

Checklist for Tourist Application 旅游签证申请审核表

Name: _____ (姓名) Passport Number: _____ (护照号)	Purpose of Visit: _____ (访问目的) Contact No.: _____ (联系电话)		
Required Documents	Yes/有?	No/没有?	Validity/有效期
1. Visa Application form fully completed and signed by the applicant 填写完整并在签证申请表上签名			
2. One recent passport-size photograph with clear background 一张近期护照尺寸、背景清晰的照片			
3. Passport valid for at least three months after visa expiry date (Original and 2 photocopies of first page and photocopy of old visas) 签证到期后仍有 3 个月有效期的护照(护照原件,护照首页 2 张复印件及以往签证复印件)			
4. Return-trip booking or ticket 往返机票预订单或机票			
5. Overseas Medical Insurance with minimum coverage of Euro 30,000 valid in Schengen countries(original&photocopy) 在申根国家有效的境外医疗保险,最低保额 3 万欧元(原件及复印件)			
6. Confirmed hotel booking (for the whole duration of the trip) OR sponsorship letter from the sponsor in Italy ("Lettera d' invito") (in original) 宾馆确认单或者意大利担保人的担保信(原件)			
7. Credit Card/ Travellers Cheque (original and copy) / Cash (at least 30 Euro per person per day to show at window)/ Bank Account Statement (recent and up-to-date, original and photocopy)/ Bank Guarantee("Fidejussione bancaria ")from the sponsor in Italy (original and photocopy) 信用卡 / 旅行支票 (原件及复印件) / 现金 (每人每天至少 30 欧元, 面试时出示原件) / 银行账户对账单 (最近和最新的,原件和复印件) /意大利担保人的银行担保信(原件及复印件)			
8. Detailed travel plan(English version) 具体旅行计划(英文)			
9. If applicant is under 18: - birth certificate translated in Italian or English and legalized by competent Foreign Affairs Office; - If traveling with one parent: permission to expatriate by the other parent (certificate translated in Italian or English and legalized by competent Foreign Affairs Office or declaration to be filled at the Consulate). If the other parent is passed away, death certificate legalized by competent Foreign Affairs Office; - If traveling with people other that parents: permission to expatriate by the parents (certificate translated in Italian or English and legalized by competent Foreign Affairs Office or declaration to be filled at the Consulate). The permission certificate /declaration must contain the appointment of an adult tutor, traveling with the child (i.e., teacher, trainer, etc...) 未满 18 岁的申请人: - 翻译成意大利语或者英语并由当地外事办公室认证的出生公证; - 如与父母一方同行: 另一方的同意书(翻译成意大利语或者英语并由当地外事办公室认证的同意公证, 或者在领事馆签署同意声明)。如父母另一方已故, 需出具由当地外事办公室认证的死亡公证。 - 如与父母以外的人同行: 父母双方的同意书(翻译成意大利语或者英语并由当地外事办公室认证的同意公证, 或者在领事馆签署同意声明)。同意公证/声明必须包含对与小孩同行的成年人的委托(如老师, 培训师等)。			

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Inquiry Officer to delete as appropriate (资料审核员根据适用情况选择)

1. The applicant has confirmed that s/he has no other documents to submit OR
申请人已经确认她/他不提交其他文件 或者
2. 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, but s/he has chosen to proceed with the application.
申请人已经递交了上述文件，我已通知其不提交所有必要文件会导致被拒签，但其选择继续提交申请。

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

Date/日期:

Applicant's Signature (申请人签名)

		Amount Fee 费用		Quantity 数量	Amount Fee 费用
Service Fee 服务费			Photo Fee 拍照费		
Lounge Fee 休息室费用			Photocopy Fee 复印费		
Courier Fee 快递费			Visa Fee 签证费		