

Checklist for Family or Friend Visit

探亲/访友签证申请审核表

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 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, 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 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。			
2. 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. 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。			
3. Travel medical insurance, original or copy of the certificate. Handwritten certificates will not be accepted. The name of the insured should be written also in pinyin. 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. 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。			

4.	<p><u>Signed invitation letter (not older than 6 months)</u></p> <p>For a private visit the invitation can be written in free form. It must include details of the inviting person (name, address and contact information, date of birth) and the following information of the invited person: name, date of birth, address and contact information, passport number, purpose and length of visit, mentioning if the guest is a relative, friend etc. Invitation letters do not need to be notarized in Finland.</p> <p>If the inviter is not a Finnish citizen, a copy of the inviters passport and valid residence permit are required.</p> <p><u>邀请人签署的邀请函（6个月以内）</u></p> <p>个人邀请函的格式不限。邀请函必须包括关于邀请人的信息（姓名、地址、出生年月与联系信息）以及关于被邀请人的信息：姓名、出生年月、地址、联系信息、护照号、出行目的以及停留期限，包括提及申请人与邀请人之间的关系是否为亲戚或朋友等）。邀请函无需在芬兰进行公证。</p> <p>如邀请人不是芬兰公民，需提供邀请人的护照和有效的芬兰居留许可的复印件。</p>			
5.	<p><u>Financial guarantee by the sponsor</u> <u>If the sponsor lives in the country of destination</u></p> <ul style="list-style-type: none"> - Proof of a regular income over the last 3 months, or - A declaration of guarantee <p><u>If the sponsor lives in China but invites the applicant to travel together to the country of destination</u></p> <ul style="list-style-type: none"> - signed guarantee letter, may be written in free form. - copy of the residence permit for China - proof of a regular income (Employment certificate) <p>担保人资金担保原件</p> <p><u>如果担保人在申根国居住应提交:</u></p> <ul style="list-style-type: none"> - 该担保人最近3个月的固定收入证明，或 - 担保人出具的担保声明 <p><u>如果担保人在中国居住并邀请签证申请人一同到申根国旅行，则应提交以下材料:</u></p> <ul style="list-style-type: none"> - 已签字的担保书，书写格式不限 - 中国居住许可复印件 - 固定收入证明（工作证明） 			

Proof of solvency of the applicant:

- 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.

Requirement for sufficient funds:

- For covering the stay in Finland is minimum 30 euro per day in addition to accommodation and transportation costs.

For employees:

- 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:
 - 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

For retired person:

- Certificate of retirement and a copy thereof

For unemployed adults:

- Unemployment certificate
 - Proof of income of spouse and certificate of marriage, legalized by MFA and a copy thereof.
6. - OR any other proof of regular income.

申请人偿付能力证明:

- 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。银行对帐单必须为原件。

资金要求:

- 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。

在职人员:

- 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：
 - 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
 - 准假许可；
 - 任职公司签字人员的姓名和职务

退休人员:

- 退休证及一份复印件

未就业成年人:

- 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

7.	<p>For family members: Notary Certificate (legalized by MFA) stating the family relation between the inviter and the invitee and a copy thereof.</p> <p>如是家庭成员： 请提供申请人与担保人的亲属关系公证书（并由外交部认证）及一份复印件。</p>			
8.	<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； - 如不随同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 			
9.	<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，只针对中国公民）</p>			
10.	<p>For other nationals: copy of valid Chinese residence permit.</p> <p>其他国籍者：提供一份有效的中国居留许可的复印件</p>			

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)