

## **Schengen-visa additional information to Checklist**

### **个人申根签证材料清单**

Be kindly aware that this document in details describe items specified in the Checklist of the Consular section of the Embassy of the Czech Republic in Beijing and the Consulate General in Shanghai. External links to other Internet sites are provided as a convenience and should not be construed as the Consular section of the Embassy of the Czech Republic in Beijing and the Consulate General in Shanghai or as any endorsement of the entity including the accuracy of information contained therein.

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**Please Note:** The Embassy of the Czech Republic in Beijing and the Consulate General in Shanghai reserves the right to request additional information/documentation not mentioned in the harmonized list below, if necessary, to interview the applicant. The applicant is hereby informed that submitting the below-mentioned documents does not guarantee automatic issuance of a visa.

**注意：**捷克共和国驻北京大使馆领事处和捷克共和国驻沪总领事馆有权要求申请人补充下列清单中没有的材料，如有必要，申请人有可能被要求前往使馆面试；提交下述文件并不保证签证将自动获批。

**List of supporting documents to be submitted by applicants for short stay visas in China according to the purpose of travel**

根据旅行目的在中国申请短期签证需提交的材料清单

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List of supporting documents to be submitted by applicants travelling for the purpose of **individual tourism**/以个人旅游为目的的签证需提交的材料清单

1. Flight reservation: round-trip reservation

航班预订单：往返预订

2. Proof of accommodation: For the whole duration of the intended stay.

住宿证明：整个停留期间的住宿证明

3. Travel programme: documents providing clear evidence about the applicant's travel programme (transportation booking, itinerary, etc.)

旅行方案：提供有关申请人旅行的明确目的的文件（交通预订、行程等）

4. Proof of solvency: bank statements from the last 3 months, no deposits account

申请人偿付能力证明：最近 3 个月的银行对账单，非存款帐户

→ For employees:

对于在职人员：

– a sealed copy of the business licence of the employing company

– a dispatch letter from the employer (in English, or in Chinese with an English translation) on official company paper with stamp, signature, date and clearly mentioning:

- 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

– 单位营业执照盖章复印件

– 单位用抬头纸出具的在职证明（英文，或附有英文翻译的中文），有印章、签名、日期并提及：

- 雇佣公司的地址、电话和传真号码，
- 开证明负责人的姓名和职务，
- 申请人姓名、职位、工资和工作年限，
- 请假许可

## Individual tourism / 个人旅游

→ For retired persons: proof of pension or other regular income

退休人员：养老金或其他固定收入证明

→ For unemployed persons:

对于无业人员

- If married: letter of employment and income of the spouse and notary certificate of marriage with Apostille certificate.

- If single/divorced/widow/widower: Any other proof of regular income.

- 若已婚：配偶的在职和收入证明以及结婚证公证及海牙认证。

- 若单身/离婚/寡妇/鳏夫：任何其他固定收入证明。

List of supporting documents to be submitted by applicants travelling for the purpose of **business visit** /以商务为目的的签证需提交的材料清单

1. Invitation letter: on official company paper with stamp and signature, mentioning:

- the full address and contacts of the company
- the name and position of the countersigning officer
- purpose and duration of the visit
- detailed program
- the person or the entity who will bear applicant's travel and living costs
- whether the sponsor gives financial guaranty for the applicant's return to China

邀请函：在加盖公章并签字的公司正式文件上注明：

- 公司详细地址和联系方式
- 签字人员姓名和职位
- 访问目的和时长
- 详细计划
- 承担申请人旅行和生活费用的个人或实体；
- 担保人是否为申请人返回中国提供经济担保

2. Proof of solvency

- Proof of the solvency of the employing company
- Proof of the employee's personal solvency bank statements from the last 3 months, not deposits account

在职人员偿付能力证明

- 雇佣公司偿付能力的证明
- 申请人个人偿付能力的证明最近三个月的银行对账单，而非存款账户

3. Business license of the employing company:

- A sealed copy of the business license of the employing company

工作单位营业执照及雇主开具的证明信原件：

- 工作单位营业执照复印件盖公章

4. Dispatch letter from the applicant's employer:

On official company paper with stamp and signature, mentioning:

