领队信息 用英文在盖有旅行社公章的正式信头纸上写明领队的姓名、性别、出生日期和护照号, 并附上: 1) 领队的申根签证页; 如领队持有申根区域某一国家的有效居留许可, 请提供居留许可复印件; 如领队持有的护照不需要申根签证, 请提供护照的复印件。 2) 中国国家旅游局审批的领队证。 如领队无签证, 请提供他/她的签证申请全部所需材料。			
13.	DETAILED ITINERARY OF THE ENTIRE TRIP Letter on official travel agency paper containing the agency's stamp, with documents providing clear evidences about travel program (booking transportation, etc.) 整个行程详细的行程单 用盖有旅行社公章的旅行社正式的信头纸, 提供关于旅行计划的详细证明(例如交通预定材料等)。			
14.	CONFIRMED ACCOMODATION BY TOUR OPERATOR REGISTERED IN EUROPE Confirmed hotel bookings - including phone and fax numbers, signature and stamp from inbound tour operator. Document shall include information on the hotels booked for the group in Europe, indicating the dates of each stay in every hotel (all members of the group shall stay at the same hotels). 由欧洲指定合作地接社提供的酒店确认信 已确认的酒店预定单-文件需体现当地地接社电话, 传真, 签名和公章。包含团队在欧洲的全部酒店预定, 明确在每个酒店每次入住的具体时间(所有的团员需入住同一家酒店)。			
15.	FLIGHT TICKET BOOKING FOR CHINA-EUROPE-CHINA ROUND TRIP 航空公司提供的经过确认的中国-欧洲-中国往返机票预定单。			

The Embassy reserves the right to request additional information and documentation, if deemed necessary and/or to interview the applicant./ 备注: 大使馆保留要求申请人提供补充信息/材料的权利。如若必要, 申请者将被要求前往大使馆面试。

Processing officer to choose as appropriate/资料审核员根据适用情况选择:

- 1. The applicant has submitted all the supporting documents above./ 申请人已经递交了上述文件。**
- 2. The applicant has confirmed that he/she has no other documents to submit. I have advised him/her that failure to submit all necessary documents may result in the application being refused, but he/she has chosen to proceed with the application anyway./ 申请人已经确认她/他不提交其他文件, 我已告知其如不提交所有必要文件可能会导致被拒签, 但其选择继续提交申请。**

VISA FEE (签证费)		NAME OF AGENT 代理名称	
SERVICE FEE (服务费)		ADDRESS (CITY)地址	
COURIRER FEE (If any) 快递费 (如选)			
Other Fees (其他费用)		PHONE/电话	

Name & Signature of Officer /资料受理员签名

Date/日期

Applicant's Signature/申请人签名