

TOURISM 旅游 (10)

The Embassy of the Czech Republic in Beijing (further only "the Embassy") reserves the right to request additional information/documentation not mentioned in the list below, to interview the applicant on the individual basis. The applicant is hereby informed that submitting the below-mentioned documents does not guarantee automatic issuance of a visa.

捷克共和国驻北京大使馆（以下简称“大使馆”）保留要求申请人提供下述清单以外的额外信息/文件的权利，并有权根据个人情况对申请人进行面谈。特此告知申请人，提交下述文件并不意味着签证将被自动签发。

- ☐ Application form (original), 短期申根签证申请表 (原件)
- ☐ Passport (original) + copy, 护照原件+复印件
- ☐ Travel Medical Insurance, 旅行保险
- ☐ Hukou+copy, 户口本整本复印件
- ☐ Accommodation – reservation only (whole stay)/酒店预订单
 - ☐ verify* (date, signature):
- ☐ Flight Ticket – reservation only (with PNR/机票预订单)
 - ☐ verify* (date, signature):
- ☐ Travel programme 旅行行程单
- ☐ Proof of solvency 偿付能力证明:
 - ☐ Bank statement
 - ☐ verify* (date, signature):
 - ☐ renewal request (date, signature):
 - ☐ Retired (pension), Unemployed (regular income/support)
- ☐ Business license, letter from employer (English) 工作证明文件
 - ☐ verify (two times)* (date, phone, signature):
 - OTYC
- ☐ Student card, School letter 学校证明文件
 - ☐ (date, phone, signature):
- ☐ Minor – permission to travel, court decision (English), birth certificate 同意书,判决书,出生证明

For the Embassy ONLY - additional documents requested (C-ADD-10):

- ☐ ADD10 TAX+SOCIAL (by email – date, signature)
 - ☐ sent ☐ delivered on:
- ☐ ADD10 missing-marked (requested by email on - date, signature):
 - ☐ sent ☐ delivered on
- ☐ I ☐ ☐ ☐ ☐ date (1): (show up: O), I ☐ ☐ ☐ ☐ date (2): (show up: O)

RECHECK: date:

☐ flight ☐ accommodation: Signature date:

Declaration of the Applicant 申请人声明:

I confirm that I have been advised to deliver missing documents to the email address Beijing.Visacorrespondence@mzv.gov.cz to the Embassy 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 documents and that my visa application might be refused (Visa Code 810/2009 – Article 23).

本人确认已被告知需要在 5 个工作日内将所缺材料通过邮件补充发送至捷克使领馆邮箱 Beijing.Visacorrespondence@mzv.gov.cz。本人签字同意，若未能在规定时间内补交所需的材料，本人的申请受理将基于不完整的材料，并可能因此导致拒签（Visa code 810/2009 – Article 23）

I confirm that I have been informed that all presented documents should be translated to English or in Czech. The only exceptions to this requirement are: Hukou, bank account statement, personal ID & temporary residence card. I understand that if translation of other documents is missing the Embassy 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 have been informed that the Embassy should decide on my visa application within 15 days upon its arrival to the Embassy. Due to the fact I have just submitted a visa application earlier than 15 days before the expected trip it may not be decided on time. I bear all responsibility for any damage, including financial, which may occur in such cases.

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。

VAC Officer & Date, 签证中心员工签字及日期:

Applicant's Signature, 申请人签字:

Instruction for VFS how to mark: ☒missing ☐lodged; missing must be marked (!) by a marker as well. The sign O is for the Embassy only.

Note: *To be printed out result if necessary/possible.

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Short stay Schengen application form, original: Language: The form must be filled out in English preferably. Signature: As it appears in the passport. The Schengen application form has to be signed by the applicant on the last column on page. For applicants under 18 years of age, the application form must be signed by the parents or legal guardian. 短期申根签证申请表, 原件: 完整填写英文表格。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。
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 a 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). The passport must be signed by its owner with an official signature in all the required places, otherwise, your application cannot be accepted by the visa application center. Copy of the first (identity information) page and the visa pages containing visas from Schengen country. 护照原件+复印件: 在您提交申请之前, 请检查以下项目: 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。请确认您的护照上至少有两页空白签证页。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。护照首页 (个人信息页), 以及申根的签证页 (如有)。
One recent photo of identity 一张近期照片: 13.5cm x 4.5cm color photo with white background, taken within 6 months, no photoshop, forward-looking without any head-coverings. 1 张 6 个月以内 3.5cm x 4.5cm 彩色白底的照片, 无修图, 免冠不能戴眼镜。
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. 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
Hukou (for Chinese nationals) original (only to show), +copy: Copies of the whole hukou including the holder pages and all members 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
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
Flight reservation: round-trip reservation with PNR number (with no PNR is flight reservation invalid) - 带有 PNR 编号的往返航班预订单, 没有编号的订单视为无效
Travel program: documents providing clear evidence about the applicant's travel program (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)
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: a sealed copy of the business licence of the employing company, a 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. For retired persons: proof of pension or other regular income For unemployed persons: 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 – 对于在职人员: 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 – 退休人员: 养老金或其他固定收入证明 – 无业人员: 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
For foreign applicants: Chinese residence permit (Copy and Original, valid at least 3 months after the planned departure date from the Schengen area): 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, 有效期须超过离开申根国家 3 个月以上)
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

Instruction for VFS how to mark: ☒missing ☐lodged; missing must be marked (!) by a marker as well. The sign ○ is for the Embassy only.

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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

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