

## Checklist for Tourism Application

### 旅游签证申请审核表

Name: _____ (姓 名)		Contact No.: _____ (联系电话)		
Passport Number: _____ (护照号)		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>				
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/主要材料		Yes/有	No/没有	Remarks/备注
1.	<p><b>Application form completed</b> 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><b>1 recent passport photographs</b> (colour, 3.5 x 4.5 cm, light background), complying with ICAO guidelines.</p> <p>一张近照（彩照，约 3.5 x 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></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>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。</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>			

4.	<p><b>Flight Reservation:</b> When applying for a visa for multiple visits: reservation of the first visit. Attention: A confirmed return ticket. The ticket should be bought only after the visa has been issued.</p> <p><b>机票预定单:</b> 若申请多次入境旅游签证, 首次旅行的机票预定单。注意: 需为确认的往返程机票。机票应在签证签发之后出票付款。</p>			
5.	<p><b>Proof of accommodation:</b> For the whole duration the intended stay.</p> <p><b>住宿证明:</b> 涵盖全部旅途的住宿证明。</p>			
6.	<p><b>Travel programme:</b> Documents providing clear evidences about your travel programme (booking transportation, itinerary, etc.).</p> <p><b>旅行计划:</b> 能够清晰展示旅行计划的文件 (交通方式 预订、行程单等)。</p>			
7.	<p>Proof of health and accident insurance valid for the duration of the visit covering all risks to at least € 30000.(medical reimbursements, emergency evacuation and repatriation of mortal remains).</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<b>保险</b>, 保险数额为每人至少 30000 欧元 (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>			
8.	<p><b>Proof of solvency of the applicant:</b> Bank statements from the last 3 months, no deposits.</p> <p><b>申请人偿付能力证明:</b> 最近 3 个月的银行对账单, 无需存款证明。</p>			
9.	<p><b>For minors (under 18):</b> Student card &amp; Original letter of the school, mentioning: Full address, telephone number of the school, Permission for absence, name and function of the person giving the permission. 1 photocopy thereof</p> <p><b>未成年人 (18 岁以下):</b> 学生证及学校出具的证明信原件,包含以下信息: — 学校的详细地址及电话号码 — 准假证明 — 批准人的姓名及职位 — 复印件一份</p>			
10.	<p><b>Minors travelling alone or with one parent:</b> – Notary Certificate of permission to travel from both parents or legal guardians (when minor is travelling alone) or the parent or legal guardian not travelling (if minor is travelling with one parent), legalized by MFA, and when not in China, attested by the relevant authorities in the country of residence.</p>			

	<p>– Notary Certificate of family relation or proof of guardianship, legalised by MFA.</p> <p><b>未成年人单独旅行或者和单方家长旅行时：</b>          一（当未成年人单独旅行时）由双方家长或法定监护人出具的，或（当未成年人跟随单方家长或监护人旅行时）由不同行的另一方家长或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。          一 经外交部认证的亲属证明或监护人证明的公证书。</p>			
11.	<p><b>For Employees:</b>          A sealed copy of the business licence of the employing company;          A letter from the employer (in English, or in Chinese with English translation) on official company paper with stamp, signature, date and clearly mentioning:          -Address, telephone and fax numbers of the employing company          -The name and position in the employing company of the countersigning officer          -The name of the applicant, position, salary and years of service          -Approval for leave or absence  <b>For retired persons:</b>          Proof of pension or other regular income  <b>For unemployed persons:</b>          If married: Letter of employment and income of the spouse and notary certificate of marriage, legalised by MFA.          If single/divorced/widow/widower: Any other proof of regular income.</p> <p><b>在职人员：</b>          由任职公司盖章的公司营业执照复印件          由雇主出具的证明信（英文件，或中文附上英文翻译）、需使用公司正式的信头纸并加盖公章、签字，并明确日期及以下信息：          -任职公司的地址、电话及传真号码          -任职公司签字人的姓名和职务          -申请人姓名、职务、收入及工作年限          -准假证明  <b>退休人员：</b>          养老金或其他固定收入证明  <b>未就业人员：</b>          已婚者：配偶的在职和收入证明、婚姻关系公证书（由外交部认证）          单身 / 离异 / 丧偶：其他固定收入证明</p>			
12.	<p><b>Original “Hukou” with photocopies of all the pages (no translation, only for Chinese nationals)</b></p> <p>户口本原件及户口本所有页的复印件（<b>无需翻译</b>，只针对中国公民）</p>			

Supporting Documents/辅助材料		Yes/有	No/没有	Remarks/备注
1.	Certificate of Retirement (Original and photocopy) 退休证(原件及复印件)			
2.	Certificate of Marriage (Original and photocopy) (in case the sponsor is married with the applicant) 结婚证（原件及复印件）（当申请人和担保人已经结婚）			
3.	Birth Certificate (copy and original) (In case the sponsor is the son or daughter of the applicant) 出生证（原件和复印件）（当担保人是申请人的子女）			

**Note: The Embassy / Consulate reserves 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）	

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

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Date/日期

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Applicant's Signature（申请人签名）