

## Checklist for Individual Tourism

### 个人旅游签证申请审核表

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

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>For minors (under 18):</p> <p>Student card &amp; Original letter of the school: mentioning:</p> <ul style="list-style-type: none"> <li>- Full address, telephone number of the school</li> <li>- Permission for absence</li> <li>- Name and function of the person giving the permission</li> <li>- Notary Certificate of family relation or proof of guardianship, legalised by MFA</li> </ul> <p>未成年人（18 岁以下）：</p> <p>学生证 + 学校出具的证明信原件 包含如下信息：</p> <ul style="list-style-type: none"> <li>- 完整的学校地址及电话</li> <li>- 准假证明</li> <li>- 批准人的姓名及职位</li> <li>- 家庭关系或监护关系公证书，并由外交部认证</li> </ul>			
5.	<p><b>Minors travelling alone or with one parent:</b></p> <ul style="list-style-type: none"> <li>- Notary Certificate of permission to travel from both parents or legal guardians and legalized by MFA, and when not in China, attested by the relevant authorities in the country of residence.</li> </ul> <p>未成年人单独旅行或者和单方家长旅行时：</p> <p>一由双方家长或法定监护人出具的出行同意书的公证书，并由外交部认证；在中国境外办理时，由境外相关政府机构办理该公证。</p>			
6.	<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>			
7.	<p>ID Copy (Original and photocopy)</p> <p>身份证复印件（原件及复印件）</p>			

8.	<p>1) <b>Proof of accommodation:</b> For the whole duration of the intended stay.</p> <p>Notes: documents must cover the whole stay in Schengen area. For example: hotel bookings, rental apartment contracts, etc.</p> <p>住宿证明：涵盖在申根国家停留的全部期间</p> <p>注明：材料必须涵盖在申根国家停留的全部区域。例如：酒店预订单，租赁合同等。</p> <p>2) <b>Flight Reservation:</b> round- trip reservation. Reservation document must indicate applicant's name, departure city and destination.</p> <p>机票预定单：往返机票</p> <p>机票预订单需包含申请人姓名，出发城市及目的地。</p>			
9.	<p><b>Travel programme (itinerary).</b></p> <p>Notes: documents providing clear evidences about the applicant's travel programme in Estonia and in Schengen area. The itinerary must state cities and dates. Transportation booking can be provided.</p> <p>旅行计划（行程单）：</p> <p>注明：提供的材料能够清晰展示在爱沙尼亚和申根地区的旅行计划。行程单需注明城市和日期。可以提供交通预定单。</p>			
10.	<p><b>Proof of solvency of the applicant: Bank statements from the last 3 months, no deposits.</b></p> <p><b>申请人偿付能力证明：</b>最近 3 个月的银行对账单，无需存款证明。</p>			

<p>11.</p>	<p><b>For Employees:</b>  A sealed copy of the business license of the employing company;  A letter from the employer (in English, or in Chinese with 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  <b>For Retired persons:</b>  Proof of pension or other regular income  <b>For Unemployed adults:</b>  If married: Letter of employment and income of the spouse + Notary certificate of marriage, legalised by MFA.  If single/divorced/widow/widower: Any other proof of regular income.</p> <p><b>在职人员:</b>  由任职公司盖章的公司营业执照复印件  由雇主出具的证明信（英文件，或中文附上英文翻译），需使用公司正式的信头纸并加盖公章，签字，并明确日期及以下信息：  -任职公司的地址、电话及传真号码  -任职公司签字人的姓名和职务  -申请人姓名、职务、收入及工作年限  -准假证明  <b>退休人员:</b>  养老金或其他固定收入证明  <b>未就业成年人:</b>  已婚者：配偶的在职和收入证明、婚姻关系公证书（由外交部认证）  - 单身 / 离异 / 丧偶：其他固定收入证明</p>			
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**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:

1. 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	

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

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**Date/日期**

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**Applicant's Signature (申请人签名)**