

Checklist for Business Visa C

商务签证申请材料清单

| Basic Documents 基本材料 | |
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| 1. | Visa Application form fully completed in English and signed by the applicant in Chinese 签证申请表用英文填写完整并由申请人本人用中文签名 |
| 2 | Two passport pictures -In colour, 3 x 4 cm (approx. 1.2 x 1.6 inch) -Facing forward, white background 两张护照照片 -彩色, 3x4厘米 (大概 12x16英寸) -正面白底 |
| 3 | Passport - Valid for at least three months after date of return to China - Containing at least two blank visa pages - Issued within the previous ten (10) years - For non Chinese nationals: a residence permit for China, valid until after the return. - 2 copies of the identification page and 1 copy of all visa pages 护照 -护照有效期在回中国之后不少于三个月 -护照内不少于两页空白签证页 -护照签发时间在最近十年之内 -对于非中国籍申请人: 必须持有中国居留许可, 其有效期在签证申请人回中国以后仍须有效。 -两份护照首页复印件, 一份以往所有签证复印件 |
| 4 | Medical insurance (holders of diplomatic passports are exempted) Minimum coverage 30,000 EURO, for medical costs and medical repatriation, valid in all Schengen countries during the whole validity of the issued visa. 医疗保险 (外交护照持有者无需提供) 在签证有效期内, 且适用于申根国, 保险额不低于3万欧元, 包含紧急医疗和医疗遣返的费用。 |

List of supporting documents to be submitted by applicants travelling for the purpose of business visit or short professional training

申请以商务访问或短期职业培训为目的的签证所需证明文件

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| 1 | <p>Flight reservation When applying for a visa for multiple visits: reservation of the first visit. Attention: A confirmed return ticket. The ticket should be bought only after the visa has been issued! 机票预订单 当申请多次入境旅游签证时, 首次旅行的机票预订单注意: 需为确认的往返机票。机票应该在签证颁发后出票付款</p> |
| 2 | <p>Proof of solvency Bank statements from the last 3 to 6 months, no deposits</p> <p>Proof of the solvency of your (employer's) company, if the company pays the costs of travel and living; or Proof of your personal solvency, in case personally covering the costs of travel and living Proof of solvency for employees :</p> <ul style="list-style-type: none"> - a sealed copy of the business license of employing company - a letter from the employer (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 company ▪ the name and position in the company of the countersigning officer ▪ the name of the applicant, position, salary and years of service ▪ approval for leave or absence <p>申请人偿付能力证明 最近 3 至 6 个月的银行对账单, 无需存款证明</p> <p>如果旅行及生活费用由公司支付, 需提供申请人(或雇主)公司偿付能力的证明; 或</p> <p>如果旅行及生活费用由本人支付, 需提供本人偿付能力的证明。 在职人员的相关情况证明</p> <p>在职人员的相关情况证明 -由任职公司盖章的营业执照复印件 -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:</p> <ul style="list-style-type: none"> • 任职公司的地址、电话和传真号码 • 签字人员的姓名和职务 • 申请人姓名、职务、收入和工作年限 • 准假证明 |
| 3 | <p>Proof of accommodation For the whole duration of the intended stay in the territory of the member states of the Schengen area.</p> <p>住宿证明 涵盖在申根国家停留的全部期间。</p> |

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| <p>4</p> | <p>Business License of your company and original letter from your employer</p> <ul style="list-style-type: none"> - A sealed copy of the business license <p>On official company paper with stamp and signature, mentioning clearly:</p> <ul style="list-style-type: none"> ▪ full address and contact persons of the company ▪ the name and position of the countersigning officer ▪ name, position, salary and years of employment ▪ the purpose of the visit <ul style="list-style-type: none"> - confirmation of position after the return - the person or the entity who will bear your travel and living costs <p>公司的营业执照和雇主证明信原件</p> <ul style="list-style-type: none"> - 盖章的公司营业执照复印件 <p>需使用公司正式的信头纸并加盖公章，签字，并须包含如下信息：</p> <ul style="list-style-type: none"> • 任职公司的详细地址和联系人 • 签字人员的姓名和职务 • 申请人姓名、职务、收入和工作年限 • 访问目的 <ul style="list-style-type: none"> - 公司为申请人保留职位的证明 - 支付旅行和生活费用的单位或个人 |
| <p>5</p> | <p>Original invitation letter from the organiser of the event or the training On official company paper with stamp and signature, mentioning clearly:</p> <ul style="list-style-type: none"> ▪ the full address and contacts of the company ▪ the name and position of the countersigning officer ▪ purpose + duration of the visit ▪ detailed program ▪ the person or the entity who will bear your travel and living costs; ▪ whether the sponsor gives financial guaranty for your return to China; ▪ proof of registration from a Chamber of Commerce if applicable <p>活动或培训主办方的邀请函原件需使用公司正式的信头纸并加盖公章，签字，并须包含如下信息：</p> <ul style="list-style-type: none"> ▪ 任职公司的详细地址和联系人； ▪ 签字人员的姓名和职务； ▪ 访问的目的和持续时间； ▪ 详细日程； ▪ 支付旅行和生活费用的单位或个人； ▪ 主办方是否为确保申请人按规定返回中国提供保证金； ▪ 如果适用，提供商会注册证明。 |

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| 6 | For foreign applicants, 1 copy of residence permit issued at least 3 months and still valid after expiration of the visa (Original needs to be presented during interview) 外国人须持有签发 3 个月以上且签证到期后仍有效的暂住证复印件（面试时须出示原件） |
| 7 | Those whose Hukou and work place are not in the same province, 1 copy of residence permit issued at least 3 months, if applicable (Original needs to be presented during interview) 对于户口和工作地不在同一省区的申请人，须持有签发三个月以上且有效的暂住证复印件（如有）（面试时须出示原件） |

ATTENTION: You are advised to contact the Greek Consular Office in Beijing / Shanghai / Guangzhou prior to your application for the additional documents per category. The Greek Consulate maintains the right to ask for further documents if necessary.

请注意：在您选择提交签证的辅助材料前建议您先与希腊驻北京/上海/广州领事馆联系。希腊领事馆（签证处）有权利要求申请人提交其他的材料。