

TOURIST VISIT ADS (TOURISMUS)

ADS 团体游客

SCHENGEN VISA - SHORT STAY (KURZZEIT)

申根签证-短期停留

LIST OF SUPPORTING DOCUMENTS (LISTE DER GEFORDERTEN DOKUMENTE)

APPLICANTS NAME:		PASSPORT NUMBER:		
申请人姓名		护照号码		
1	SCHENGEN VISA APPLICATION FORM Fully completed (preferable PRINT) in English or German language Personally signed by the applicant (minors: signed by legal guardian) 申根签证申请表 一张用英文或者德语填写的申请表, 申请表必须完整、如实填写(建议机打), 申请者本人在指定的位置签名, (未成年人则必须加上法定监护人的签字) Schengen Visa C: http://www.austriavisa-china.com/pdf/Schengen-Visa-Beijing.pdf	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
2	TWO RECENT AND IDENTICAL PASSPORT PHOTOGRAPHS Colour, 35x45mm, white background, undamaged, no headpiece 两张护照尺寸近期照片 35x45mm, 白底彩照, 无损坏, 不可配戴帽子 http://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	PASSPORT Issued within the previous 10 years. Minimum two blank visa pages. Valid for at least 3 months beyond the validity of your visa request. PP must be signed by its owner. Copy of data page; copies of pages showing visas and/or exit/entry stamps. Submission of previous passport(s) is appreciated. 护照 十年内签发的有效护照, 至少连续两页空白页。签证到期后护照的有效期至少3个月有效。 由申请人签字, 首尾页的复印件以及使用过所有页的复印, 建议提交旧护照。	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	MEDICAL INSURANCE Minimum coverage of EUR 30.000 for medical costs and repatriation. Valid in all Schengen Countries during the validity of the visa requested. Applicants for Business Visa and long-term validity/multiple entries may proof coverage for the initial travel only, together with a statement, declaring the awareness of the need of medical insurance for each subsequent travel. 医疗保险 足够支付在事故及疾病情况下的医疗和转运费用, 保险数额为每人至少30000欧元。覆盖整个申根国家, 签证有效期内有效。 申请商务签证和长期有效签证/多次签证的申请人应该提供至少首次旅行的保险, 同时提交一份声明以说明其知道每次旅行均需要医疗保险。	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	CONFIRMATION LETTER BY THE ADS-APPROVED TRAVEL AGENCY INCLUDING: 旅行社出具的照会 包括: PASSENGER LIST (indicating relationship if applicable) 团队成员名单(标注成员之间关系, 如适用) NAME AND ID-DETAILS OF TOURLEADER 领队的姓名及身份证明信息 CONTACT DETAILS OF THE OPERATING TOUR PARTNER IN EUROPE 欧洲负责接待的旅行社的联系方式 TRAVEL ITINERARY Itinerary covering the whole stay in Austria and Schengen area, stating the dates and places of stay. In case of two or multiple entries, documentation of travel route outside the Schengen area. 旅游计划整个行程包含在奥地利和申根地区的停留, 注明: 日期和所停留城市酒店名称。 如果需要两次或多次入境, 请提供包括申根地区和非申根国家的整个行程。 Travel programme: Documents providing clear evidences about your travel programme (booking transportation, itinerary, etc.) 旅行计划: 能够清晰展示旅行计划的文件(交通方式预订、行程单等)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	PROOF OF ACCOMMODATION Covering the whole period of the stay in Schengen area and indicating the applicant's name. 住宿证明 涵盖在申根国家停留的全部期间, 需显示申请人的姓名。	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	ROUND-TRIP FLIGHT TICKET RESERVATION FROM/TO CHINA Indicating the applicant's full name, all departure/destination airports and time of travel. In order to avoid unnecessary expenses, it is recommended to confirm your flight ticket only after issuance of visa. 往返中国的机票预订单 需显示申请人的姓名, 所有出发/到达的机场及出行时间。 为避免不必要的损失, 机票应在签证签发之后出票付款!	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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LIST OF SUPPORTING DOCUMENTS (LISTE DER GEFORDERTEN DOKUMENTE)

- | | YES | NO | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 8 EMPLOYMENT CERTIFICATE/STUDY (ORIGINAL) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| In English or German language or in Chinese with E/G translation on official company paper with stamp, signature, position and contacts of a responsible person in the company stating name of applicant, position, salary, years of service, approval for leave, purpose of visit and confirmation of position after return.
在职证明（原件）/在读证明/退休证（原件）
由雇主/学校出具的证明信（英文或德文件，或中文附上英文或德文翻译），需使用公司/学校正式的信头纸并加盖公章，负责人签字，职位和联系方式；并写明申请人的姓名，职位/所在年级，薪资收入，工作年限/就读年限，准假证明，访问目的及公司/学校将为申请人保留职位/学位的证明。退休人士提供退休证原件。 | | | |
| 9 BUSINESS LICENSE BY CHINESE ENTERPRISE OF EMPLOYMENT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Copy with original corporate seal and/or organization code or Institution Legal Person Certificate
中方公司的营业执照复印件 公司的营业执照复印件盖章以及/或者组织机构代码证复印件/法人公司证明 | | | |
| 10 PROOF OF SOLVENCY OF APPLICANT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Personal, original stamped bank statements of the last three months and/or deposit book (copy and original; original shall be returned at VAC!) The name of the applicant must clearly appear on the statement and should be printed by the bank. It is favorable if the salary items are clearly listed on the bank statement
申请人偿付能力证明 个人近3个月的银行对账单原件并盖章/存折（复印件及原件；原件应在签证中心予以退回）
申请人姓名需清晰体现在银行打印的对账单上。最好能体现工资项。 | | | |
| 11 HUKOU AND ID-CARD (ORIGINAL AND COPY) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of the whole hukou including the holder's pages and all member information pages
户口本和身份证（原件和复印件） 户口本全本复印件，包括首页和所有成员信息页（原件应在签证中心被退回） | | | |
| 12 LETTER OF AUTHORIZATION FOR VISA APPLICATION/PASSPORT RETURN | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IF APPLICABLE! Passport/ID-card of representative (original shall be returned at VAC!)
签证申请/护照返还委托书 如适用！代理人护照/身份证复印件（原件应在签证中心被退回） | | | |
| 13 MINOR (travelling alone or with one parent) | | | |
| Notary and legalization of Birth Certificate or Kinship or Hukou with parents;
Notary and legalization of authorization or agreement of travelling with one parent.
未成年人出行，单独旅行或者和单方家长旅行时
公证并认证的出生证明或亲属关系，或与父母同一户口本（递交申请时出示原件）；
如单独出行或和单方家长旅行，不随行的父/母出具公证并认证的委托书或出行同意书 | | | |
| 14 PERSONAL LETTER IN SUPPORT OF YOUR APPLICATION | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VOLONTARILY! In case of unusual/odd conditions to provide additional understanding of your visa application to the Embassy
支持申请的个人解释信件（英文或德文）
自愿递交！适用于非寻常/特殊的申请，以向使馆进行进一步的说明。 | | | |

VISA Fee (签证费)	
Service Fee (服务费)	
Courier Fee (If any) 快递费 (如选)	

Applicant's Signature (申请人签名) Processing Officer / 资料受理员 (签名) -----

Date/日期 BIO Data QC Officer / 指纹系统检查员 (签名) -----

Date/日期 Application QC Officer / 申请材料检查员 (签名) -----