

Information for visa applicants/申请人须知:

1. Provided bank statements should not be older than 10 calendar days from the date of submission of the application and should bear applicant's name/ 提供 10 日内打印的申请人名下的银行流水。
2. **During the examination of an application, the Slovenian Embassy may, in justified cases, call the applicant for an interview and request additional documents/签证审理期间, 斯洛文尼亚使馆可能安排申请人面试或要求申请人提供额外的材料进行核实 (Article 21(8) of the Visa Code).**
3. According to the Article 23 of the Visa Code the **processing time of the visa application may take up to 15 calendar days** after all the required documents have been submitted/根据申根法 23 条签证审理时间在递交材料后需要 15 个自然日以上

#	YES	Documents required for all applicants/申请人必须材料	NO
1		Passport + copy of first page of passport/护照+首页或首页复印件. Passport issued/护照签发地:	
2		Previous passports with visas + copy of visas for last 3 years/含申根签的旧护照 (若有) +3 年内所有签证页复印件	
3		Signed application form (form has to be signed twice)/签字的申请表 (需要两处签名)	
4		One recent photograph (photo should not be older than 6 months)/1 张近照 (6 个月内拍摄)	
5		Travel medical insurance (valid in Schengen area)/旅行保险 (申根区有效), from: _____ to: _____	
6		Proof of solvency of the applicant/财力证明, balance: _____ monthly salary: _____ Bank statements from the last 3 months, NO DEPOSIT ACCOUNT! /近 3 个月的银行流水, 不收存款单! (In case of minors parental authority/legal guardian submits evidence on sufficient means of subsistence)/(未成年由父母/法定监护人提供财力证明)。	
#	YES	Documents required in accordance with the applicant's personal status/根据申请人个人情况所需材料	NO
7		For employees/在职人员:	
7.1		A sealed copy of the business licence of the employing company with English translation/加盖公章的营业执照并附上英文翻译件 (not required for universities and other public institutions/大学和其他公立机构可不提供)	
7.2		A letter from the employer (in English or in Chinese with English translation) on official company paper with stamp, signature, date and clearly mentioning (in case of business visit refer to 14.4)/由雇主出具的证明信 (英文文件, 或中文附上英文翻译), 需使用公司正式的信头纸并加盖公章, 签字, 并明确日期 及以下信息 (商务请参考 14.4): 1) address, telephone and fax numbers of the employing company/任职公司的地址、电话及传真号码 2) the name and position of the countersigning officer/任职公司签字人的姓名和职务 3) the name of the applicant his/her position, salary and years of service/申请人姓名、职务、收入、工作年限 4) approval for leave and absence/准假证明	
8		For retired persons: proof of pension or other regular income/退休人员: 养老金或其他固定收入证明	
9		For unemployed persons/未就业成年人:	
9.1		If married/若已婚: 1) letter of employment (in English or in Chinese with English translation) of the spouse/配偶的就业信 (英文或中文, 英文翻译) 2) notary certificate of marriage, legalised by the Ministry for Foreign Affairs/婚姻关系公证书, 由外交部认证	
9.2		If single/divorced/widow/widower - any other proof of regular income/单身 / 离异 / 丧偶: 其他固定收入证明	
10		Minors (under 18 years of age)/未成年人出行:	
10.1		Student card (if applicable) and original letter of the school (in English or in Chinese with English translation), mentioning/学生证 (若适用) 和在读证明 (英文文件, 或中文附上英文翻译), 包含以下信息: 1) full address and telephone number of the school/学校的地址和电话 2) permission for absence/假期批准 3) name and function of the person giving the permission/批复人姓名和职务	
10.2		Notary certificate of family relation or proof of guardianship, legalised by the Ministry of Foreign Affairs/该家庭成员关系或监护关系的公证书, 该公证需经外交部认证	
10.3		Notary certificate of permission to travel from both parents or legal guardians, legalised by the Ministry of Foreign Affairs, and when not in China, attested by the relevant authorities in the parent's/legal guardian's country of residence. (when the minor is travelling alone or only with one parent)/如单独出行或仅由父母一方陪同旅行, 不随行的父/母出具公证并认证的委托书或出行同意书, 若不同行父母或监护人不在中国, 也应在其所在地的相应部门办理	
11		Copy of all pages of "Hukou" (except if traveling for culture and sport)/户口所有页复印件 (文化体育类签证可不提供)	
#	YES	Documents required in accordance with the purpose of travel/根据旅行目的所需材料	NO
12		For the purpose of individual tourism/个人旅游目的:	
12.1		Flight reservation (round-trip reservation)/机票订单 (往返机票订单)	
12.2		Proof of accommodation (for the duration of the intended stay in Schengen area)/住宿证明 (涵盖在申根国家停留的全部时间)	
12.3		Travel programme (documents providing clear evidences about the applicant's travel programme: transportation booking, itinerary, etc.)/旅行计划 (包含清晰的行程安排: 各种交通工具预定, 每天行程等)	
13		For the purpose of visiting family/friends/探亲访友目的:	
13.1		Invitation letter with explanation of visit/邀请函与访问的解释	
13.2		Financial guarantee issued by the host/主办方发布的财务担保: 1) If the sponsor lives in the country of destination/如果赞助商居住在目的地国家: a) proof of a regular income over the last 3 months, or/过去 3 个月的固定收入证明, 或 b) scanned Letter of Guarantee certified by the competent authority of Slovenia (not older than 3 months)/斯洛文尼亚主管当局 (不超过 3 个月) 认证的扫描担保书 2) If the sponsor travels to the country of destination together with applicant/如果赞助商与申请人一起前往目的地国家: a) original Letter of Guarantee (not older than 3 months)/原始保函 (不超过 3 个月) b) copy of residence permit for China/中国居留许可的复印件 c) proof of a regular income (letter from employer)/定期收入证明 (雇主的来信)	
13.3		Proof of relationship with sponsor/与邀请人关系的证明: 1) For family visit: a notary certificate of family relationship with the sponsor, legalised by the Ministry of Foreign Affairs/探亲签证: 亲属关系公证书, 由外交部认证 2) For friends visit: original documents, photos, letter of invitation etc./对于朋友访问: 原始文件, 照片, 邀请函等	

