

BUSINESS VISIT (GESCHÄFTSVISUM)**商务活动****SCHENGEN VISA - SHORT STAY (KURZZEIT)****申根签证 – 短期停留****LIST OF SUPPORTING DOCUMENTS (LISTE DER GEFORDERTEN DOKUMENTE)****APPLICANTS NAME:**

申请人姓名

PASSPORT NUMBER:

护照号码

- | | | YES/有 | NO/没有 | N/A/不适用 |
|----------|--|--------------------------|--------------------------|--------------------------|
| 1 | SCHENGEN VISA APPLICATION FORM
Fully completed (preferable PRINT) in English or German language
Personally signed by the applicant (minors: signed by legal guardian)
申根签证申请表 一张用英文或者德语填写的申请表, 申请表必须完整、如实填写 (建议机打), 申请者本人在指定的位置签名, (未成年人则必须加上法定监护人的签字)
http://www.austriavisa-china.com/pdf/Schengen_Visa_form_for_Beijing_and_Guangzhou_020715.pdf | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | TWO RECENT PASSPORT PHOTOGRAPHS
Colour, 35x45mm, white background, undamaged, no headpiece
两张护照尺寸近期照片 35x45mm, 白底彩照, 无损坏, 不可配戴帽子
http://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | PASSPORT
Issued within the previous 10 years. Minimum two blank visa pages. Valid for at least 3 months beyond the validity of your visa request. PP must be signed by its owner. Copy of data page; copies of pages showing visas and/or exit/entry stamps. Submission of previous passport(s) is appreciated.
护照 十年内签发的有效护照, 至少连续两页空白页。签证到期后护照有效期至少扔 3 个月有效。
由申请人签字, 首尾页的复印件以及使用过所有页的复印, 建议提交旧护照。 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | MEDICAL INSURANCE
Minimum coverage of EUR 30.000 for medical costs and repatriation. Valid in all Schengen Countries during the validity of the visa requested. Applicants for Business Visa and long-term validity/multiple entries may proof coverage for the initial travel only, together with a statement, declaring the awareness of the need of medical insurance for each subsequent travel
医疗保险 足够支付在事故及疾病情况下的医疗和转运费用, 保险数额为每人至少 30000 欧元。覆盖整个申根国家, 签证有效期内有效。
申请商务签证和长期有效签证/多次签证的申请人应该提供至少首次旅行的保险, 同时提交一份声明以说明其知道每次旅行均需要医疗保险。 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | LETTER OF INVITATION BY THE INVITING AUSTRIAN BUSINESS
Confirming the purpose and duration of the visit by an approved signatory
If applicable (10): confirming GVE or EVE code (PEK...)
由奥方公司出具的邀请函 批准签署的邀请函并确认目的和访问时间, 如适用 (10): 经确认批准的 GVE 或者 EVE 编码。 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | COVER LETTER FROM THE DISPATCHING CHINESE ENTERPRISE
Original official company paper together with translation into German or English language
Purpose, duration and detailed program of the visit; stamped and signed by an authorized signatory
Position, salary, years of employment of applicant and confirmation of position after return
Name, position and contact of the person responsible for the assumption of all travel expenses
中方公司出具的派遣函
使用公司正式的信头纸并用英文或德文书写, 表明访问目的, 时间和详细行程, 由批准人加盖公章, 签字, 申请人职务、收入和工作年限; 公司为申请人保留职位的证明; 负责人的姓名, 职位和联系方式以及支付旅行和生活费用的单位或个人。 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | BUSINESS LICENSE OF CHINESE ENTERPRISE
Copy with original corporate seal and/or organization code or Institution Legal Person Certificate
中方公司的营业执照复印件 公司的营业执照复印件盖章以及/或者组织机构代码证复印件/法人公司证明 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | PROOF OF SOLVENCY OF APPLICANT
Personal, original stamped bank statements of the last three months and/or deposit book (copy and original; original shall be returned at VAC!) The name of the applicant must clearly appear on the statement and should be printed by the bank. It is favorable if the salary items are clearly listed on the bank statement and/or:
申请人偿付能力证明 个人近 3 个月的银行对账单原件并盖章/存折 (复印件及原件; 原件应在签证中心予以退回)
申请人姓名需清晰体现在银行打印的对账单上。最好工资项能体现。并且/或者: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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- YES/有 NO/没有 N/A/不适用
- 9 BANK STATEMENT OF THE EMPLOYING COMPANY** ☐ ☐ ☐
Mandatory if expenses are borne by the employer. NOT mandatory if it is mentioned in the invitation letter (5) that the inviter is in charge of the financial support resp. any arising costs
In that case:
雇佣公司的银行对账单, 如果申请人由公司付费则需提供。
如果邀请函 (5) 提到将会予以申请人财务支持等信息, 不强制要求提供。
- 10 EVE or GVE ("ELECTRONIC LETTER OF GUARANTEE")** ☐ ☐ ☐
Financial guarantee from the inviting Austrian Business (5).
May substitute for 8 and 9 (proof of solvency of applicant and/or employing company)
电子担保函 奥方财务方面电子担保函, 可以替代第 8 及 9 项 (申请人/或者雇佣公司偿付能力证明)
http://www.bmi.gv.at/cms/BMI_Fremdenpolizei/einreise_visum/Visum_6.aspx
- 11 HUKOU AND ID-CARD (ORIGINAL AND COPY)** ☐ ☐ ☐
Copies of the whole hukou including the holder's pages and all member information pages
户口本和身份证 (原件和复印件) 户口本全本复印件, 包括首页和所有成员信息页 (原件应在签证中心被退回)
- 12 LETTER OF AUTHORIZATION FOR VISA APPLICATION/PASSPORT RETURN** ☐ ☐ ☐
IF APPLICABLE! Passport/ID-card of representative (original shall be returned at VAC!)
签证申请/护照返还委托书 如适用! 代理人护照/身份证复印件 (原件应在签证中心被退回)
- 13 PERSONAL LETTER IN SUPPORT OF YOUR APPLICATION** ☐ ☐ ☐
VOLONTARILY! In case of unusual/odd conditions to provide an additional understanding of your application to the Embassy.
支持申请的个人解释信件 (英语或德语)
自愿递交! 适用于非寻常/特殊的申请以向使馆进行进一步的说明。

VISA Fee (签证费)	
Service Fee (服务费)	
Courier Fee (If any) 快递费 (如选)	

Applicant's Signature (申请人签名)-----
Processing Officer / 资料受理员 (签名)-----
Date/日期-----
BIO Data QC Officer / 指纹系统检查员 (签名)-----
Application QC Officer / 申请材料检查员 (签名)