

Checklist for Voluntary Work Visa
志愿工作签证审核表

Name: _____ 姓名	Contact No.: _____ 联系电话		
Passport Number: _____ 护照号	E-mail Address: _____ 邮件地址		
Essential documents/必要材料	Yes/有	No/没有	Remarks/备注
1. Visa application form: The form is available online at https://formulario-mre.serpro.gov.br . A separate form must be completed for each applicant. Once filled out, the form should be printed and signed. Please note: The signature on the Visa Application Form Receipt – RER receipt must match the applicant’s signature on his/her passport. Additionally, when filling out the online form, any information originally in Chinese characters (e.g., names, addresses) must be entered using Pinyin/Latin letters, not Chinese characters. If the applicant is under 18 years of age, both parents/legal guardians must sign the Visa Application Form Receipt – RER on the applicant’s behalf.). 签证申请表：可通过以下网址在线获取： https://formulario-mre.serpro.gov.br 。每位申请人须单独填写一份表格，填写完成后需打印并签名。 请注意：签证申请回执（RER）上的签名必须与申请人护照上的签名一致。此外，在线填写表格时，所有原为中文的信息（如姓名、地址）均须使用拼音/拉丁字母填写，不得使用中文字符。 若申请人未满18周岁，须由父母双方/法定监护人代为在签证申请回执（RER）上签名			
2. Original passport. The passport must be signed and have at least two blank visa pages. Please note: a minimum of six month validity of the passport is not a requirement for issuing the visa, but is a common requirement by airline companies travelling to Brazil. 护照原件：护照须已签名，且至少包含两页空白签证页 请注意：护照有效期不少于6个月并非签证签发的强制要求，但却是前往巴西的航空公司普遍要求的条件。			
3. One recent photograph not older than 6 months, size 4cm x 5cm, in color, front view, white background. 近期免冠照片1张：6个月内拍摄，尺寸为4厘米×5厘米，彩色正面照，白色背景。			
4. Proof of financial status and/or means of support during the applicant’s stay in Brazil. a. Bank statements for the last three months, issued within 10 days prior to the date of submission of the visa application; b. The balance must be sufficient to cover expenses in Brazil for the entire duration of the trip; 申请人在巴西停留期间的经济状况及/或资金支持证明： a. 过去3个月的银行对账单，须在提交签证申请之日前10天内出具； b. 余额须足以覆盖申请人在巴西整个停留期间的费用。			
Printed copy of the round-trip flight itinerary (in English or Portuguese), or a statement from a travel agency addressed to the Consular Section of the Embassy/Consulate, containing the passenger’s name, confirmed itinerary, flight numbers, and arrival/departure dates.			

5.	往返航班行程单打印件（英文或葡萄牙文），或由旅行社出具、致使馆/领事馆领事部门的说明函，需包含乘客姓名、确认的行程、航班号及抵离日期。			
6.	<p>Invitation letter from the Brazil-based institution, detailing the nature, duration, and terms of the voluntary work, and confirming that the activities are non-profit and that no remuneration will be provided. 巴西当地机构出具的邀请函：需详细说明志愿服务的性质、期限及相关条款，确认该活动为非营利性且不提供任何报酬。</p> <p>Brazilian invitation letters may be submitted with one of the following types of signatures: A. Qualified electronic signature, as defined under Brazilian Law No. 14,063/2020; or the free electronic signature issued through the official Brazilian government portal gov.br. B. Digitally notarized electronic signature (via <i>e-notariado</i> – Brazil’s remote online notarization service). C. Wet-ink (physical) signature, provided the document is notarized at a Brazilian notary public (<i>cartório</i>) and submitted together with one of the following: (C.a) The original notarized copy; (C.b) A certified true copy (<i>cópia autenticada</i>) of the notarized letter; or (C.c) A high-resolution scanned copy of the notarized letter, clearly displaying a QR code or verification code that enables online validation of the notarization through the official notary registry’s website.</p> <p>Please note: In cases where the invitation letter is signed using the gov.br electronic signature, the consular authority may request, during the visa application review, the submission of the original PDF file used to generate the signed document. The applicant must provide this file upon request. Scanned or printed copies of the gov.br-signed letter, or any modified, altered, or corrupted versions of the original PDF file, may prevent successful verification of the signature and could negatively impact the visa assessment. The applicant bears full responsibility for maintaining the integrity, authenticity, and verifiability of the submitted electronic document.</p> <p>巴西邀请函可附有以下任一类型的签名：A. 符合巴西第14,063/2020号法律规定的合格电子签名；或通过巴西政府官方网站gov.br签发的免费电子签名。B. 数字公证的电子签名（通过e-notariado—巴西远程在线公证服务）。C. 湿墨签名(实体签名)，前提是文件已在巴西公证处（cartório）公证，并随附以下任一文件：（C.a）经公证的原件；（C.b）经公证信函的公证副本（cópia autenticada）；或（C.c）经公证信函的高分辨率扫描件，清晰显示二维码或验证码，以便通过官方公证登记处网站在线验证公证情况。请注意：若邀请函使用gov.br电子签名签署，领事机构在签证申请审核期间可能会要求提交用于生成已签名文件的原始PDF文件。申请人必须按要求提供该文件。gov.br签署信函的扫描件或打印件，或原始PDF文件的任何修改、篡改或损坏版本，均可能导致签名验证失败，并可能对签证评估产生不利影响。申请人对所提交电子文件的完整性、真实性和可验证性负全部责任。</p>			
7.	<p>Supporting documents While only certain documents are mandatory, applicants are strongly encouraged to include relevant supporting materials whenever available. Although not compulsory, such documentation can help clarify the purpose of travel, demonstrate strong ties to the applicant’s country of</p>			

<p>residence, and provide valuable context that may positively influence the visa decision.</p> <p>1) Previous passport(s), if available;</p> <p>2) Printout of hotel reservation in Brazil (in English or Portuguese). When visiting relatives or friends residing in Brazil, please provide an invitation letter from a Brazilian citizen or a foreigner with a residence permit in Brazil. The letter should indicate the purpose and duration of the visit and confirm responsibility for housing and related expenses during the guest's stay. A copy of the Brazilian ID card or passport of the person who issued the invitation letter must be provided, and the signature on the ID or passport must match the signature on the letter.</p> <p>辅助材料</p> <p>尽管仅部分文件为强制要求，但强烈建议申请人在有相关材料的情况下，一并提交辅助证明文件。此类文件虽非必需，却有助于阐明出行目的、证明申请人与居住国的紧密联系，并提供能对签证审批产生积极影响的重要背景信息。</p> <p>1. 如有，需提供过往护照；</p> <p>2. 巴西境内酒店预订确认单打印件（英文或葡萄牙文）。若赴巴西探访亲友，需提供巴西公民或持有巴西居留许可的外籍人士出具的邀请函，注明探访目的、停留期限，并确认承担申请人停留期间的住宿及相关费用。同时须提供邀请人巴西身份证或护照复印件，且证件上的签名须与邀请函签名一致。</p>			
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VISA Fee (签证费)	
Service Fee (服务费)	
Courier Fee (If any) 快递费 (如选)	
Other Fees (其他费用)	

Name & Signature of Processing Officer
资料审核员签名

Date/日期/Data

Applicant's Signature 申请人签名