

**ROYAL DANISH EMBASSY / CONSULATE GENERAL / CONSULATE
BEIJING – SHANGHAI – GUANGZHOU – CHONGQING – SHENYANG – CHENGDU
NANJING – HANGZHOU – JI'NAN – XI'AN – SHENZHEN – FUZHOU**

Private/Family Visa / 探亲访友签证

List of supporting documents to be submitted with the application/ 随签证申请表格一并提交的材料清单

Please indicate submitted documentation by <input checked="" type="checkbox"/> . Submit the Document Checklist together with your application and supporting documentation in the following order to the Visa Application Centre, Embassy or Consulate. 请在所递交的文件材料后面打勾，并将该材料审核一览表和您的申请材料按照下列顺序整理好一起递交。	Yes	No
1. Applicant applied in person. 申请人本人亲自申请。	<input type="checkbox"/>	<input type="checkbox"/>
2. "Schengen Visa Application Form" duly completed (download). Original required. 一套填写正确的"申根签证申请表" (下载). 需原件	<input type="checkbox"/>	<input type="checkbox"/>
3. One passport photo, attached to Schengen Visa Application Form. The photograph must be passport-size with a light background, no older than 6 months (photo requirements). 一张护照照片，贴在申请表格上。照片尺寸应为护照照片尺寸，照片背景为浅色，照片为半年内所照。 (照片要求)	<input type="checkbox"/>	<input type="checkbox"/>
4. Passport, valid at least 90 days after expiry of the visa. Must have at least 2 blank pages. 护照，要在您的签证过期后仍然有效3个月。必须至少有两张空白页。	<input type="checkbox"/>	<input type="checkbox"/>
5. Copy of the applicant's passport identity page (incl. extension date if applicable) 申请人护照的身份页的复印件(如有延期页，须提供延期页的复印件)	<input type="checkbox"/>	<input type="checkbox"/>
6. Travel medical insurance with a minimum coverage of 30,000 Euro (300,000 CNY) for the effective stay in the Schengen area. The insurance must cover your entire stay (until your flight departs). Please note that if the coverage period of your insurance is stated in Beijing time you may need to purchase one extra day of insurance because of the time difference between China and the Schengen area. 能覆盖在申根地区的实际停留时间，且最低3万欧元(300,000人民币)保额的医疗保险。保险必须覆盖整个停留期间(直到航班起飞)。请注意，如果保险期间写的是北京时间，因为时差的问题您可能需要购买多一天的保险。	<input type="checkbox"/>	<input type="checkbox"/>
7. Documentation on former travels abroad; if relevant an old passport should be attached to the application 能显示以前的出国旅行的信息的证件; 如旧护照上有以前的旅行信息，须提供旧护照	<input type="checkbox"/>	<input type="checkbox"/>
8. Visa fee. See the current visa fee here . 申请费，请查询现在的申请签证费用 here	<input type="checkbox"/>	<input type="checkbox"/>
9. Non-Chinese citizens are required to submit a copy of a valid Chinese residence permit. 非中国公民还需要提交您有效的中国居留许可。复印件可接受	<input type="checkbox"/>	<input type="checkbox"/>
10. For minors (under 18): Student card & Original letter of the school, mentioning: full address, telephone number of the school, permission for absence, name and function of the person giving the permission. Notary certificate of family relation or proof of guardianship must be legalised by the Ministry for Foreign Affairs, one photocopy thereof. Minors travelling alone or with just one parent:: Notary certificate of permission to travel from both parents or legal guardians (when minor is travelling alone) or the parent or legal guardian not travelling (if minor is travelling with one parent), must be legalised by the Ministry of Foreign Affairs, and when not in China, attested by the relevant authorities in the parents'/legal guardians' country of residence, one photocopy thereof. 未成年人(18岁以下): 学生证 + 学校出具的证明信原件，包含如下信息: 完整的学校地址及电话，准假证明，批准人的姓名及职位，以及亲属关系公证书或监护关系公证书，并由外交部认证，复印件一份。	<input type="checkbox"/>	<input type="checkbox"/>

