

Checklist – Schengen Visa – Sports/Cultural

申根签证——文化/体育——材料审核表

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 failure to submit the documents listed below may result in **application being refused 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 entire application period.

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/领事馆。

Note: The application materials 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 without blanks, signed by the applicant in Latin alphabet (in case of a minor, signed by both parents or legal guardians). One color photograph (white background, 35 mm x 45 mm, not older than 6 months). 一份填写完整的签证申请表，没有空项，由申请人签字（若申请人为未成年人，则须父母双方或法定监护人签字）。若签名以汉字或其他非罗马字母书写，须另用罗马字母签名。还须提交一张彩色照片(护照种类照片，白色底色，尺寸 35x45 毫米，并为六个月内近照)。			
2.	Passport or other travel documents 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 page with signature. Travel document must be: not older than 10 years, valid for at least 90 days after the expiration of visa and containing at least 2 blank pages. 护照或其他旅行证件 ，附个人信息页复印件及签名页复印件。如有已签发的申根/波兰国别签证，则附其复印件。若已签发的签证在旧护照上，则除旧护照上的签证复印件外，还需提供此护照的个人信息页及签名页复印件。 旅行证件应为在过去10年内被签发，并且在预申请的签证到期后仍有至少90天有效期。旅行证件应有至少两页连续的空白签证页。有损毁的旅行证件将不被接受。			
3.	Original ID and hukou with copies of all the pages (only for Chinese nationals). In case the applicant is from another consular jurisdiction: <i>Zan Zhu Zheng</i> or other police certificate to prov 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。			

4.	<p>Original residence permit/other proof of legal stay in China, with copy, (applicable to foreign citizens except Chinese citizens) valid for at least 3 months after the date of submission of visa application.</p> <p>在华长期居留许可/其余可证明其合法居住在中国的证明原件及复印件（适用于除中国公民外的外国公民），其证件在提交签证申请之日起至少三个月有效。</p>			
5.	<p>Travel medical insurance covering the entire duration of stay in Schengen zone 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. The original and the copy shall be provided.</p> <p>旅行医疗保险覆盖整个申根地区的逗留时间，最低保额为 30000 欧元，包括紧急治疗费用、因医疗原因的遣返费用以及死亡时的交通费用。手写的证明将不被接受。被保险人的姓名也应以拉丁字母书写。应提供原件和复印件。</p>			
6.	<p>Original letter of invitation from the host organization, on official paper, signed and stamped, mentioning:</p> <ol style="list-style-type: none"> 1) purpose and duration of the stay, 2) detailed program and itinerary, 3) an indication of the costs and payment unit of the culture/sport events, 4) indication of lodging during the period of your intended stay. <p>主办方提供的邀请函原件，需使用正式信头纸打印，签字并盖章，并须包含如下信息：</p> <ol style="list-style-type: none"> 1) 访问的目的和停留时间， 2) 详细的活动日程和路线安排， 3) 与文化/体育活动相关的费用的支付方式及支付单位， 4) 计划在停留期间的住宿证明。 			
7.	<p>Original note/letter from the Chinese cultural or sports entity, submitted with Polish/English translation, signed and stamped, mentioning:</p> <ol style="list-style-type: none"> 1) full address and contacts of the organization, 2) the name and position of the countersigning officer, 3) name, position, salary and years of employment (only for professionals), 4) confirmation of participation, 5) entity that will pay for costs of travel and living, 6) copy of business license (and an English or Polish translation). <p>中国文化或体育机构出具的公函/证明原件（附英文或波兰语翻译）需使用正式信头纸，签字并加盖公章，并须明确列出以下信息：</p> <ol style="list-style-type: none"> 1) 该机构的详细地址和联系方式， 2) 函件签署人的姓名和职务， 3) 申请人姓名、职务、收入和工作年限（仅限体育运动员）， 4) 参加活动确认； 5) 支付旅行和生活费用的单位， 6) 营业执照复印件（附英文或波兰语翻译件）。 			
8.	<p>Proof of accommodation for the whole duration of intended stay (hotel bookings, lease agreement, other lending contracts).</p> <p>Documents shall contain information about the cost of stay.</p> <p>在波兰覆盖全部停留时间的住宿证明原件 (酒店预订，租赁协议，其他租赁合同)。</p> <p>以上所述的所有文件都应注明住宿费用。</p>			

