

Checklist for ADS Group
ADS 团体签证申请审核表

Name: _____ (姓名)	Purpose of Visit: _____ (访问目的)
Passport Number: _____ (护照号)	Contact No.: _____ (联系电话)
	E-mail Address: _____ (邮件地址)

Prepare all the necessary documents listed below before you deliver the application, **otherwise the application might be refused by the Embassy/Consulate General of Estonia in China.** The required documents have to be translated into English or Estonian in a separate document according to the instructions below.

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爱沙尼亚驻华使领馆拒签。按照须知规定，所需材料需另附英文或者爱沙尼亚语翻译。

Note: The application material should be placed in the following order
 备注: 请将申请材料按以下顺序排列:

Required Documents/所需材料	Yes/有	No/没有	Remarks/备注
1. Passport or other travel document and one copy of the identification page. Travel document must be valid at least 90 days after the expiration of visa and not older than 10 years. Travel document must have at least two consecutive blank pages. Damaged travel documents cannot be accepted. 护照或其他有效旅行文件及一份护照身份页的复印件。 护照应是在过去 10 年内签发，且在要签发的签证有效期后仍有至少 90 天的有效时间。 护照应有至少两页连续的空白页，损坏护照将不予受理。			
2. Visa application form, signed by the applicant (if minor, signed by both parents or legal guardians, at least 15 years old may lodge and sign a visa application personally), accompanied by one color photograph with the following specifications: passport type, light color background 35mmx45mm, dating from the last 6 months 一份填写正确并由申请人亲笔签名的申请表（未满 15 岁的申请人须由双方父母或法定监护人签字），以及一张护照照片尺寸的彩照，照片需为浅色背景，35x45 毫米，并需为最近六个月内所照。			

3.	<p>Travel medical insurance, original or one copy of the certificate. Handwritten certificates will not be accepted. The name of the insured should be written also in pinyin. Travel insurance must be valid in the Schengen area and for the entire duration of stay in the Schengen area. 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.</p> <p>旅行医疗保险：原件或复印件均可（手写不接受）。被保险人的名字和拼音均应体现在保单里。旅行医疗保险必须覆盖申根地区，其有效期必须包括所有在申根地区的停留时间，保额至少为 3 万欧元并包含紧急医务治疗，紧急医疗转移以及遗体转移。</p>			
4.	<p>Proof of solvency of the applicant: bank statements from the last 3 months. Notes: No deposit account. In case credit card bank account is provided, please be sure that copy of the card and credit limit are shown. Students can provide parents' bank statements and employment certificate, together with relationship notary certificate, legalized by the Ministry of Foreign Affairs, and for adults (over 18 years of age) university letter and student card.</p> <p>For married couples travelling together, please provide also marriage certificate in copy, as proof of the relation.</p> <p>申请人资金证明：最近三个月的活期银行对账单 注明：无需定期存款。如提供信用卡对账单，需提供信用卡复印件及信用额度。 如学生：可以提供父母的活期对账单，在职证明，由中国外交部认证的亲属关系公证书。（如成年学生）需提供大学在读证明及学生证。 若为已婚夫妇同行，需提供结婚证复印件。</p>			

