

Checklist for short stay Schengen visa for Tourism in group (ADS)

团队旅游签证

Name: _____ (姓名)	Purpose of Visit: _____ (访问目的)
Passport Number: _____ (护照号)	Group No. if relevant: _____ (团号, 如有)

	Nr		
VISA Fee (签证费)		504	NAME OF TRAVEL AGENT 代理名称
Service Fee (服务费)		180	ADDRESS 地址
Legalization Fee (公证费)		84	
Legalization Service Fee (公证服务费)		20	TEL/电话
Courier Fee (If any) 快递费 (如选)			TOTAL
Other Fees (其他费用)			

I. For the travel agency:	Yes /有?	No/ If not, why not? 没有? 如没有, 注明原因	Legali-zation Fee 公证费	Legali-zation Service Fee 公证服务费	For official use: dox present ?
1. Introduction letter from the travel agency with, at least, the official name, address, telephone, fax and Email of the agency as well as of the contact person.					
2. Copy of the business license, with a translation					
3. Copy of identity card, of CNTA Badge and original of the EU accreditation card of the travel agency's designated courier					
4. Name list of all the group members, with passport numbers					
5. Copy of passport of the tour leader					
6. A detailed itinerary, including flight details for the round trip from China, including the names, addresses, <i>telephone numbers and fax numbers</i> of the hotels to be used by the group during the tour, the dates of stay in each hotel, and details of how the group is to travel between locations during the tour. These reservations must be confirmed reservations.					
7. Flight reservations, all flights confirmed, for the China-Europe-China round trip					
8. Name and contact details (address, telephone, fax, Email) of the designated partner tour operator in Europe, as well as of the contact's person of this partner tour operator					
9. Confirmation from the designated partner tour operator in Europe that accommodation and transportation within Europe as specified in the group's itinerary will be provided to all members of the group					

II. For each member of the group:		Yes /有?	No/ If not, why not? 没有? 如没有, 注明原因	Legali- zation Fee 公证费	Legali- zation Service Fee 公证服务费	For official use: dox present ?
1.	A valid passport: should have been issued within the previous ten years and be valid at least 3 months after the intended date of departure from the Schengen territory or, in the case of several visits, after the last intended date of departure and should contain at least 2 empty pages when applying for the visa. Please provide one copy of the passport (the empty pages don't need to be copied).					
2.	One copy of your Chinese identity card and temporary residence card (if any) or of your residence permit (for foreigner)					
3.	One application form signed (two times: at the point nr 37 AND on the last page!) and dated by the applicant					
4.	A 2-inch recent (no more than 6-months old) passport size photograph should be affixed					
5.	The original of the medical insurance policy + 1 copy					
5.	Proof of sufficient and regular own financial means of subsistence to cover your intended stay and your return to China. A minimum of (the equivalent of) at least €50/day of stay, is required. It can be done by one of the following evidences: - Bank statement for the last 3 months translated + a credit card valid for abroad countries OR travelers cheques. - Notarized certificate of your employer concerning your monthly income (*) - Title(s) of propertie(s) of house(s) / apartment(s) with the renting contract. All must be translated and notarized (*). Are not accepted: - Letter from the bank or deposit account statement - Copy of car's registrations - Cash					
6.	A notarized certificate of leave from the applicant's employer mentioning the applicant's position in the company OR A notarized certificate of the applicant's school administration. OR A notarized certificate that you are retired/ unemployed/...					
7.	A notarized certificate of consent of parental authority or legal guardian (when a minor does not travel with them) as well as the minor's notarized certificate of birth and a copy the parents or legal guardian's identity card					

Chinese notarized certificates have to be authenticated by the relevant Foreign Affairs Bureau of your province before being authenticated by the Embassy / Consulate General of Belgium. They should not be older than six months.

The applicant acknowledges that he has provided the documents here above marked as submitted and that he has been informed that some other documents might be requested by the Belgian Embassy / Consulate General.

申请人知道他已递交以上标记出的材料并已被通知比利时大使馆或领事馆可能还需要其他材料。

Name & Signature of Inquiry Officer (资料审核员签名)

Date/日期:

Applicant's Signature (申请人签名)