

Checklist – Schengen or National Visa – Work
申根/国别签证——工作——材料审核单

Name: 姓 名: _____ Passport number: 护照号: _____	Purpose of visit: 访问目的: _____ Contact no.: 联系电话: _____ E-mail address: 邮件地址: _____
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Please be informed that a failure to submit the documents listed below **may result in visa refusal by the Embassy/Consulate General of the Republic of Poland**. The required documents have to be translated into Polish or English in a separate document according to the instructions below. The passport remains at the Embassy/Consulate during the review of the documents.

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波兰共和国驻华大使馆/总领事馆拒签。按照须知规定，所需材料需另附英文或波兰语翻译。在签证申请审理期间，申请人护照将会留在波兰共和国驻华大使馆/总领事馆。

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 所需材料		Yes 有	No 没有	Remarks 备注
1.	Visa application form completed in Latin alphabet and signed by the applicant (in case of a minor signed by both parents or legal guardians, if one parent is absent, please refer to the point 11). <u>One color photograph</u> (white background, 35 mm x 45 mm, not older than 6 months, no retouch). 签证申请表 ，无空项，由申请人以拉丁字母签名（未成年人由父母或法定监护人签名）。 <u>一张彩色照片</u> （白色背景，35 毫米 x 45 毫米，拍摄时间不早于 6 个月）。			
2.	Passport or other travel document and one copy of the identification page, copy of the pages with Schengen/Polish national visas (if issued) and copy of page with signature on the passport. If the visas were in the previous passport – copy of that passport identification page and a page with signature. Travel document must be: not older than 10 years, valid for at least 90 days after the planned departure date from Poland/Schengen at least 2 blank pages. 护照或其他旅行证件 ，身份证页复印件一份，申根/波兰国家签证页复印件（如已签发）和护照上签字页复印件一份。如果签证在前一本护照上，请提供该护照的身份证页和签名页复印件。 旅行证件须：不超过10年，有效期至少为签证到期后90天，至少包含2页空白页。			
3.	Travel medical insurance covering the entire duration of stay with a minimum coverage of 30 000 EUR, including costs of emergency treatment, repatriation for medical reasons as well as transportation in case of death. Handwritten certificates will not be accepted. The name of the insured should be also written in Latin alphabet.			

	旅行医疗保险需覆盖整个申根地区的逗留时间，最低保额为 3 万欧元，包括紧急医疗、医疗原因送返以及身故遗体送返费用。手写的证明无效。被保险人的姓名也应以拉丁字母书写。			
4.	Original and a copy of work permit. In case the work permit is not required according to the Polish regulations, the employer's letter confirming the intention to employ the foreigner must be presented. 工作许可证原件和复印件。波兰公司的信函，确认雇用申请人的意向。 如果波兰法规不要求工作许可证，则必须提交雇主确认雇用外国人意向的信函。			
5.	1. For delegated applicants: a sealed copy of the business license of the employing company and an original employment letter from the employer. 2. In case the applicant is self-employed or a freelancer: documents proving his/her professional activity. 1 在职申请人：用人单位的营业执照复印件和用人单位的聘书原件。 2 如果申请人是个体经营者或自由职业者：需提供文件证明他/她的职业			
6.	Proof of an appropriate accommodation for the intended period of stay: 1. Certificate of registration (<i>zameldowanie</i>) 2. Lease agreement, 3. Hotel reservation, 4. Other lending contract. Documents shall contain information about the cost of living. 适当的住宿证明，以满足预定的逗留时间。 1. 登记证书 (<i>zameldowanie</i>) 2. 租赁协议 3. 酒店预订 4. 其他租赁合同 文件应包含有关住宿费用的信息。			
7.	Flight Reservation (reservation only) 机票预订单（仅需预订单）			
8.	CV of the applicant (with translation into English/Polish). 申请人的简历（翻译成英文/波兰文）。			
9.	Proof of financial means: Bank statements from the current account from the last 3 months, no deposits. 1. Proof of the solvency of the employing company, if the company covers the travel and living expenses, or 2. Proof of the applicant's personal solvency, in case of personally covering the travel and living expenses. 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。 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 2. 如果申请人自行承担旅行及生活费用，需提供申请人个人偿付能力证明。			
10.	Occupation Qualification Certificate with copy (if applicable), notarized and then legalized by the MFA. 职业资格证书复印件（如适用），且需经公证处公证及外交部认证。			
11.	Original ID and <i>hukou</i> with copies of all of the pages (only for Chinese nationals). In case the applicant is from other consular jurisdiction: <i>Zan Zhu Zheng</i> or other police certificate to proof his or her stay in the current jurisdiction. 身份证，户口本原件及户口本所有页的复印件（只针对中国公民）			

	若申请人来自其他领区，须提供暂住证或其它由公安机关开具的相关证明，证明其在本领区居住。			
12.	Original residence permit with copy (applicable only for non-Chinese passport holders) valid for at least 3 months after the date of application. 居留许可/在中国合法居留的其他证明及其复印件（适用于除中国公民外的外国公民）。有效期至少为提交签证申请之日后 3 个月。			
13.	Additional notes: optional documents. Applicants are allowed to submit additional documents that they consider useful to explain/justify the trip. 附加说明：附加文件。 请注意，申请人可以提交能够说明其行程的解释/证明类附加文件。			

Note: The Embassy/Consulate General of the Republic of Poland reserves **the right to request additional information/documentation** and, if deemed necessary, to **interview the applicant in person**.

备注: 波兰共和国驻华大使馆/总领事馆有权要求申请人提供补充信息/材料。如若必要，申请者将被要求前往大使馆/总领事馆面试。

To be completed by the Inquiry Officer:

将由资料审核员填写:

1 . The applicant has confirmed that s/he has **no other documents to submit**.

申请人已经确认她/他不提交其他材料。

2. The applicant has submitted the supporting documents listed above. I have advised him/her that **failure to submit all necessary documents** may result in the application being **refused**. The applicant has chosen to proceed with the application.

申请人已经递交了上述材料，我已告知其如不提交所有必要材料可能会导致被拒签，但其选择继续提交申请。

3. I have advised the applicant that **the Embassy/Consulate does not give back the documents** that are submitted with the application and that the applicant is advised to make an appropriate amount of copies of documents that she/he might need in future.

我已告知申请人，使/领馆不退还随申请提交的文件，并已建议申请人复印数份所提交的文件，以备将来使用。

Visa fee 签证费		Courier fee (if any) 快递费（如选）	
Service fee 服务费		Other fees 其他费用	

Name & signature of Inquiry Officer 资料受理员签名

Date 日期

Applicant's signature 申请人签名