5.	<p>Employment certificate, original Notes: Letter from the employer (in English, or in Chinese with English or Estonian 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; - confirmation of position after return; - the person or entity who will bear travel and living costs during the visit.</p> <p>For retired persons: -proof of pension (certificate) or other regular income.</p> <p>For unemployed persons: - if married, letter of employment and income of the spouse and notary certificate of marriage, legalised by the Ministry of Foreign Affairs; - if single/divorced/widow/widower, any other proof of regular income (in case is a family member covering the expenses, please also provide notary family certificate, legalised by the Ministry of Foreign Affairs). -In case the applicant is a self-employed or free-lance: documents proving his/her professional activity.</p> <p>在职证明，原件 注明：英文在职信或中文在职信（翻译成英文或爱沙尼亚语）。用公司抬头纸开具，加盖公章，带有签字和开具日期。证明中要写明以下信息： -公司地址，固定电话，传真号码； -签字人的姓名和职位； -申请人的姓名，职位，薪水和入职年限； -注明承担本次旅行费用的出资人或出资单位； -准假声明； -保留职位声明。</p> <p>退休人员： -退休证明（退休证）或其他固定收入证明。</p> <p>无业人员： -如已婚，需提供配偶的在职收入证明以及由中国外交部认证的结婚公证书； -如未婚/离婚/丧偶，需进一步提供其他固定收入证明（如其家庭成员承担此次旅行费用，需提供由中国外交部认证的亲属关系公证书）。 - 如果申请人为自由职业者，需要提供文件以证明其工作情况。</p>			
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6.	<p>A sealed copy of the business license of the employing company Notes: for people working for organizations or institutions who do not have a business license (such as Universities or Government financed institutions), such document is not needed.</p> <p>盖有公章的公司营业执照复印件 注明：若申请人工作的组织或机关无营业执照则无需提供。 （例如，大学和政府机构）</p>			
7.	<p>(For minors under 18 years of age) student card, original letter of the school and family relation certificate: Notes: Letter of the school must mention: -full address, telephone number of the school, permission for absence; -name and function of the person giving the permission. To prove family relation, following documents must be provided: -notary certificate of family relation or proof of guardianship, legalized by the Ministry for Foreign Affairs; when the minor is travelling alone or only with one parent: -notary certificate of permission to travel from both parents or legal guardians, legalized by the Ministry of Foreign Affairs, and when not in China attested by the relevant authorities in the parents'/legal guardians' country of residence. -In case one of the parents passed away, please be aware that death certificate legalized by Ministry of Foreign Affairs might also be asked.</p> <p>(若申请人未满十八岁) 学生证，在读证明原件，亲属关系证明 注明：在读证明需写明： -学校的完整地址，固定电话和准假声明； -准假人的姓名和职务。 为证明亲属关系，需提供以下材料： -由中国外交部认证的亲属关系公证书或监护关系公证书。 如未成年人单独旅行或仅与父母一方同行： -需提供由父母双方签字或监护人签字的同意未成年人出国委托公证书。如果父母或者监护人不在国内，需提供由国外主管部门签署的同意未成年人出国委托公证书。 -如果父母一方已去世，有可能会被要求提供由外交部认证的死亡公证书。</p>			
8.	<p>Original “Hukou” with photocopies of all the pages (only for Chinese nationals).</p> <p>户口本原件及户口本所有页的复印件（只针对中国公民）</p>			
9.	<p>ID Copy (Original and photocopy) 身份证复印件（原件及复印件）</p>			

<p><u>To be provided by the travel agency:</u> <u>旅行社需提供:</u></p> <p>Explanation letter in English, on official travel agency paper containing the agency's stamp, with the following details:</p> <ol style="list-style-type: none"> Detailed itinerary of the entire trip (flight reservation; transportation details; confirmed hotel bookings - including phone and fax numbers and signature and stamp of the hotels booked for the group in the Schengen area, indicating the dates of each stay in every hotel (all members of the group shall stay at the same hotels). Name, address, phone and fax number, contact person, e-mail address, group reference number from the incoming tour operator in the Schengen Area. <p>用旅行社正式抬头纸出具并盖章的英文解释信（照会），应涵盖下列信息：</p> <ol style="list-style-type: none"> 详细旅行行程安排（航班预订单；交通细节；已确认的酒店预订单 - 申根地区每段行程的酒店名称和地址（包括电话和传真号码，（所有申请人应住在同一酒店）。 申根地区地接社的名称、地址、电话、传真、联系人、电子邮件地址、团组查询号码。 			
<p><u>Information on the tour leader:</u> <u>领队信息:</u></p> <ol style="list-style-type: none"> Last name, first name, sex, date of birth, passport number, Schengen visa number of the tour leader of the group (photocopy of passport ID and Schengen Visa Pages) CNTA approved tour leader card in case the tour leader has no visa, please provide all needed documents for his/her visa application; in case the tour leader already has a valid visa, please provide a copy of the visa; 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. <ol style="list-style-type: none"> 旅行社领队的申根签证号码、姓名、性别、出生日期、护照号码（需提供领队的护照数据页复印件及有效申根签证页复印件） 中国国家旅游局审批的领队证 如领队无签证，请提供他/她的签证申请的全部所需材料；如领队持有有效签证，请提供签证复印页；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。 			

Note: The Embassy reserves the right to request additional information/documentation and, if deemed necessary, 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。

Inquiry Officer to choose as appropriate
资料审核员根据适用情况选择:

- The applicant has confirmed that s/he has no other documents to submit
申请人已经确认她/他不提交其他文件

2. The applicant has submitted the supporting documents above. I have advised him / her that failure to submit all necessary documents may result in the application being refused, but s/he has chosen to proceed with the application.

申请人已经递交了上述文件，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 TRAVEL AGENT 代理名称	
Service Fee (服务费)		ADDRESS 地址	
Courier Fee (If any) 快递费 (如选)			
Other Fees (其他费用)		TEL/电话	

Name & Signature of Processing Officer
(资料受理员签名)

Date/日期

Applicant's Signature (申请人签名)