

APPLICANT'S NAME / 申请人姓名:	PASSPORT NUMBER / 护照号码:
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	MANDATORY REQUIREMENTS/所需材料	Yes	No
1	Visa Application filled and signed / 签证申请表, 填写完整并签字		
2	Valid passport and copy (first page + previous visas and stamps) / 有效期内护照和复印件 (首页+之前的签证页和出入境章)		
3	One recent passport photo / 一张近期护照标准照片		
4	Travel insurance (min. coverage EUR 30.000,00 + COVID-19) / 医疗保险 (保险额度至少3万欧元+新冠肺炎治疗费)		
5	Preliminary flight reservations from/to China / 往返中国的机票预订单		
6	Proof of accommodation / 住宿证明		
7	Proof of employment, study or retirement / 在职、学生或退休证明 EMPLOYEES / 在职证明: <input type="checkbox"/> Employment Certificate (salary, position, years of service, return guarantee) 在职证明 (包括: 薪水、职务、工作年限、返回后职位保证) <input type="checkbox"/> Stamp of the company; signature, position and contact information 公司章、签字、职位和联系方式 <input type="checkbox"/> Leave approval 同意休假 <input type="checkbox"/> Copy of Business License by Chinese Enterprise with original seal 公司营业执照复印件, 加盖公章 STUDENTS / 在读证明: <input type="checkbox"/> Study certificate (incl. phone number, address, leave approval, name of permitting person) 在读证明 (包括在读学校的电话、具体地址, 准假确认以及批准人的姓名和职务) RETIREEES / 退休证明: <input type="checkbox"/> Retirement certificate 退休证 <input type="checkbox"/> Proof of retirement benefits / other regular income 退休金/其他固定收入 UNEMPLOYED PEOPLE / 无职业人员: <input type="checkbox"/> if married: spouse's sponsorship letter + marriage certificate 已婚人员: 配偶的资助函和结婚证 <input type="checkbox"/> if single, divorced or widowed: other proof of regular income 未婚、离婚或丧偶人员: 任何固定收入证明		
8	Proof of sufficient traceable financial means; account statement showing (Bank card with salary flow for the last 3 months / Bank card with pension flow for the last 3 months) / 足够的可追溯的资金证明; 银行对账单 (能证明申请人近三个月的工资/退休金等固定收入情况)		
9	Copy of Hukou and ID-Card / 户口本和身份证 (复印件)		
10	Letter of authorization for visa application/passport return / 签证申请/护照返还委托书		

ONLY TICK IF APPLICABLE 如适用, 请勾选

I have been made aware by the staff of VFS that **mandatory document(s) are missing**, yet I choose to hand in my visa application nonetheless with the potential consequence of facing an amendment request.

VFS 的工作人员已经提醒我缺少所需材料, 但我还是选择递交我的签证申请, 尽管很有可能面临被要求补交材料的后果。

Please be informed that the Austrian Consulate General might directly contact you via email or telephone should there be further questions! 请注意, 如果奥地利总领事馆有进一步的问题, 使馆工作人员可能会直接通过电子邮件或电话与您联系!

VISA Fee (签证费)	Service Fee (服务费)	Courier Fee (if any) 快递费 (如选)

Name & Signature of VAC Officer

Applicant's Signature 申请人签字

Application QC: _____

Applicant's E-Mail 申请人邮箱

Bio Data QC: _____

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SPECIAL REQUIREMENTS (IF APPLICABLE) / 辅助材料, 如适用		Yes	No
Invitations / 邀请函			
11	Personal letter in support of application / 有助于您签证申请的说明 OPTIONAL 可选		
12	Letter of invitation with travel itinerary / 邀请函包括旅行日程安排		
13	EVE ("electronic letter of guarantee") / 电子担保函 OPTIONAL 可选		
14	Proof of relationship to inviting person / 与邀请人的关系证明		

Business Visit / 商务签证		Yes	No
16	Letter of invitation by the inviting Austrian business / 奥地利公司邀请函		
17	Work authorization from the Austrian employment agency (AMS) / 奥地利就业服务局工作许可 FOR WORK OR TRAINING PURPOSES / 以就业或培训为目的		
18	Cover letter from the dispatching Chinese enterprise / 中方派出公司介绍信		
19	Business license of Chinese enterprise / 中国公司的营业执照		
20	Bank statement of the employing company / 雇用公司的银行对账单 ONLY IF EXPENSES ARE BORNE BY EMPLOYER / 如果雇佣公司承担费用		
21	EVE or GVE ("electronic letter of guarantee") / 电子担保函 OPTIONAL 可选		

Medical Reasons / 医疗签证		Yes	No
22	EVE ("electronic letter of guarantee") / 电子担保函 OPTIONAL 可选		
23	Confirmation of the treating hospital / doctor in Austria / 奥地利医院/医生的确认函		
24	Proof of financing of treatment costs / 治疗费用支付证明		

Study Purposes / Language Courses / 学生居留/语言班		Yes	No
25	Complete curriculum vitae (CV) / 完整的简历 GER or ENG/德文或英文		
26	Explanatory statement / 陈述理由		
27	Proof of previous education / 之前所受教育证明		
28	Admission letter by the Austrian school/university / 奥地利中小学或大学录取通知书		
29	EVE ("electronic letter of guarantee") / 电子担保函 OPTIONAL 可选		

Minors / 未成年人		Yes	No
30	Birth certificate (with English or German translation; legalized/apostilled by MFA (The Hague Apostille Convention)) / 出生证 (需要英文或者德文翻译件; 经由中国外交部认证或附加证明书 (海牙认证))		
31	Certificate of permission to travel alone/with one parent (legalized/apostilled by MFA (The Hague Apostille Convention)) / 如果单独旅行或与单方家长旅行: 由家长出具同意书, 或不随同旅行的另一方家长出具同意书 (经由中国外交部认证或附加证明书 (海牙认证))		
32	Copy of parents' passports (and valid visas, if any) / 家长护照复印件 (和有效签证, 如有)		
33	Application form signed by both legal guardians / 由双方法定监护人签署的申请表		