- full address and contact persons of the company
- the name and position of the countersigning officer
- name, position, salary and years of employment
- the purpose of the visit
- confirmation of position after the return
- the person or the entity who will bear the costs

在盖有印章和签名的公司正式文件上，提及：

- 公司的详细地址和联系人
- 签署人姓名和在公司中的职位
- 申请人姓名、职位、工资和工作年限
- 出行目的
- 确认返回后保留职位
- 承担申请人旅行费用、生活成本的个人或单位

List of supporting documents to be submitted by applicants travelling for the purpose of **employment (povolení k zaměstnání) or short professional training (zácvik)** /以工作及短期培训为目的的申请需提交的证明文件清单

1. Employment permit issued by the Czech Regional Labor Office (povolení k zaměstnání)<sup>1</sup> or Confirmation Letter from the Confederation of Industry of the Czech Republic for professional training (zácvik)<sup>2</sup>
  - An applicant who conducts work/employment for more than 7 continuous calendar days or more than 30 working days in one calendar year within the territory of the Czech Republic is under a legal obligation to lodge the Employment Permit (povolení k zaměstnání) issued by the Regional Labour Office according to the valid legislation.
  - if applicable Employment contract, letter of assignment or similar documents  
捷克地区劳动局签发的的工作许可 (povolení k zaměstnání) , 或捷克工业联合会出具的专业培训确认函 (zácvik)
  - 如申请人在捷克共和国境内从事工作或受雇时间超过连续 7 个日历日或一个公历年内累计超过 30 个工作日, 须依法提交捷克地区劳动局签发的有效工作许可 (povolení k zaměstnání)。
  - 如适用, 应同时提交劳动合同、派遣函或类似文件。

2. Proof of solvency

- Proof of the solvency of the employing company
- Proof of the employee's personal solvency bank statements from the last 3 months, not deposits account

在职人员偿付能力证明

- 雇佣公司偿付能力的证明
- 申请人个人偿付能力的证明最近 三 个月的银行对账单, 而非存款账户

3. Invitation letter: on official company paper with stamp and signature, mentioning:

- the full address and contacts of the company
- the name and position of the countersigning officer
- purpose and duration of the visit

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<sup>1</sup> <https://www.mpsv.cz/zadost-cizince-o-povoleni-k-zamestnani-o-prodlouzeni-povoleni-zamestnani-na-uzemi-ceske-republiky>

<sup>2</sup> <https://www.spcr.cz/zacvik-cizincu-zakladni-informace>

## Employment or short professional training / 工作及短期培训

- detailed program
- the person or the entity who will bear applicant's travel and living costs
- whether the sponsor gives financial guaranty for the applicant's return to China

邀请函：在加盖公章并签字的公司正式文件上注明：

- 公司详细地址和联系方式
- 签字人员姓名和职位
- 访问目的和时长
- 详细计划
- 承担申请人旅行和生活费用的个人或实体；
- 担保人是否为申请人返回中国提供经济担保

### 4. Business license of the employing company:

- A sealed copy of the business license of the employing company

工作单位营业执照及雇主开具的证明信原件：

- 工作单位营业执照复印件盖公章

### 5. Dispatch letter from the applicant's employer:

On official company paper with stamp and signature, mentioning:

- full address and contact persons of the company
- the name and position of the countersigning officer
- name, position, salary and years of employment
- the purpose of the visit
- confirmation of position after the return
- the person or the entity who will bear the costs

在盖有印章和签名的公司正式文件上，提及：

- 公司的详细地址和联系人
- 签署人姓名和在公司中的职位
- 申请人姓名、职位、工资和工作年限
- 出行目的
- 确认返回后保留职位
- 承担申请人旅行费用、生活成本的个人或单位

List of supporting documents to be submitted by applicants travelling for the purpose of **visit to family/friends**/ 以探亲访友为目的的申请需提交的证明材料清单

1. Invitation letter signed by the inviter

由邀请人签署的邀请函

2. Proof of relationship with sponsor:

→ For family visit: a notary certificate of family with Apostille

→ For friends visit: the proof of the relationship can be substantiated with original documents, original pictures, letter of invitation or similar documents

与邀请人关系证明:

