

MALTA VISA APPLICATION CENTRE
马耳他签证申请中心

CHECKLIST FOR A VISA APPLICATION FOR
PRIVATE FAMILY & FRIENDS VISIT IN MALTA
赴马耳他私人探亲访友的申根签证申请清单

NAME:
姓名

PURPOSE OF VISIT:
申请目的

PASSPORT NO:
护照号码

GROUP NO. (IF APPLICABLE)
团队编号 (没有不填)

		Yes	No	Remarks
1.	One (1) original completed and signed visa application form duly filled in using capital letters.			
	用英文大写字母填写的一份完整的并已经签字的签证申请表原件			
2.	Two (2) passport-size photographs on a white background which must be no older than 6 months.			
	两张白底证件照规格的近照 (近 6 个月内拍摄的近照)			
3.	Original and one (1) photocopy of passport (only pages with visa stickers or stamps need to be copied, as well as the passport's extension date if applicable).			
	护照原件及一份复印件 (复印所有签证页但空白页不需要复印, 如有延期页, 须提供延期页复印件)			
4.	The applicant's passport should be valid for at least three (3) months after the date of the expiry of the visa and with at least 6 months remaining from the date of departure from China. It should contain at least 2 blank pages.			
	护照有效期至少到截止有效期后的 3 个月并且从中国离境日期后至少有 6 个月的有效期。要求至少仍保留 2 页空白页。			
5.	Documentation on former travels abroad should be provided if available e.g. former passport(s) with all pages attached.			
	能显示以前出国旅行的信息证件; 如旧护照上有以前的旅行记录, 须提供旧护照并提供签证复印件			
6.	The original and one (1) copy of the family book with every page included. The family book must be translated into English. (This requirement only applies to Chinese nationals)			
	户口本原件及一份全本复印件, 需要英文翻译。 (只针对中国公民)			
7.	A confirmed two-way air ticket reservation. The ticket should be bought after the visa has been issued and then faxed to the Embassy. When applying for a multiple entry visa, please provide the reservation of the first entry.			

	往返机票订单。签证签发后，使馆将通知申请人出票付款并传真到使馆。若申请多次入境签证，需提供首次行程的往返机票订单。			
8.	Proof of accommodation for the whole duration of the intended stay. 申根国家范围内整个行程的住宿证明。			
9.	Proof of a valid travel medical insurance policy, with a minimum coverage of 30,000 Euro (300,000 RMB). The policy must be valid throughout the Schengen area and cover the entire period of the applicant's stay. The applicant is required to submit both the English and the Chinese version of the insurance policy. 清晰明确的覆盖整个行程的中英文人身意外医疗旅游保险，要求最低保额在 30 万人民币以上,包含整个申根国行程并在所有申根国家有效。此份保险须为中英文版本。			
10	An invitation letter (not older than 6 months) issued by the inviter and sponsor (this may be the same person) 邀请人和资金担保人(可为同一人)发出的邀请函(6个月有效)			
11	Proof of relationship with the sponsor: If visiting family: a notarised certificate of the family relationship with the sponsor legalised by MFA. If visiting friends: the relationship can be substantiated with personal communications or original pictures etc. 与担保人的关系证明: 探亲目的: 需提交经外交部认证的申请人和担保人亲属关系双认证; 访友签证: 需提交能证明申请人和担保人朋友关系的双方沟通信函/邮件或者照片原件等。			
12	Original financial guarantee by the sponsor: If the sponsor resides in Malta, proof of a regular income over the last 3 months and a notarised Declaration of Proof form and supporting documents need to be presented. Please click here to download. If the sponsor lives in China but invites the applicant to travel together to Malta or other states in the Schengen area: a signed guarantee letter, a copy of the sponsor's residence permit for China, proof of a regular income (e.g. letter from employer), proof of a residence in the country of destination or an invitation to stay with the sponsor's close family. 担保人财务担保原件: 如果担保人居于马耳他/申根国应提交: 该担保人过去 3 个月的固定收入证明和在马耳他公证过的声明原件及辅助材料(下载表格) 如果担保人在中国居住并邀请签证申请人一同前往马耳他/申根国旅行, 则应提交以下材料: 已签字的担保书, 中国居住证(身份证)复印件, 由雇主开具的固定收入证明, 目的地国家的			The applicant can submit either item 12 or item 13 as the financial means. 12 和 13 项可选其一提交。