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<p>未成年单独旅行或者和单方家长旅行时：（当未成年人单独旅行时）由双方家长或法定监护人出具的，或者（当未成年人跟随单方家长或监护人旅行时）由不同行的另一方家长或者监护人出具出行同意书的公证书，并由外交部认证；在中国境外办理时由境外相关政府机构办理该公证，复印件一份。</p>		
<p>11. (Official) invitation letter (not older than 6 months): An official invitation issued by the authorities of the country of destination. It is also accepted to submit an invitation signed by the sponsor. VU2 form download here (In case of Chinese reference in Denmark: A Copy of a valid residence permit for the entire period of the requested Schengen visa). （官方）邀请函（6个月内有效）：由目的地申根国政府出具的官方邀请函或者由担保人签字的邀请信。vu2 表格请在这里下载（如果在丹麦的邀请人是中国人，请提供有效的丹麦居留许可的复印件。注意，申请人要求的申根签证时间要在邀请人的居留许可有效期内）。</p>	□	□
<p>12. Original financial guaranty by the sponsor: If the sponsor lives in the country of destination, Proof of a regular income over the last 3 months, or a declaration of guarantee as provided for by the country of destination's national legislation. If the sponsor lives in China but invites the applicant to travel together to the country of destination: signed guarantee letter, copy of the residence permit for China, proof of a regular income (letter from employer), proof of residence in the country of destination or invitation to stay with close family 担保人财务担保原件: 如果担保人在申根国居住, 应提交: 该担保人过去 3 个月的固定收入证明或担保人出具的在申根国具有法律效力的担保声明。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: 已签字的担保书, 中国居留许可复印件, 由雇主开具的收入证明, 在目的地国家的居住证明或者申根国接待家庭提供的邀请信</p>	□	□
<p>13. Proof of relationship with the sponsor: For family visit: a notary certificate of family relationship with the sponsor legalised by MFA. For friends visit: the relationship can be substantiated with original documents, original pictures, letter of invitation etc. 与担保人的关系证明: 探亲签证: 需提交申请人和担保人亲属关系公证书, 经由外交部认证的。访友签证: 需提交能证明申请人和担保人朋友关系的文件原件、照片原件、邀请信等。</p>	□	□
<p>14. Copy of "Hukou" (no translation needed) With photocopies of all pages (only for Chinese nationals). 户口簿复印件（无需翻译）：及户口簿所有页的复印件（只针对中国公民）。</p>	□	□
<p>15. Proof of solvency of the applicant Bank statements from the last 3 months, no deposits required. Additional documentation: For employees: a sealed copy of the business licence of the employing company, a letter from the employer (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 and position in the employing company of the countersigning officer, the name, position, salary and years of service of the applicant as well as an approval for leave or absence. For retired persons: Proof of pension or other regular income. For unemployed adults: If married: Letter of employment and income of the spouse + Notary certificate of marriage, legalised by MFA. If single/divorced/widow/widower: Any other proof of regular income. 申请人偿还能力证明: 最近 3 个月的银行对账单, 无需存款证明。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(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。退休人员: 养老金或其他固定收入证明。未就业成人: 已婚者: 配偶的在职和收入证明 + 婚姻关系公证书(由外交部认证)。如果单身/离异/丧偶: 其他固定收入证明</p>	□	□

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Please note that the Embassy/Consulate may in justified cases, request additional documents not mentioned in the above list during the examination of an application. The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.

请注意使馆/领馆在合理的情况下，在审理签证申请的过程中有可能索要材料清单以外的材料。请注意，申请人按照材料清单的要求提交申请材料并不保证一定获得签证。

Initials of case worker receiving case at VAC and initials of case worker delivering case at the embassy

Originals	Received	Delivered
Bank Deposit		
Legalized doc.		
Other		
Other		

Initials of case worker receiving case at VAC:

IO:	
SO:	
Scan:	
VSS:	
Check:	