→ 用于探亲: 有海牙认证的亲属关系公证书

→ 用于访友: 关系证明文件, 照片, 邀请函等

3. Proof of solvency of the applicant: bank statements from the last 3 months, no deposits account

申请人偿付能力证明: 最近 3 个月的银行对账单, 非存款帐户

→ For employees:

对于在职人员:

- a sealed copy of the business licence of the employing company

- a dispatch letter from the employer (in English, or in Chinese with an English translation) on official company paper with stamp, signature, date and clearly mentioning:

- 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

- 单位营业执照盖章复印件

- 单位用抬头纸出具的在职证明 (英文, 或附有英文翻译的中文), 有印章、签名、日期并提及:

- 雇佣公司的地址、电话和传真号码,

## Family or friends visit / 探亲访友

- 开局证明负责人的姓名和职务,
- 申请人姓名、职位、工资和工作年限,
- 请假许可

→ For retired persons: proof of pension or other regular income

退休人员：养老金或其他固定收入证明

→ For unemployed persons:

对于无业人员

- If married: letter of employment and income of the spouse and notary certificate of marriage with Apostille certificate.

- If single/divorced/widow/widower: Any other proof of regular income.

- 若已婚：配偶的在职和收入证明以及结婚证公证及海牙认证。

→ - 若单身/离婚/寡妇/鳏夫：任何其他固定收入证明。

### 4. Proof of the solvency of the inviting person:

- proof of a regular income over the last 3 months or bank statement on sufficient funds
- copy of the inviting person's passport/ ID
- copy of valid residence permit
- proof of accommodation

邀请人偿付能力证明：

过去三个月的收入证明或银行对账单，显示其具备足够资金；  
邀请人护照或身份证复印件；  
有效居留许可复印件  
住宿证明。

List of supporting documents to be submitted by applicants travelling for the purpose of **MICE (Meetings, Incentives, Conferences, Exhibitions)** / 为参加会议、奖励旅游、会议会展 (MICE) 活动而申请签证的人员需提交的文件清单

1. Invitation letter: on official company paper with stamp and signature, mentioning:
  - the full address and contacts of the company
  - the name and position of the countersigning officer
  - purpose and duration of the visit
  - detailed program
  - the person or the entity who will bear applicant's travel and living costs
  - whether the sponsor gives financial guaranty for the applicant's return to China

邀请函：在加盖公章并签字的公司正式文件上注明：

- 公司详细地址和联系方式
- 签字人员姓名和职位
- 访问目的和时长
- 详细计划
- 承担申请人旅行和生活费用的个人或实体；
- 担保人是否为申请人返回中国提供经济担保

2. Proof of solvency

- Proof of the solvency of the employing company
- Proof of the applicant's personal solvency bank statements from the last 3 months, not deposits account

在职人员偿付能力证明

- 雇佣公司偿付能力的证明
- 申请人个人偿付能力的证明最近三个月的银行对账单，而非存款账户

3. Proof of employer or educational institute:

- For employees: a sealed copy of the business license of the employing company
- For students: certificate of the school with the stamp and signature, online verification of study record or similar documents

雇主或教育机构证明:

- 在职人员: 公司加盖公章的营业执照复印件
- 在校学生: 学校出具并加盖公章、签字的证明, 或可在线验证的学籍记录, 或类似文件

4. Dispatch letter from the applicant's employer/educational institute

On official company paper with stamp and signature, mentioning:

- full address and contact persons of the company
- the name and position of the countersigning officer
- name, position, salary and years of employment
- the purpose of the visit
- confirmation of position after the return
- the person or the entity who will bear the costs

在盖有印章和签名的公司/教育机构正式文件上, 提及:

- 公司的详细地址和联系人
- 签署人姓名和在公司中的职位
- 申请人姓名、职位、工资和工作年限
- 出行目的
- 确认返回后保留职位
- 承担申请人旅行费用、生活成本的个人或单位

5. Flight reservation: round-trip reservation

机票预订: 往返机票预订单

6. Proof of accommodation: for the whole duration of the intended stay

住宿证明: 整个预计停留期间

List of supporting documents to be submitted by applicants travelling for the purpose of **study**/ 以学习为目的申请需提交的证明材料清单

1. Invitation letter from the Czech educational institute/school/university/college (proof of enrolment at an educational establishment for the purposes of attending vocational or theoretical courses with stamp and signature)  
– If applicable (not mandatory): proof of payment of course fees