	居住证明或者担保人在目的地国亲属的邀请函。			
13	<p>Proof of solvency of the applicant: Bank statements with the bank's stamp for the last 3 to 6 months, no deposits.</p> <p>For employees: a copy of the business license of the applicant's employing company with the seal of the company, a letter from the employer (in English, or in Chinese with English translation) on official company letterhead with stamp, signature, date and clearly mentioning: the 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, the applicant's position, salary and years of service and approval for leave or absence.</p> <p>For retired persons: Proof of pension or other regular income.</p> <p>For unemployed adults: If married: Letter of employment and income of the spouse and a notarised certificate of marriage, legalised by MFA, If single/divorced/widow/widower: any other proof of regular income.</p>			<p>The applicant can submit either item 12 or item 13 as the financial means.</p> <p>12 和 13 项可选其一提交。</p>
	<p>申请人偿付能力证明: 最近 3 到 6 个月的银行对账单, 无需存款证明。</p> <p>在职人员: 盖章的公司营业执照复印件, 由雇主出具的证明信(英文文件, 或者中文件附上英文翻译), 需使用公司正式的信头纸并加盖公章, 签字, 并明确日期及如下信息: 任职公司的地址、电话和传真号码, 任职公司签字人员的姓名和职务, 申请人姓名、职务、收入和工作年限, 确认允许休假;</p> <p>退休人员: 养老金或其他固定收入证明;</p> <p>未就业成年人: 已婚者: 配偶的在职和收入证明 + 婚姻关系双认证, 如果单身/离异/丧偶: 其他固定收入证明。</p>			
14	<p>For minors (under 18): Student card and an original letter of the school, mentioning the full address and telephone number of the school and granting permission for the student's absence. The name and position of the person giving the permission should also be included.</p> <p>Minors travelling alone or with one parent: notarised certificate of permission to travel from both parents or legal guardians (when the minor is travelling alone) or the parent or legal guardian not travelling (if the minor is travelling with one parent), legalised by MFA. If not in China, legalised by the relevant authorities in the country of residence.</p> <p>Notarised certificate of family relation or proof of guardianship, legalised by MFA.</p>			
	<p>未成年人 (18 岁以下): 学生证 + 学校出具的证明信原件, 包含如下信息: 完整的学校地址及电话, 准假证明, 批准人的姓名及职位。</p> <p>未成年单独旅行或者和单方家长旅行时: (当未成年人单独旅行时) 由双方家长或法定监护人出具的, 或者 (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者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。</p>			

	同时提交亲属关系或监护关系双认证。			
15	NON-CHINESE CITIZEN: Chinese visa or residence permit valid for 3 months after return.			
	非中国人： 中国签证或者有效期在返回时间 3 个月后的居留许可证			

Please note that the Embassy of Malta may in justified cases, request additional documents which are not mentioned in the above list; or an interview during the examination of an application. The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa. It is also important to note that original certificates submitted with applications may not in all case be returned.

请注意马耳他使馆在合理的情况下有权索要材料清单以外的材料，并在审理签证申请的过程中要求本人前来使馆面试。请注意，申请人按照材料清单的要求提交申请材料并不保证一定获得签证。同时，一般情况下使馆不会退还所提交的材料。

Submission Officer to delete as appropriate:

提交人员根据适用情况选择：

- (a) The applicant has confirmed that he/she has no other supporting documents to submit.
申请人已经确认没有其他的材料需要提交
- (b) 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 and visa fee is non-refundable. He/she has chosen to proceed with the application.
申请人已经提交上述材料。我已经告知申请人若因为没有提交完整的材料将会导致申请被拒签且申请费不会退还。申请人已经选择申请程序。

Submission Officer Signature
提交人员的签字

Applicant Signature
申请人签字

Date
日期

Name of Accredited Travel Agent
(if applicant is being submitted by Agent)
旅行社代理人姓名
(若签证申请由代理机构提交)