9.	<p>Proof of financial means: Bank statements from the current account from the last 3 months, no deposits.</p> <p>1. Proof of the solvency of the employing company, if the company pays the costs of travel and living, or</p> <p>2. Proof of the applicant's personal solvency, in case personally covering the costs of travel and living.</p> <p>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.</p> <p>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</p> <p>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。</p>			
10.	<p>For employees:</p> <p>1. A sealed copy of the business license of the employing company,</p> <p>2. A letter from the employer (in English or in Chinese, translated into Polish/English) on official company paper with stamp, signature and date, clearly mentioning:</p> <p>a) Address, telephone and fax numbers of the employing company,</p> <p>b) The name and position in the employing company of the countersigning officer,</p> <p>c) The name of the applicant, position, salary and years of service,</p> <p>d) Approval for absence.</p> <p>For self-employed or freelancers:</p> <p>Documents proving professional activity.</p> <p>For retired persons:</p> <p>Proof of pension or other regular income.</p> <p>For unemployed adults:</p> <p>a) If married: Letter of employment and income of the spouse and notarized certificate of marriage, legalized by the MFA.</p> <p>b) If single/divorced/widow/widower: Any other proof of regular income.</p> <p>For students:</p> <p>Certificate from the school and valid student's ID card and one copy.</p> <p>在职人员:</p> <p>1. 由任职公司出具的公司营业执照复印件并盖章,</p> <p>2. 由雇主出具的证明信 (英文版, 或中文版附上英文或波兰语翻译), 需使用公司正式的信头纸打印并加盖公章, 签字, 注明日期, 并明确列出以下信息:</p> <p>1) 任职公司的地址、电话及传真号码,</p> <p>2) 任职公司签字人的姓名和职务,</p> <p>3) 申请人姓名、职务、收入及工作年限,</p> <p>4) 准假证明。</p> <p>如申请人为自雇人员或自由职业者:</p> <p>需提供文件证明他/她的职业。</p> <p>退休人员:</p> <p>养老金或其他固定收入证明。</p> <p>未就业成年人:</p> <p>1. 已婚者: 经公证处公证, 外交部认证婚姻关系公证书, 配偶的在职证明和收入证明,</p> <p>2. 单身 / 离异 / 丧偶: 其他固定收入证明</p> <p>学生:</p> <p>在读证明, 有效学生证原件及复印件。</p>			
11.	<p>Flight Reservation (reservation only)</p> <p>机票预订单 (仅需预订单)</p>			

12.	<p>Minors travelling alone or with one parent:</p> <ol style="list-style-type: none"> 1. Notarized birth certificate legalized by MFA, 2. Notarized certificate of permission to travel from both parents or legal guardians legalized by MFA, <ul style="list-style-type: none"> • In case the parents are not in China – certificate attested by the relevant authorities in the country of residence, 3. Notarized death certificate in case of death of a parent or both parents legalized by MFA, 4. In case the parents are divorced and one of the parents lost custody of the child – notarized court verdict legalized by MFA. <p>未成年人单独旅行或者和单方家长旅行时:</p> <ol style="list-style-type: none"> 1. 经公证处公证及外交部认证的出生证明, 2. 经公证处公证及外交部认证的双方家长或法定监护人出具的出行同意书; <ul style="list-style-type: none"> • 若父母不在中国, 则需提供其居住国有关当局认证颁发的上述出行同意书, 3. 父母一方或双方死亡的, 提交经外交部认证的死亡证明公证书, 4. 父母离婚且一方失去监护权的, 提交经外交部认证的法院判决书。 			
13.	<p>Additional notes: optional documents.</p> <p>Applicants are allowed to submit additional documents that they consider useful to explain and/or justify the trip.</p> <p>附加说明: 附加文件。</p> <p>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。</p>			

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:

由资料审核员填写:

1. The applicant has confirmed that he/she 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, 大使馆/领事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