捷克教育机构/学校/大学/学院的邀请函（用于参加职业或理论课程的在校证明，需加盖公章并签字）

- 如适用（非强制）：课程费用支付证明

2. Proof of solvency: bank statements from the last 3 months, no deposits account

偿付能力证明：最近 3 个月的银行对账单，无需存款账户

3. Flight reservation: round-trip reservation

机票预订单：往返机票预订单

4. Proof of accommodation: For the whole duration of the intended stay

住宿证明：整个预计停留期间

5. Letter from the Chinese educational institute school/university/college on official paper with stamp and signature, mentioning:

- full address and contacts of the organisation
- the name and position of the countersigning officer
- name, position, salary and years of employment (only for professionals)
- confirmation of participation
- entity that will pay for costs of travel and living

中国教育机构出具的官方信函，加盖公章，注明：

- 机构详细地址和联系方式
- 签字人姓名和职位
- 姓名、职位、工资和工作年限（仅限专业人士）
- 参与确认书
- 支付旅行和生活费用的实体

6. Minors (under 18 years of age): student card and original letter of the school, mentioning:

- full address, telephone number of the school
- permission for absence
- name and function of the person giving the permission.
- notary certificate of family relation or proof of guardianship with Apostille certificate
  
- when the minor is travelling alone or only with one parent: notary certificate with Apostille certificate of permission to travel from both parents or legal guardians, and when not in China, attested by the relevant authorities in the parents'/legal guardians' country of residence.

- In case one parent has full custody over the child: the court decision (with Apostille certificate) or the authorization (with Apostille certificate)

未成年 (18 岁以下) : 学生证复印件和学校证明原件, 需包含:

- 学校地址和电话
- 准假证明
- 开局证明负责人的姓名和职务
- 亲属关系或出生证的公证书(需要做外交部的海牙认证)
- 如父母一方或双方都不去,需提供父母双方或合法监护人的同意公证及海牙认证, 如果父母在外国, 可由中国驻外使领馆出具
- 如父母离异, 法院的抚养判决书需做公证及海牙认证, 或者另一方同意出行的公证书及海牙认证

List of supporting documents to be submitted by applicants travelling for the purpose of **cultural/sport events**/ 以体育赛事和文化交流为目的的清单

1. Original invitation letter from the organizers of the event of the country of destination on official paper mentioning:
  - purpose and duration of the stay
  - detailed program and itinerary
  - an indication of the costs of the study/sport and entity that will pay
  - indication of lodging during the period of the intended stay.

目的国活动主办方的邀请函原件，在官方文件中提到：

- 逗留的目的和期限
- 详细的节目和行程
- 表明学习/运动的费用和将支付费用的实体
- 入住期间住宿的说明

2. Original letter from the Chinese cultural or sports organisation (the letter must be in English or in Chinese and an English translation), on official paper mentioning:

- full address and contacts of the organisation
- the name and position of the countersigning officer
- name, position, salary and years of employment (only for professionals)
- confirmation of participation
- entity that will pay for costs of travel and living
- copy of business licence (and an English translation)

中国文化或体育组织的派遣信原件（必须是英文或者中英文），用单位抬头纸，须提及：

- 组织机构的完整地址和联系方式，
- 签署官员的姓名和职务
- 申请签证的职业人员的姓名、职位、薪水和工作年限；
- 参与活动的确认
- 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)

3. Proof of solvency: bank statements from the last 3 months, no deposits account

申请人偿付能力证明：最近 3 个月的银行对账单，非存款帐户

→ For employees:

