

Checklist for Study/Voluntary Work

Name:	Purpose of Visit:		
Passport Number:	Contact Number:	e-Mail Address:	
<p>Prepare all the necessary documents listed below before you deliver the application, otherwise the application might be refused by the Embassy of Latvia in China. The required documents have to be translated into English or Latvian in a separate document according to the instructions below.</p>			
<p>Note: The application material should be placed in the following order</p>			
Required Documents	Yes	No	Remarks
<p>1. Passport or other travel document and one copy of the identification page.</p> <p>Travel document must be valid at least 90 days after the expiration of visa and not older than 10 years.</p> <p>Travel document must have at least two consecutive blank pages. Damaged travel documents cannot be accepted.</p>			
<p>2. Fill out one Visa Application Form per applicant, available online only at:</p> <p>https://epak.pmlp.gov.lv/NVIS.EService001.WebSite/ApplicationMain.aspx</p> <p>Print and sign the Visa Application Form (if minor, signed by either parents or legal guardians), accompanied by one color photograph with the following specifications: passport type, light color background, 45mm×35mm, dating from the last 6months.</p> <p>Note: 2 signatures (3 for MULT visa applications) per applicant are required on the fifth page of printed visa application (top and bottom)</p>			
<p>3. 1) Proof of accommodation: For the intended period of stay. Notes: documents must cover the whole stay in Schengen area. For example: hotel bookings, rental apartment contracts, etc.</p> <p>2) Flight Reservation: Reservation document must indicate applicant's name, departure city and destination.</p>			
<p>4. Travel medical insurance, original or one copy of the certificate. Hand written certificates will not be accepted. Travel insurance must be valid in the Schengen area and</p>			

	<p>for the entire duration of stay in the Schengen area. The insurance must have minimum coverage of 42600 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. (click here for more information: https://www.mfa.gov.lv/en/consular-information/documents-required-to-apply-for-a-visa/travel-medical-insurance)</p>			
5.	<p>For full time students: Copy of the decision by the Office of the Citizenship and Migration Affairs granting the right to receive a residence permit (click here for more information: https://www.pmlp.gov.lv/en/residence-permits-0)</p> <p>For exchange students and voluntary work: Number of the invitation letter by the Office of the Citizenship and Migration Affairs (click here for more information: https://www.pmlp.gov.lv/en/visas-and-invitations)</p>			
6.	<p>Proof of sufficient financial means in the form of a letter from the home university stating that the student has been granted a scholarship. The minimum monthly amount for stay in Latvia for students is 500 EUR.</p> <p>If the university's sponsorship letter states a smaller amount, additional proof is required indicating the availability of the missing amount for the entire period of stay in Latvia. (click here for more information: https://www.mfa.gov.lv/en/consular-information/documents-required-to-apply-for-a-visa/the-necessary-means-of-financial-subsistence-for-a-stay-in-latvia)</p>			
7.	<p>If the applicant is employed as a teacher or professor -Letter from employer and approval for leave with stamp If the applicant is a student: -Student certificate (Original presented and copies submitted)</p>			
8	<p>Additional Proof of Financial support of the applicant if there is any:</p> <p>Bank statements from the last 3 months, no deposits. 1) Proof of the solvency of the employing company, if the company pays the costs of travel and living; 2) Proof of the applicant's personal solvency, in case personally covering the costs of travel and living.</p> <p>Note: In case credit card bank account is provided, please be sure that copy of the card and credit limit are shown</p>			
9	<p>Minors (under 18) travelling alone or with one parent:</p>			

	-Notary Certificate of family relation or proof of guardianship, legalized by MFA -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.			
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Note: The Embassy reserve the right to request additional information/documentation and, if deemed necessary, to interview the applicant.

Inquiry Officer to choose as appropriate

The applicant has confirmed that s/he has no other documents to submit.

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.

Visa Fee		Name of Travel Agent	
Service Fee		Address	
Courier Fee			
Other Fees		Tel	

Date:

Name & Signature of Processing Officer:

Applicant's Signature: