

## **Checklist for Business or Short Professional Training Visa**

### **商务访问及短期职业培训签证申请审核表**

Name: _____ (姓名)		Purpose of Visit: _____ (访问目的)		
Passport Number: _____ (护照号)		Contact No.: _____ (联系电话)		
		E-mail Address: _____ (邮件地址)		
<p>Prepare all the necessary documents listed below before you deliver the application, <b>otherwise the application might be refused by the Embassy / Consulate General Czech Republic in China.</b> The required documents have to be translated into English or Czech in separate document according to the instructions below.</p> <p>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捷克共和国驻华使领馆拒签。按照须知规定，所需材料需另附英文或者捷克语翻译。</p>				
<p>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</p>				
Required Documents/所需材料		Yes /有	No/ 没有	Remarks/备注
1.	<p>Application form completed truthfully in English or Czech in print and signed by the applicant in both required boxes. (Applications of minors have to be signed by their legal guardian).</p> <p>一张用英语或者捷克语大写字母填写的申请表，申请表必须完整、如实填写，申请者本人在两处指定的位置签名，（未成年人则必须加上法定监护人的签字）。</p>			
2.	<p>1 recent passport photographs (colour, 3.5 x 4.5 cm, light background), complying with ICAO guidelines.</p> <p>一张近照（彩照，约 3.5 × 4.5cm，白色背景），按 ICAO 规定。</p>			
3.	<p><b>Passport or other travel document and one copy of the identification page.</b> 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。 护照应为在过去 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>			

4.	<p>work permit (if applicable) or Letter from Confederation of Industry and Transport in case of training.</p> <p>工作许可（如适用）或者由于培训需求由工业航空联盟发出的信件。</p>			
5.	<p>Original (copy) invitation letter from the organiser of the event or the training  On official company paper with stamp and signature, mentioning:  The full address and contacts of the company  The name and position of the countersigning officer  Purpose and duration of the visit  Detailed program  The person or the entity who will bear applicant's travel and living costs  Whether the sponsor gives financial guaranty for the applicant's return to China  Proof of registration from a Chamber of Commerce, if applicable</p> <p>活动或培训主办方的邀请函原件或者复印件  需使用公司正式的信头纸并加盖公章、签字、并须包含如下信息：  <input type="checkbox"/> 任职公司的详细地址和联系人；  <input type="checkbox"/> 签字人员的姓名和职务；  <input type="checkbox"/> 访问的目的和持续时间；  <input type="checkbox"/> 详细日程；  <input type="checkbox"/> 支付旅行和生活费用的单位或个人；  <input type="checkbox"/> 主办方是否为确保申请人按规定返回中国提供保证金；  <input type="checkbox"/> 请提供商会注册号码（如试用）；</p>			

6.	<p><b>Business License of your company and original letter from your employer</b></p> <p>— A sealed copy of the business license</p> <p>— On official company paper with stamp and signature, mentioning:</p> <p>Full address and contact persons of the company</p> <p>The name and position of the countersigning officer</p> <p>Name, position, salary and years of employment</p> <p>Approval for leave or absence</p> <p>The purpose of the visit</p> <p>Confirmation of position after the return</p> <p>The person or the entity who will bear your travel and living costs</p> <p>公司的营业执照和雇主证明信原件:</p> <p>— 由任职公司盖章的公司营业执照复印件</p> <p>— 使用公司正式的信头纸并加盖公章、签字、任职公司详细地址和联系人; 签字人员的姓名和职务; 申请人姓名、职务、收入和工作年限; 访问目的; 公司为申请人保留职位的证明; 支付旅行和生活费用的单位或个人; 准假许可。</p>			
7.	<p><b>Proof of solvency of the applicant:</b></p> <p>Bank statements from the last 3 months, no deposits.</p> <p>1. Proof of the solvency of the employing company, if the company pays the costs of travel and living; or</p> <p>2. Proof of the applicant's personal solvency, in case personally covering the costs of travel and living</p> <p>申请人偿付能力证明: 最近 3 个月的银行对账单, 无需存款证明.</p> <p>1. 如果公司支付旅行及生活费用, 需提供公司的偿付能力证明; 或</p> <p>2. 如果申请人自担费用, 需提供申请人个人偿付能力证明</p>			
8.	<p><b>Proof of health and accident insurance valid for the duration of the visit covering all risks to at least €30.000.(Medical reimbursements, emergency evacuation and repatriation of mortal remains).</b></p> <p>足够支付在事故及疾病情况下的医疗费用和旅游、疾病及事故保险, 保险数额为每人至少 30000 欧元 (必须涵盖由于医疗或紧急医疗原因/紧急住院治疗及遗体遣返费用)。</p>			

**Note: The Embassy / Consulate reserve the right to request additional information/documentation and, if deemed necessary, to interview the applicant/ 备注: 使领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使领馆面试。**

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	

-----

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

-----

Date/日期

-----

Applicant's Signature（申请人签名）