

MALTA VISA APPLICATION CENTRE
马耳他签证申请中心

**CHECKLIST FOR A SCHENGEN VISA FOR
BUSINESS, CONFERENCE & FAIR APPLICATIONS**
赴马耳他商签，会议及参展的申根签证申请清单

NAME:

姓名

PURPOSE OF VISIT:

申请目的

PASSPORT NO.:

护照号码

GROUP NO. (IF APPLICABLE)

团队编号（没有不填）

		Yes	No	Remarks
1.	One (1) completed and signed visa application form duly filled in English. 用英文大写字母填写的一份完整的并已经签字的签证申请表			
2.	Valid passport with validity of at least three (3) months after expiry of the visa and should contain at least 2 blank pages. 护照有效期至少到截止有效期后的 3 个月并要求至少仍保留 2 页空白页			
3.	Original and one (1) photocopy of passport (empty pages need not be photocopied). 护照原件及一份复印件（空白页不需要复印）			
4.	Two (2) passport-size photographs bearing a true likeness to the applicant. 两张白底证件照规格的近照			
5.	One (1) copy of the ID card. 一份身份证复印件			
6.	Original and one (1) copy of the family book. 户口本原件及一份复印件			
7.	Hotel Confirmation/s for the whole journey within the Schengen Countries. 申根国家范围内整个行程的酒店订单			
8.	Confirmed air ticket reservation. If ticket is presented, a copy is retained. 机票订单。若机票已出，要求机票复印件			
9.	Proof of a valid travel insurance policy, either individual or group, with a minimum cover of 30,000 Euro and must be valid in Schengen country. 人身意外医疗旅游保险，个人及团体都要求最低保额在 30 万人民币以上，申根国家有效。			
10	Letter of invitation or statement of participation by the organisation in Malta including details of the event/affiliation and duration. 马耳他方出示的邀请函或者活动参与的说明，包括活动的细节以及具体时间。			

11	Itinerary of whole journey 全部行程的具体安排			
12	Proof of sufficient and regular personal financial means or bank statement minimum 48 Euro per day. 有效的个人银行存款证明 要求每位申请人每天最低 48 欧元的存款冻结在银行			
13	Proof of Employment: Letter from employer indicating name, address, telephone number of the employer, position of applicant, tenure duration, salary. 雇佣证明, 包括雇主的姓名, 地址, 电话号码, 申请人的职位, 任期, 薪金			
14	Copy of the Business License with Stamp of the company in which you work 所在公司的公司营业执照复印件并加盖公司公章 (原章)			
15	NON-CHINESE CITIZEN: Chinese Visa or residence permit valid for 3 months after return 非中国人: 中国签证或者有效期在返回时间 3 个月后的居留许可证			

Inquiry Officer to delete as appropriate:

资料审核员根据适用情况选择:

- (a) The applicant has confirmed that he/she has no other supporting documents to submit.
申请人已经确认没有其他的材料需要提交
- (b) 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 and visa fee is non-refundable. He/she has chosen to proceed with the application.
申请人已经提交上述材料。我已经告知申请人若因为没有提交完整的材料将会导致申请被拒签且申请费不会退还。申请人已经选择申请程序。

Inquiry Officer Signature
提交人员的签字

Applicant Signature
申请人签字

Date
日期

Name of Accredited Travel Agent
(if applicant is being submitted by Agent)
旅行社代理人姓名
(若签证申请由代理机构提交)