

## Checklist for Cultural and sport Events 文化体育活动签证申请审核表

**IMPORTANT!** All applicants must hand in the **printed and signed VISA APPLICATION FORM**, and **RECEIPT (unless exemption from visa fee)** from the application portal when submitting the application. The Minors need to be signed by parents or legal guardians.

所有申请人需提交在线申请的**签证申请表, 缴费收据(除非豁免签证费)**。打印出来的签证申请表格需由申请人本人**签字**, 未成年人需父母或法定监护人签字。

Applicant's name: (申请人姓名)	Contact telephone No: (联系电话)	
Passport No: (申请人护照号)	E-mail address: (邮箱地址)	
<p><b>Document requirements (A4 format)</b> (所需材料, A4 纸尺寸)</p> <p><b>Attention:</b> All documents must be presented in original, and it may be returned to the applicant if copy is provided. <b>The applicant has to meet in person when delivering the documents.</b> <b>注意:</b> 所有材料必须是原件, 如提供复印件, 原件可能退回。<b>申请人需当面提交申请材料。</b></p>	Yes /有	N o/ 没有
<p><b>One passport photo:</b> Not older than six months (color, 4x5cm, white background). The photo must not be edited. <b>一张护照照片:</b> 6 个月内 (彩照, 4x5cm, 白色背景), 不能修图。</p>		
<p><b>Original invitation letter</b> on official paper from the organizer of the event of the country of destination (Norway), signed and stamped. Mentioning:</p> <ul style="list-style-type: none"> <li>• Purpose, duration and detailed program and itinerary of the stay</li> <li>• An indication of the costs of the study/sport and entity who will pay for them</li> <li>• Indication of lodging during the period of the intended stay</li> </ul> <p><b>目的国 (挪威/瑞典) 活动组织方出具的邀请信原件:</b> 使用邀请方正式的信头纸并加盖公章且签字。内容包括:</p> <ul style="list-style-type: none"> <li>• 访问目的、访问时间、详细日程及行程单</li> <li>• 注明访问所需费用以及为申请人支付该费用的单位</li> <li>• 注明访问期间的住所</li> </ul>		
<p><b>Original letter from Chinese cultural /sports organization</b> on official paper, signed and stamped. Mentioning:</p> <ul style="list-style-type: none"> <li>• Full address and contacts of the organization</li> <li>• Name and position of the countersigning officer</li> <li>• Name, position, salary and years of employment</li> <li>• Confirmation of participation</li> <li>• Entity that will pay for the costs of travel and living</li> <li>• A sealed copy of the company business license or organization code</li> <li>• <b>Students:</b> Student card and original letter from the school mentioning full address, contacts of school, permission for absence, name and function of the person giving the permission The original letter must be translated into <b>English</b>.</li> </ul> <p><b>中国文化或体育机构出具的证明信原件:</b> 使用机构正式的信头纸并加盖公章且签字。内容包括:</p> <ul style="list-style-type: none"> <li>• 完整的机构地址和联系方式</li> <li>• 签字人姓名和职位</li> <li>• 申请人姓名、职位、工资及工作年限</li> <li>• 确认参加证明</li> <li>• 为申请人提供旅行和生活费用的单位</li> <li>• 加盖公章的营业执照或组织机构代码复印件</li> <li>• <b>在校学生:</b> 学生证复印件以及使用学校正式信头纸并加盖公章且签字的证明信原件, 包括完整的学校地址、联系方式, 准假证明以及准假人姓名和职能。</li> </ul> <p>证明信原件需翻译成<b>英文</b>。</p>		
<p><b>For Minors:</b></p> <ul style="list-style-type: none"> <li>• <b>Notary certificate</b> of family relationship or proof of guardianship (i.e. birth certificate), <b>legalized</b> by Chinese relevant authority. Original + 1 copy.</li> <li>• <b>Letter of employment</b> from parent(s) or legal guardians</li> </ul>		

<ul style="list-style-type: none"> <li>If the minor is traveling alone or with only one parent, <b>notary certificate of permission to travel</b> from both parents or legal guardians, legalized by Chinese relevant authority. Original + 1 copy.</li> <li>When parent/parents/guardians is/are not in China, attested by the relevant authorities in the parents'/legal guardians' country of residence.</li> </ul> <p>All original documents must be translated into <b>English</b>.</p> <p><b>未成年人:</b></p> <ul style="list-style-type: none"> <li><b>家庭关系或监护证明公证</b> (如出生证明), 需经中国有关部门<b>认证</b>, 原件+1 份复印件。</li> <li>父母或法定监护人的<b>在职证明</b></li> <li>如未成年人单独出行或与父母一方出行时, 需由父母双方或法定监护人出具<b>出行同意书公证</b>, 需经中国有关部门<b>认证</b>。原件+1 份复印件。</li> <li>当父(母)或法定监护人不在中国时, 证明应由父(母)或法定监护人居住国开具。</li> </ul> <p>所有材料原件需翻译成<b>英文</b>。</p>		
<p><b>Proof of solvency: Bank statement</b> from the last 3 months.</p> <ul style="list-style-type: none"> <li>For Minors: Bank statement from parent(s). If minors travelling alone: signed <b>payment statement</b> (in English) from parent(s) or legal guardians (no notarization) is needed.</li> </ul> <p><b>偿付能力证明:</b> 最近 3 个月的<b>银行对账单</b>。</p> <ul style="list-style-type: none"> <li>未成年人需提交父(母)或法定监护人的银行对账单。若成年人单独旅行, 还需提供父(母)或法定监护人签字的<b>同意支付费用声明</b> (英语, 无需公证)。</li> </ul>		
<p><b>Passports:</b> new and old. New passport valid at least 3 months after expiry of visa, containing minimum two blank pages and issued within the previous ten years. <b>Copy</b> of bio data page in the passports (old and new)</p> <p><b>护照:</b> 新旧护照, 新护照要求在签证有效期后仍有不少于 3 个月有效期, 包含至少 2 页空白页, 且近 10 年内颁发的。<b>护照复印件:</b> 新旧护照的个人信息页复印件。</p>		
<p><b>Hukou:</b> Copy of all used pages (no translation). Only for Chinese nationals. For other nationals: Copy of valid Chinese residence permit.</p> <p><b>户口簿:</b> 所有信息页复印件(无需翻译), 仅针对中国公民。 外国公民需提供有效的在华居住许可证复印件。</p>		
<p><b>Travel medical insurance</b> for the duration of the stay in the Schengen area with a minimum coverage of EURO 30.000.</p> <p><b>旅行医疗保险:</b> 保险需涵盖在申根地区全部停留时间, 保险金额至少为 30.000 欧。</p>		
<p><b>Power of Attorney</b> -Optional for applicants who want others to represent/assist them in the case. <b>委托授权书</b> (可选, 如果申请人想授权他人协助或查询申请)</p>		

The applicant has been informed that the failure of submitting any of the required documents can lead to the application being refused and has been asked to submit a written explanation if that is the case.

(申请人已被告知错误的提供上述任何材料可能导致申请被拒签, 如申请人无法提供上述所需全部或部分材料, 需书面说明)

**Submitting false documents will lead to expulsion from the whole Schengen area. The Embassy reserves the right to request additional information/documentation and to interview the applicant.**

(提供虚假材料会导致从整个申根地区驱逐出境。使馆保留要求申请人提供补充材料以及要求申请人面试的权利)

Service Fee: (服务费)	Courier Fee: (快递费)	Other Fees: (其他费用)
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Name & Signature of Processing Officer:  
(材料受理员签名)

Date:  
(日期)

Applicant's Signature:  
(申请人签名)