

△ Missing documents may negatively affect the visa decision.	For official use only
☐ Yes ☐ No Visa application form with a photograph Schengen visa application form shall be duly completed, dated and signed by the applicant. To see the visa application photo specifications click the link below: https://www2023.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf .	☐ Pending
申请表 + 照片1张 申请人填写完整、注明日期并签字的申根签证申请表。查看关于签证申请照片的信息请点击 https://www2023.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf	
☐ Yes ☐ No Travel document The travel document must be valid for a minimum of three (3) months after the planned journey, issued within the previous 10 years and have at least two (2) blank pages.	☐ Pending
护照/旅行文件 护照应在过去 10 年内签发，且要在行程结束后仍有至少 3 个月的有效期。护照应有至少 2 页的空白页	
☐ Yes ☐ No Other travel documents Incl. possible another valid travel document and/or previous travel documents with previous Schengen visas issued within last 59 months.	☐ Pending
其他护照/旅行文件 包括可能是过去59个月内签发的另一本有效旅行证件和/或曾具有申根签证的旅行证件	
☐ Yes ☐ No Travel medical insurance Travel medical insurance must be valid for the duration of travel and cover the entire Schengen area. An applicant for a multiple-entry visa may provide an insurance policy, which is valid during the first trip. The minimum coverage of the policy must be 30 000 (thirty thousand) euros. The policy has to cover costs in case of sudden illness or accident and assistance on site, including the costs of medical repatriation to the place of permanent residence of the insured person or the repatriation in case of death. Name in pinyin.	☐ Pending
旅行保险 旅行医疗保险必须在旅行期间有效并覆盖整个申根区。多次入境签证的申请人需要提供第一次行程的保单。保单的最低保额必须为 30 000（三万）欧元。该保单必须承保突发疾病或事故以及现场援助的费用，包括医疗遣返到被保险人永久居住地的费用或死亡情况下的遣返费用。 被保险人的名字以拼音的形式体现在保单上。	
☐ Yes ☐ No Travel order or letter from sending organisation Original MFA/FAO verbal note, and participant list if not already included in the verbal note.	☐ Pending
派遣组织出具的信函或旅行令 外交部/外事办照会原件及名单(名单已包含在照会中的除外)	
☐ Yes ☐ No Invitation letter Invitation letter from the receiving organisation in Finland.	☐ Pending
邀请函 芬兰接待单位出具的邀请信	
☐ Yes ☐ No Proof of employment Certificate from employer / Dispatch letter	☐ Pending
在职证明 在职证明 / 派遣函	
☐ Yes ☐ No Birth certificate Documents for minors only: Birth certificate with Apostille OR notary certificate of family relation with Apostille OR proof of guardianship with Apostille. Student card and original letter of the school, mentioning: - full address, telephone numbers of the school - permission for absence - name and function of the person giving the permission.	☐ Pending
出生证明 仅针对未成年申请人所需的材料: 附有海牙认证的出生证明或亲属关系证明或监护权证明。	
学生证和学校开具的原始证明，须包含以下内容 - 学校的完整地址和联系方式 - 准假时间 - 假期批准人的名字和职务	

☐ Yes ☐ No Documents when parent(s)/guardian(s) not travelling together with the child	☐ Pending
Additional documents when legal guardians are not travelling together with the child: Passport or ID copy (copies) from both parents or legal guardians. Notary certificate of permission to travel from both parents or legal guardians with Apostille, and when not in China, attested by the relevant authorities in the parents'/legal guardians' country of residence.	
法定监护人不同行时所需的补充材料 父母双方或法定监护人的护照信息页或身份证(复印件) 海牙认证的父母双方或法定监护人的出行同意书, 若在境外, 须有父母双方或法定监护人所在国家的相关机构进行认证。	
☐ Yes ☐ No Proof of custody changes	☐ Pending
If applicable: Court decision of custody with Apostille.	
监护权变更证明(如有):已做过海牙认证的监护权判决书。	
☐ Yes ☐ No Request for visa revocation	☐ Pending
Request for visa revocation is added at the Visa Application Centre, if needed.	
撤销签证的要求 如有撤销签证的需求, 在签证申请中心提交撤销申请。	
☐ Yes ☐ No Other submission documents	☐ Pending
Other submission documents are added at the Visa Application Centre, if needed.	
其他文件 在签证中心添加, 如适用	

Signatures

I have understood that I (or my authorised representative) have to submit the above-mentioned documents to the Visa Application Centre. By signing this form, I hereby confirm that all the information stated in the documentation is true.
我明白我(或我的授权代表)必须向签证中心提交上述文件。通过签署此表格, 我在此确认文件中所述的所有信息都是真实的

Signature of the applicant / representative of the applicant
申请人/代办人签名

For official use only (at the Visa Application Centre) 仅供官方使用 (在签证中心填)

- ☐ I have understood that I have to submit the above-mentioned missing documents to the Visa Application Centre by the date If I do not submit the documents by the date mentioned above, I accept by signing this form that the visa application will be examined without the requested documents and that the decision may be to my disadvantage.
我已知悉我需在截止日期(.....)前向签证申请中心提交上述文件。我签署此表格并接受如未在上述日期内提交所需文件, 签证申请会在没有此所需文件的情况下进行审核且决定可能对我不利。
- ☐ I do not intend to submit the above-mentioned missing documents to the Visa Application Centre. I accept by signing this form that the visa application will be examined without the requested documents and that the decision may be to my disadvantage.
我不会向签证中心提供上述所需文件。
我签署此表格并接受签证申请会在没有此所需文件的情况下进行审核且决定可能对我不利。

Signature of the applicant / representative of the applicant
申请人/代办人签名

Signature of the submission officer