

Checklist for ADS Group
ADS 团队签证申请审核表

Name: _____ (姓名)	Purpose of Visit: _____ (访问目的)
Passport Number: _____ (护照号)	Contact No.: _____ (联系电话)
	E-mail Address: _____ (邮件地址)

Prepare all the necessary documents listed below before you deliver the application, **otherwise the application might be refused by the Embassy / Consulate General of Finland in China.** The required documents have to be translated into English, Finnish or Swedish in a separate document according to the instructions below.

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芬兰驻华使领馆拒签。**按照须知规定，所需材料需另附英文、芬兰语或者瑞典语翻译

Note: The application materials should be placed in the following order

备注: 向使领馆递交签证申请时，请将申请材料按以下顺序排列:

Documents that must be submitted by the ADS-accredited travel agency:

ADS 旅行社需提供的材料

	Required Documents/所需材料	Yes /有	No/ 没有	Remarks/备注
1.	Letter of introduction by the travel agency: Mentioning itinerary and specific dates, tour leader name, passenger list (with relationship among them, if any), and name and contact details of the partner tour operator in Europe. 旅行社出具的照会: 注明旅行日程安排，领队和团队全部成员名单（标注成员之间关系）和在欧洲旅游地接社的名字及联络方式。			
2.	A confirmation letter, issued by the reception agency in Schengen area, containing the passenger list, dates, accommodation details and the roundtrip flight information as well as transportation specified in the group's itinerary. 在申根地区地接社开具的确认信，包含团队人员名单，出行时间，酒店详细信息和往返机票预定的信息以及旅行日程安排中涉及的交通方式。			
3.	Flight and other transportation reservations for the group with confirmation for the China-Europe-China round trip from the airlines (with the list of the tourists' names) 由航空公司提供的经确认的中国-欧洲-中国往返机票预定单以及其他交通方式的预定单（要求附有团员名单）。			
4.	Proof of accommodation: For the whole duration of the intended stay. 住宿证明：涵盖在申根国家停留的全部期间			

5.	<p>Travel medical insurance, original or copy of the certificate. Handwritten certificates will not be accepted. Travel insurance must be valid in the Schengen area and for the entire duration of stay in the Schengen area. The insurance must have minimum coverage of 30.000 euro and cover costs of any emergency medical treatment and repatriation for medical reasons as well as in case of death repatriation of the deceased. List of names of all insured, the names of the insured should be written also in pinyin.</p> <p>旅行医疗保险：原件或复印件均可（手写不接受）。被保险人的名字和拼音均应体现在保单里。旅行医疗保险必须覆盖申根地区，其有效期必须包括所有在申根地区的停留时间，保额至少为 3 万欧元并包含紧急医务治疗，紧急医疗转移以及遗体转移。提供所有被保险人名单，被保险人名字拼音也需注明。</p>			
6.	<p>Copies of the tour leader's passport, tour leader card, visa (if applicable), copies of the courier's CNTA badge and EU badge</p> <p>领队护照，领队证，有效签证（如有）的复印件，送签人 CNTA 证及 EU 证的复印件。</p>			

Documents that must be submitted by each member of the group:

团队成员需递交的材料

7.	<p>Visa application form, signed by the applicant (if minor, signed by both parents or legal guardians), accompanied by one colour photograph with the following specifications: passport type, light color background, 47mm ×36mm, dating from the last 6 months</p> <p>一份填写正确并由申请人亲笔签名的申请表（未满 18 岁的申请人须由双方父母或法定监护人签字），以及一张护照照片尺寸的彩照，照片需为浅色背景，47x36 毫米，并需为最近六个月内所照。</p>			
8.	<p>Passport or other travel document and one copy of the identification page. Travel document must be valid at least 90 days after the expiration of visa and not older than 10 years. Travel document must have at least two consecutive blank pages. Damaged travel documents cannot be accepted.</p> <p>护照或其他有效旅行文件及一份护照身份页的复印件。 护照应为在过去 10 年内签发，且在要签发的签证有效期后仍有至少 90 天的有效时间。 护照应有至少两页连续的空白页，损坏护照将不予受理。</p>			

