

Checklist for ADS group Tourist Visa

ADS 团队旅游签证申请审核表

IMPORTANT! ADS visas are issued to members of tourist groups of at least 5 persons. The maximum duration of the stay is 30 days. 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.

ADS 旅游签证适用于不少于五人组成的团队旅游。最长停留时间为 30 天。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需由申请人本人**签字**，未成年人需父母或法定监护人签字。

Name: (姓名)		
Contact telephone No: (联系电话)	E-mail address: (邮箱地址)	
Document requirements (A4 format) (所需材料, A4 纸尺寸)	Yes / 有	No/ 没有
<p>A letter from the travel agency in China and their local counterpart in Schengen, on officer paper, original+1 copy, stating:</p> <ul style="list-style-type: none"> • Name of tour guide with a valid tour guide certificate (Copy of valid Schengen visa if not applying with the group) • Name list of applicants (Name, DOB, passport no) • Itinerary, including transfer route and means of transportation. (Bus/train, car etc) • Duration of stay, start /end of the travel as well as number of entries <p>中方组团社及申根国地接社出具的照会，照会使用旅行社正式的信头纸，原件+1 份复印件，内容包括：</p> <ul style="list-style-type: none"> • 领队姓名及有效领队证（如领队无需办理签证，需提供有效的申根签证复印件） • 游客名单（姓名、出生日期和护照号） • 行程单，包括路线以及交通方式（大巴，火车，汽车等） • 停留时间，旅行开始、结束日期以及入境次数 		
<p>Flight reservation for Round-trip to China and the trips in Schengen area, should only be bought after visa has been issued. 机票预订单：往返中国及整个申根地区之间的机票预订单，机票应在签证颁发后出票付款。</p>		
<p>Proof of accommodation: Detailed Hotel reservations for the whole intended stay in the Schengen area. 住宿证明：提供整个申根地区停留期间的酒店预订单详情。</p>		
<p>Travel medical insurance for the duration of the stay in the Schengen area, with a minimum coverage of EURO 30.000. 旅行医疗保险：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>		
Documents(documentation) for each applicant (游客个人所需材料)		
<p>One passport photo: Not older than six months (color, 4x5cm, white background). The photo must not be edited. 一张护照照片：6 个月内(彩照, 4x5cm, 白色背景), 不能修图。</p>		
<p>Letter of employment/studies on company or school official paper, signed and stamped. Mentioning:</p> <ul style="list-style-type: none"> • Full address and contacts of the company or school • Permission of absence, name and function of the person giving permission • Employed: Name and position of the applicant, years of employment, and salary • Students: Description of studies <p>As well as</p> <ul style="list-style-type: none"> • Employed: a sealed copy of the company business license or organization code • Students: a copy of student card <p>For Minors:</p> <ul style="list-style-type: none"> • Notary certificate of family relationship or proof of guardianship (i.e. birth certificate), legalized by Chinese relevant authority. Original + 1 copy. • Letter of employment from parent(s) or legal guardians • If the minor is traveling alone or with only one parent, notary certificate of permission to travel from both parents or legal guardians, legalized by Chinese relevant authority. Original + 1 copy. • When parent/parents/guardians is/are not in China, attested by the relevant authorities in the parents'/legal guardians' country of residence. <p>The original letter and documents must be translated into English. 在职证明或者在读证明：使用公司或学校正式的信头纸并加盖公章且签字。包括：</p> <ul style="list-style-type: none"> • 完整的公司地址和联系方式 		

<ul style="list-style-type: none"> • 准假证明以及准假人姓名和职位 • 在职人员：申请人姓名、职位、工作年限以及工资 • 在校学生：学习描述 <p>同时还需提供：</p> <ul style="list-style-type: none"> • 在职人员：加盖公章的公司营业执照或组织机构代码复印件 • 在校学生：学生证复印件 <p>未成年人：</p> <ul style="list-style-type: none"> • 家庭关系或监护证明公证（如出生证明），需经中国有关部门认证，提交原件+1 份复印件。 • 父母或法定监护人的在职证明 • 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出行同意书公证，需经中国有关部门认证。提交原件和 1 份复印件。 • 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。 <p>证明信和所有材料原件需翻译成英文。</p>		
<p>Proof of solvency: Bank statement from the last 3 months.</p> <ul style="list-style-type: none"> • Retired persons: Retirement certificate or proof of pension or other proof of regular income. • Unemployed and married: letter of employment and income of the spouse and notary certificate of marriage, legalized by Chinese relevant authority. Original+1 copy • Unemployed and not married: Documents showing other source of income • For Minors travelling alone: Bank statement and signed payment statement (in English) from parent(s) or legal guardians (no notarization) • If traveling costs covered by children: Bank statement and signed payment statement (in English) from children (no notarization) and notary certificate of family relationship legalized by Chinese relevant authority. Original+1 copy <p>偿付能力证明: 最近 3 个月的银行对账单。</p> <ul style="list-style-type: none"> • 退休人员：退休证明或养老金证明或其他固定收入证明 • 无业且已婚人员：配偶的在职证明和收入证明，经中国有关部门认证的结婚证公证书，原件+1 份复印件 • 无业且未婚人员：提供其他收入证明 • 单独旅行的未成年人：提供父（母）或法定监护人的银行对账单及签字的同意支付费用声明（英语，无需公证） • 如子女承担费用：提供子女的银行对账单及签字的同意支付费用声明（英语，无需公正），还需提供中国有关部门认证的家庭关系公证书，原件+1 份复印件 		
<p>Passports: 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. Copy of bio data page in the passports (old and new).</p> <p>护照：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。护照复印件：新旧护照的个人信息页复印件。</p>		
<p>Hukou: Copy of all used pages (no translation). Only for Chinese nationals.</p> <p>户口簿：所有信息复印件（无需翻译），仅针对中国公民。</p>		
<p>Application Form: Filled in and signed (of applicant)</p> <p>填写完整并签字的申请表</p>		
<p>Power of Attorney -Optional for applicants who want others to represent/assist them in the case.</p> <p>委托授权书（可选，如果申请人想授权他人协助或查询申请）</p>		

Submitting false documents will lead to expulsion from the whole Schengen area.

（提供虚假材料会导致从整个申根地区驱逐出境）

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）

Signature:
 （签名）