对于在职人员：

- a sealed copy of the business licence of the employing company
- a dispatch letter from the employer (in English, or in Chinese with an English translation) on official company paper with stamp, signature, date and clearly mentioning:
  - 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
- 单位营业执照盖章复印件
- 单位用抬头纸出具的在职证明（英文，或附有英文翻译的中文），有印章、签名、日期并提及：
  - 雇佣公司的地址、电话和传真号码，
  - 开局证明负责人的姓名和职务，
  - 申请人姓名、职位、工资和工作年限，
  - 请假许可
- For retired persons: proof of pension or other regular income  
退休人员：养老金或其他固定收入证明
- For unemployed persons:  
对于无业人员
- If married: letter of employment and income of the spouse and notary certificate of marriage with Apostille certificate.
- If single/divorced/widow/widower: Any other proof of regular income.
- 若已婚：配偶的在职和收入证明以及结婚证公证及海牙认证。
- 若单身/离婚/寡妇/鳏夫：任何其他固定收入证明。
- 4. Flight reservation: round-trip reservation  
机票预订单：往返机票预订单
- 5. Proof of accommodation: For the whole duration of the intended stay  
住宿证明：整个预计停留期间

List of supporting documents to be submitted by applicants travelling as **EU Family Members** / 以欧盟家庭成员为目的的清单

### **Who is a “family member of EU citizen”?**

The expression “family member of EU citizen” is further used for family members of a citizen of any of the EU countries or Iceland, Lichtenstein, Norway and Switzerland (further only “EU citizen” for the purposes of these provisions), who is a:

- spouse,
- parent of an EU citizen, on condition that the EU citizen is under 21 years of age and lives in a common household with the applicant,
- child under 21 of an EU citizen, or such a child of the spouse of an EU citizen
- dependent direct relative in an ascending or descending line of an EU citizen, or such a relative of the spouse of an EU citizen

### **谁是一名“欧盟公民的家庭成员”?**

“欧盟公民的家庭成员”延伸指代任何欧盟国家公民或冰岛，列支敦士登，挪威和瑞士公民（以下简称欧盟公民）的家庭成员，他/她可以是

- 配偶,
- 抚养未满 21 岁的欧盟公民并和他/她居住在同一住所的父（母）亲,
- 欧盟公民未满 21 岁的子女或欧盟公民的配偶的未满 21 岁的子女,
- 欧盟公民或其配偶的没有独立生活能力的年长或年幼的直系亲属。

#### **1. Proof of the identity of an EU citizen and his/her family relationship with the applicant:**

- primarily, but not exclusively, the original or certified copy of the marriage/ birth/ other certificate with
- official translation into Czech, if necessary

欧盟公民的身份证明及欧盟公民和申请人的亲属关系材料证明:

- 主要，但不限于，婚姻/出生证的原件或证明/
- 其他证件的捷克语官方翻译件，如必要。

List of supporting documents to be submitted by applicants travelling **for other purpose of not falling into the above categories**/不属于上述类别的其他旅行目的  
申请人（例如过境、公务访问等）需提交的证明材料清单

1. Documents proving the purpose of the intended stay

证明旅行目的的文件

2. Proof of solvency: bank statements from the last 3 months, no deposits account

申请人偿付能力证明：最近 3 个月的银行对账单，非存款帐户

→ For employees:

对于在职人员：

– a sealed copy of the business licence of the employing company

– a dispatch letter from the employer (in English, or in Chinese with an English translation) on official company paper with stamp, signature, date and clearly mentioning:

- 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

– 单位营业执照盖章复印件

– 单位用抬头纸出具的在职证明（英文，或附有英文翻译的中文），有印章、签名、日期并提及：

- 雇佣公司的地址、电话和传真号码，
- 开局证明负责人的姓名和职务，
- 申请人姓名、职位、工资和工作年限，
- 请假许可

→ For retired persons: proof of pension or other regular income

退休人员：养老金或其他固定收入证明

→ For unemployed persons:

对于无业人员

## Other / 其他

– If married: letter of employment and income of the spouse and notary certificate of marriage with Apostille certificate.

– If single/divorced/widow/widower: Any other proof of regular income.

- 若已婚：配偶的在职和收入证明以及结婚证公证及海牙认证。

- 若单身/离婚/寡妇/鳏夫：任何其他固定收入证明。

### 3. Flight reservation: round-trip reservation

机票预订单：往返机票预订单

### 4. Proof of accommodation: For the whole duration of the intended stay

住宿证明：整个预计停留期间

## **Other documents additionally requested by the Embassy of the Czech Republic in Beijing and the Consulate General in Shanghai**

Common Documents for all purpose/公共材料

### 1. Short stay Schengen application form, original

Language: The form must be filled out in English preferably with blue ink pen.

Signature: As it appears in the passport.