9.	<p><u>Proof of solvency of the applicant:</u></p> <ul style="list-style-type: none"> - Bank statement from the last 3 months, cannot be replaced by fix-term deposit certificate or credit card statement. The bank statement must be original. <p><u>Requirement for sufficient funds:</u></p> <ul style="list-style-type: none"> - For covering the stay in Finland is minimum 30 euro per day in addition to accommodation and transportation costs. <p><u>For employees:</u></p> <ul style="list-style-type: none"> - Sealed copy of the business license of the employing company. - Employment certificate (in English, or in Chinese with English translation) on official company paper with stamp, signature, date and clearly mentioning: <ul style="list-style-type: none"> · address, telephone and fax numbers of the employing company · the name of the applicant, position, salary and years of service · approval of leave or absence. · name and position of the countersigning officer <p><u>For retired persons:</u></p> <ul style="list-style-type: none"> - Certificate of retirement and a copy thereof <p><u>For unemployed adults:</u></p> <ul style="list-style-type: none"> - Unemployment certificate - Proof of income of spouse and certificate of marriage, legalized by MFA and a copy thereof. <ul style="list-style-type: none"> - OR any other proof of regular income. <p><u>申请人偿付能力证明:</u></p> <ul style="list-style-type: none"> - 最近 3 个月的银行对账单，不能由定期存款证明或信用卡对账单代替。所有银行对账单必须为原件。 <p><u>资金要求:</u></p> <ul style="list-style-type: none"> - 资金应按照除住宿和交通费外，在芬兰每天不少于 30 欧元的标准准备。 <p><u>在职人员:</u></p> <ul style="list-style-type: none"> - 盖章的公司营业执照复印件 - 由雇主出具的证明信（英文件，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： <ul style="list-style-type: none"> · 任职公司的详细地址，联系电话和传真； · 申请人姓名、职务，收入和工作年限 · 任职公司签字人员的姓名和职务； · 准假许可 <p><u>退休人员:</u></p> <ul style="list-style-type: none"> - 退休证及一份复印件 <p><u>未就业成年人:</u></p> <ul style="list-style-type: none"> - 未就业证明 - 已婚者提供配偶的在职和收入证明，及由外交部认证的婚姻关系公证书及一份复印件 - 或其它固定收入证明 			
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10.	<p>For minors (under 18):</p> <ul style="list-style-type: none"> - Notary Certificate (legalized by MFA) of family relation between the minor and his/her parents or proof of guardianship and a copy thereof <p>If travelling alone: Notary certificate (legalized by MFA) of signed permission to travel from both parents or legal guardians and a copy thereof</p> <p>If travelling with one parent or legal guardian: Notary certificate (legalized by MFA) of signed permission to travel from the non-travelling party and a copy thereof</p> <p>If the non-travelling party resides abroad, travel permission must be notarized by the authorities in the country of residence.</p> <p><u>Student card & Original letter of the school:</u> mentioning:</p> <ul style="list-style-type: none"> - full address, telephone number of the school - permission for absence - name and function of the person giving the permission - 1 photocopy thereof <p>未成年人（18岁以下）：</p> <ul style="list-style-type: none"> - 未成年人与其父母的亲属关系公证书或监护关系公证书（并由外交部认证）及一份复印件 - 当未成年人单独旅行时：由双方家长或法定监护人出具的出行同意书的公证书（并由外交部认证）及一份复印件 - 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）及一份复印件； - 如不随行父母长期在国外居住，须在该居住国相关机构办理该出行同意书公证。 <p><u>学生证 + 学校出具的证明信原件，</u> 包含如下信息:</p> <ul style="list-style-type: none"> - 完整的学校地址及电话 - 准假证明 - 批准人的姓名及职位 - 复印件一份 			
11.	<p>Original “Hukou” with photocopies of all the pages (no translation, only for Chinese nationals)</p> <p>户口本原件及户口本所有页的复印件（无需翻译，只对中国公民）</p>			

ADS-visas are applied for via an ADS-accredited Chinese travel agency. List of travel agencies can be found on the web page of China National Tourism Administration - CNTA list of authorized travel agencies for outbound travel by Chinese citizens (<http://en.cnta.gov.cn/TravelInChina/Forms/TravelInChina/TravelAgencies.aspx>). ADS-签证可通过 ADS 认可的中国旅行社申请。旅行社名单详见国家旅游局网页：经营出境旅游业务的旅行社名单 (<http://www.cnta.gov.cn/html/2009-5/2009-5-13-10-24-84268.html>)

Note: The Embassy / Consulate reserves the right to request additional information/documentation and, if deemed necessary, to interview the applicant/ 备注:使领馆保留要求申请人提供补充信息/材料的权利。如若必要, 申请者将被要求前往使领馆面试。

Inquiry Officer to choose as appropriate

资料审核员根据适用情况选择:

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

申请人已经确认她/他不提交其他文件

2. 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, but s/he has chosen to proceed with the application.

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

VISA Fee (签证费)		NAME OF TRAVEL AGENT 代理名称	
Service Fee (服务费)		ADDRESS 地址	
Courier Fee (If any) 快递费 (如选)			
Other Fees (其他费用)		TEL/电话	

Name & Signature of Processing Officer
(资料受理员签名)

Date/日期

Applicant's Signature (申请人签名)