

Visa Application Checklist— Tourism

签证申请清单—旅游

Name 姓名:	Passport No 护照号码:	
Applicant /Representative mobile 申请人/代送人电话:	Visa Fee 签证费:	
EMS Reference No 快递单号:		
Required Documents 所需材料	Yes 是	No 否
1. Visa application form: fully completed and signed by the applicant 签证申请表, 填写完整并由申请人签字		
2. Two passport pictures: In colour, 35x45 mm white or light grey background, undamaged and of recent date. 3.5 cm x 4.5 cm, 没有损坏的白色或浅灰背景的彩色近照。		
3. Passport: valid for at least 3 months beyond the validity of your visa request; with at least two blank visa pages 护照: 护照有效期需长于所需签证 3 个月; 至少有两张空白签证页		
4. Photocopies of: - identity page and signature page of your passport (in case of counter pick up, one extra copy is needed) - copies of former Schengen visas and passport renew page - copy of residence permit (for foreign applicants) 复印件: - 护照首页及签字页复印件(如自取护照, 首页及签字页需两份) - 已有的申根签证和护照换发页 - 居留证 (仅限外国人)		
5. Medical insurance: Minimum coverage of EUR 30'000, for medical costs and medical repatriation, valid in all Schengen countries during the whole validity of the issued visa. English name of the insured person (same as in passport). 医疗保险: 保额至少 3 万欧元, 须涵盖医疗保险和送返费用, 须覆盖在申根区的整个停留时间。被保险人的英文姓名 (与护照一致)。		
6. Travel program: Documents providing clear evidences about your travel program (booking, transportation, itinerary, etc. one copy for each applicant) 所有证明您旅行计划的材料 (酒店或机票订单, 交通, 行程单等, 需每人一份)		
7. Flight reservation: round-trip reservation 往返中国与申根地区的飞机票订单, 需每人一份		
8. Proof of accommodation: for the whole duration of the intended stay in the territory of the member states of the Schengen area. 住宿证明: 住宿证明需覆盖申根区整个停留时间, 需每人一份		
9. Proof of solvency of the applicant: Bank statements from the last 3 months, no deposits For employees: - a sealed copy of the business license 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 employment - approval for leave or absence For retired persons: Proof of pension or other regular income For unemployed adults: If married: Letter of employment and income of the spouse & Notary certificate of marriage, legalized by MFA. If single/divorced/widow/widower: Any other proof of regular income. Note: minor applicant should provide parent(s) proof of solvency 申请人经济证明: 银行最近三个月的进出账单 (定期存款除外) 在职人员: - 所在单位营业执照复印件, 需加盖公章 - 以单位抬头纸出具的证明信 (英文, 或中文带英文翻译), 加盖公章签名及日期, 明确标出: -- 单位地址, 电话及传真; -- 签署人姓名及职务 (需清晰打印); -- 申请者职务, 月薪, 雇佣年限; -- 请假许可;		

退休人员: 退休金或其他固定收入的证明 无业成年人: 如已婚, 提供配偶的工作及收入证明和外交部认证的结婚公证书。 如未婚/离异/丧偶, 请提供其他固定收入证明。 注: 未成年人应提供父(母)的银行流水、在职、营执		
10. For Minors (under 18 years old): Student card & 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 Notary Certificate of family relation or proof of guardianship, legalized by MFA. 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. 未成年人 (18 岁以下) 学生证和学习证明原件需明确标出以下信息: - 学校地址, 联系电话 - 请假许可 - 批准人的职位 经过中国外交部或中国驻外使馆认证的亲属关系或法定监护关系公证书 如未成年人单独旅行或跟随父母其中一方旅行还须提供: - 经过中国外交部或中国驻外使馆认证的亲属或法定监护人许可公证书		
11. Hukou (no translation): Only photocopies of all pages (only for Chinese nationals) 户口簿 (无需翻译): 所有信息页的复印件 (仅限中国居民)		
12. Additional documents applicants would like to provide 申请人希望提交的补充材料		
I understand that any incomplete file increase the risk of my visa application by the Embassy of Switzerland and that submitting a complete application does not guarantee the issuance of visa. 我已获悉签证申请材料不完整会增加被瑞士驻华使馆拒签的风险, 且知悉提交完整的申请材料并不能保证一定获得签证。		

Statement of consent 声明:

- Even if my file is complete the Embassy of Switzerland reserves the right to ask for further information and documents.
材料完整的情况下, 瑞士驻华使领馆依然有权要求我补充其他信息或材料。
- Payment of visa fees does not entitle to a visa. The visa and service fee are not refundable in case of visa application refusal by the Embassy of Switzerland, or if the applicant chooses to suspend the application process.
支付签证费用并不意味着获得签证, 不论是瑞士驻华使领馆或者申请者终止申请签证, 签证费及服务费均不予退还。
- Granting or refusal of a visa is at the sole discretion of the Embassy of Switzerland; the Swiss Visa Application Center holds no influence over the final decision.
签发签证或者拒签由瑞士驻华使领馆决定, 瑞士签证申请中心无法影响瑞士驻华使馆的签证决定。

The applications received by the Swiss Visa Application Center are transferred to the Embassy of Switzerland, which has the exclusive responsibility to the request additional information and documents and to decide to grant or deny a visa. The Swiss Visa Application Center is therefore not involved in the decision of the visa application, and is not aware of its outcome as passports are returned by the Embassy of Switzerland in sealed envelopes.

瑞士签证申请中心收取的材料全部转交至瑞士驻华使领馆, 唯瑞士驻华使领馆拥有要求 补充其他信息或材料的权利, 以及拥有签发签证或拒签的权利。瑞士签证申请中心不参与签证决定, 护照被瑞士驻华使领馆密封于信封内退还, 瑞士签证申请中心对签证结果不知情。

I hereby acknowledge that I have read and agree to the above statement and give my consent to Swiss Visa Application center for submitting my visa application to the Embassy of Switzerland. 我特此声明, 已阅读并同意以上声明, 同意瑞士签证中心将我的签证申请递交至瑞士驻华使领馆。	Applicant/ Representative Signature 申请人/代送人签字: Reception Date 日期:
--	--

You can check the status of your application online 您可以在此网址查询您的申请状态 <http://www.vfsglobal.ch/Switzerland/China/Beijing/>