

Checklist for Cultural/Sport Event/Study

文化/体育活动/学习签证申请审核表

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

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 must 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</p> <p>Passport or other travel documents and one copy of the identification page.</p> <p>Travel documents must be valid at least 90 days after the expiration of visa and not older than 10 years.</p> <p>Travel documents 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。</p> <p>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。</p> <p>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</p> <p>Visa application form, signed by the applicant (for minors under the age of 15, signature must be signed by both parents and legal guardians), accompanied by one color photograph with the following specifications: light color background, 35 mm*45 mm, 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），以及一张彩色照片，照片需为浅色背景，尺寸为 35x45 毫米，并需为最近六个月内所照。</p>			

3	<p>Travel medical insurance, Original or photocopy is acceptable. Handwritten certificates will not be accepted.</p> <p>The name of the insured should be written also in pinyin.</p> <p>Travel insurance must be valid in the Schengen area and for the entire duration of stay in the Schengen area.</p> <p>The insurance must have minimum coverage of 30,000 euro and cover costs of any emergency medical treatment, 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）。</p> <p>被保险人的姓名需以拼音的形式体现在保单上。</p> <p>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。</p> <p>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 & Original letter of the school mentioning:</p> <ul style="list-style-type: none"> - 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, legalised by MFA <p>-未成年人（18 岁以下）：</p> <p>-学生证 + 学校出具的证明信原件并包含如下信息：</p> <p>完整的学校地址及电话准假证明</p> <p>批准人的姓名及职位</p> <p>亲属关系或监护关系公证书，并由外交部认证</p>			
5	<p>For minors travelling alone or with one parent:</p> <ul style="list-style-type: none"> - 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. <p>18岁以下未成年人单独旅行或者和单方家长旅行时：</p> <p>-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>For sports events:</p> <p>Original letter of invitation on official paper from the host organization, mentioning :</p> <ul style="list-style-type: none"> - Purpose and duration of the stay - Detailed program and itinerary - An indication of the costs of the study/sport and entity that will pay for them - Indication of lodging during the period of your intended stay. <p>For cultural events or study:</p> <p>Original letter of invitation on official paper of the host organization to participate in scientific, cultural and artistic events, including university exchange programs, short term courses, etc., mentioning :</p> <ul style="list-style-type: none"> - Purpose and duration of the stay - Detailed program and itinerary - An indication of the costs of the study/sport and entity that will pay for them - Indication of lodging during the period of your intended stay. <p>Note: If only copies can be provided, the invitation letter with Estonian electronic signature must be sent to consular.beijing@mfa.ee (the Consular Department of the Estonian Embassy in China) via e-mail.</p> <p>如为体育活动：提供主办方用正式信头纸开具的邀请函原件，并须包含如下信息：</p> <ul style="list-style-type: none"> - 访问的目的和停留时间 - 详细的日程和路线安排 - 注明学习/体育活动的费用以及支付费用的单位 - 注明整个停留期间的住所 <p>如为文化活动或学习项目：提供主办方（参加科学，文化和艺术活动）的用正式信头纸开具的邀请函原件，包括大学交换项目，短期课程等，并须包含如下信息：</p> <ul style="list-style-type: none"> - 访问的目的和停留时间 - 详细的日程和路线安排 - 注明学习/体育活动的费用以及支付费用的单位 - 注明整个停留期间的住所 <p>备注：如只能提供复印件，带有爱沙尼亚电子签名的邀请函需通过邮件发送至爱沙尼亚驻华使馆领事部 consular.beijing@mfa.ee</p>			
---	--	--	--	--

7	<p>For cultural or sports activities: Original note/letter on official paper with stamp from the Chinese cultural or sports entity. (The letter must be in English or in Chinese and an English translation) , mentioning: -Full address and contacts of the organisation -The name and position of the countersigning officer -Name, position, salary and years of employment (only for professionals) -Confirmation of participation; - Entity that will pay for costs of travel and living - Copy of business license (and an English translation)</p> <p>如为文化或体育活动: 中国文化或体育实体机构的照会/证明原件 (英文件, 或中文附上英文翻译) 需使用正式信头纸并加盖公章, 并须明确以下信息: -该机构的详细地址和联系人; -签字人员的姓名和职务; -申请人姓名、职务、收入和工作年限 (专业人员用); - 确认参加函; -支付旅行和生活费用的单位; -营业执照复印件 (及英文翻译件)。</p>			
8	<p>Proof of accomadation: For the whole duration of the intended stay. Doucuments must cover the whole stay in Schengen area. E.g: hotel bookings, rental apartment contracts, etc.</p> <p>住宿证明: 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, 房屋租赁合同等。</p> <p>Flight Reservation: round-trip reservation. Documents must indicate applicant's name, departure city and destination.</p> <p>机票预定单: 包含申请人姓名, 出发城市及目的地信息的往返机票。</p>			

Note: The Embassy reserve 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 chose 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)