The Schengen application form must be signed by the applicant on last column on page.

For applicants under 18 years of age,

- the application form must be signed by the parents or legal guardian.
- Minors (Under 18 years of age) are requested to be present at visa application centre in person.
- Minors (Above 6 years of age and under 18 years of age) must take live photo at visa application centre.

短期申根签证申请表，原件

完整填写并用蓝色笔签字的英文表格

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：

- 申请表必须由父母或法定监护人签名；
- 未成年人（18 岁以下）须本人到签证申请中心；
- 未成年人（6 岁及以上，18 岁以下）须现场采集照片。

### 2. One recent identity photo

One 3.5cm x 4.5cm colour photo with white background, taken within 6 months, forward-looking without any head-coverings.

一张 3.5cm x 4.5cm 彩色白底的照片（6 个月以内，免冠不能戴眼镜）

### 3. Travel Medical Insurance

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. The insurance should be purchased with passport as identification.

#### 旅行保险

须覆盖全部申根成员国、全部停留时间，且包含意外医疗、死亡、遗体遣送等在内的，总保额三万欧元以上的申根境外保险。购买保险时需使用护照作为身份证件。

#### 4. Minors (under 18 years of age): student card and original letter of the school, mentioning:

- full address, telephone number of the school
- permission for absence
- name and function of the person giving the permission.
- notary certificate of family relation or proof of guardianship with Apostille certificate
- when the minor is travelling alone or only with one parent: notary certificate with Apostille certificate of permission to travel from both parents or legal guardians, and when not in China, attested by the relevant authorities in the parents'/legal guardians' country of residence.

- In case one parent has full custody over the child: the court decision (with Apostille certificate) or the authorization (with Apostille certificate)

未成年（18 岁以下）：学生证复印件和学校证明原件，需包含：

- 学校地址和电话
- 准假证明
- 开局证明负责人的姓名和职务
- 亲属关系或出生证的公证书(需要做外交部的海牙认证)
- 如父母一方或双方都不去,需提供父母双方或合法监护人的同意公证及海牙认证，如果父母在外国，可由中国驻外使领馆出具
- 如父母离异，法院的抚养判决书需做公证及海牙认证，或者另一方同意出行的公证书及海牙认证

#### 5. For foreign applicants

Chinese residence permit (Copy and Original):

A foreign applicant is requested to proof a valid residence permit

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）

#### 6. Passport, original + copy

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.

Make sure your passport has two or more completely blank and unmarked visa pages (blank pages do not need to be adjoining pages)

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.

#### Passport damage

A passport is invalid if its ID page is damaged in any way on either side of the ID page or if the passport has been obviously soaked in water.

护照原件+复印件

在您提交申请之前，请检查以下项目：

请确保护照有效期至少在计划离开申根区日期之后三个月以上。如申请多次入境签证，上述日期应为最后一次离开申根区的日期。

护照内应至少有两页完整空白签证页（无需相邻）。

请提交护照首页（个人信息页）、末页（签名页）以及含有申根国家、英国、美国、加拿大、澳大利亚或新西兰签证的页面复印件。

受损或破损的护照将不被受理。

如果护照的身份证页有任何损坏，无论是正面还是背面，或者护照明显被水弄湿，则护照是不可接受的。

#### 7. Hukou (for Chinese nationals) original (only to show), + copy

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），出示原件

#### 8. Letter of authorization for visa application/passport return, original

Mandatory if you are entitled to choose to submit your application by a representative.

- Requirements:

- The signature on the letter of authorization needs to be the same as the one in the applicant's passport and Visa application form.
- The letter can't be sharable and each applicant has to present the original.
- Minor applicants under the age of 18: The letter of authorization must be signed by the parents or a legal guardian.
- 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.).

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：
  - 委托书上的签名必须与护照、签证申请表签名一致，
  - 委托书需单独开具，不可共用。
  - 未满 18 岁的未成年申请者：委托书必须由父母或法定监护人签名。
  - 如父母为未成年申请者代交，则不需提供委托书，但应提供户口等证明关系的材料。

9. Representative ID Card or passport, original and copy

Mandatory if you choose to submit your application by a representative.

代办人身份证或护照（原件和复印件）：如果您选择由他人代为递交申请，必须提供。