14	For the purpose of business visit or short professional training/出行目的为商务访问或短期培训:	
14.1	Proof of the solvency of the employing company (if the company pays the costs of travel)/公司偿付能力证明 (如果公司承担旅行和生活消费支出)	
14.2	Proof of the applicant's personal solvency (in case personally covering the costs of travel) – refer to 6/申请人个人偿付能力的证明 (如果亲自承担旅行费用) - 参见 6	
14.3	Scanned Letter of Guarantee certified by the competent authority of Slovenia (not older than 3 months)/斯洛文尼亚主管当局 (不超过 3 个月) 认证的扫描担保保书	
14.4	Original letter from the applicant's employer on official company paper with stamp and signature (in English or in Chinese with English translation), mentioning/加盖公司公章并签字的由申请人任职公司出具的文件原件 (英文文件或中文文件的翻译件), 内容覆盖: 1) full address and contact persons of the company/任职公司的详细地址, 和联系人联系方式 2) the name and position of the countersigning officer/签字人员的姓名和职务 3) the name of the applicant his/her position, salary and years of service/申请人的姓名、职务、收入和工作年限 4) the purpose of the visit/访问目的 5) confirmation of position after the return/公司为申请人保留职位的证明 6) the person or the entity who will bear the applicant's travel costs/旅行和生活费用支出由公司或个人承担	
14.5	Invitation letter from the organiser of the event or training (Slovenian company/organisation) on official company paper with stamp and signature, mentioning/邀请方公司正式的信头纸并加盖公章, 签字的邀请信原件, 内容覆盖: 1) full address and contact persons of the company/任职公司的详细地址, 和联系人联系方式 2) the name and position of the countersigning officer/签字人员的姓名和职务 3) purpose and duration of the visit/访问的目的和停留时间 4) detailed program of the visit/详细的访问计划 5) the person or the entity who will bear applicant's travel costs/支付旅行和生活费用的单位或个人	
14.6	ZRSZ Registration (work permit)/ZRSZ 注册 (工作许可): 1) when carrying out services related to supply of goods for up to 14 days/从事关于商品供应或服务相关业务长达 14 天 https://www.ess.gov.si/delodajalci/zaposlovanje_in_delo_tujcev/spletna-prijava-dela-tujcev/prijava-izvajanje-kratkotrajnih-storitev-izvajalcev-iz-trejtih-drzav 2) CEOs of Slovenian companies/斯洛文尼亚公司的 CEO https://www.ess.gov.si/delodajalci/zaposlovanje_in_delo_tujcev/spletna-prijava-dela-tujcev/prijava-kratkotrajnega-dela-zastopnika	
15	For the purpose of cultural/sport/educational activities/出行目的为文化/体育/教育活动:	
15.1	Scanned Letter of Guarantee certified by the competent authority of Slovenia (not older than 3 months)/斯洛文尼亚主管当局 (不超过 3 个月) 认证的扫描担保保书	
15.2	Invitation letter from the organiser of the event (Slovenian company/organisation) on official company paper with stamp and signature, mentioning/邀请方公司正式的信头纸并加盖公章, 签字的邀请信原件, 内容覆盖: 1) purpose and duration of the stay/访问的目的和停留时间 2) detailed program and itinerary/详细日程 3) indication of costs of the study and entity that will pay for them/注明学习/体育活动的费用以及支付费用的单位 4) indication of accommodation during the period of the intended stay/注明整个停留期间的住所	
15.3	Original letter from the Chinese institution on official paper with stamp (in English or in Chinese with English translation), mentioning/中国文化或体育机构的证明信原件 (需要提供英文文件或中文文件+英文翻译件) 需使用公司的正式信头纸并加盖公章, 附英文翻译件, 必须明确包含如下信息: 1) full address and contacts of the organisation/该机构的详细地址和联系人 2) the name and position of the countersigning officer/签字人员的姓名和职务 3) name, position, salary and years of employment (only for professionals)/申请人姓名、职务、收入和工作年限 (专业技术人员适用) 4) confirmation of participation/确认参加函 5) the person or the entity who will bear applicant's travel costs/支付旅行和生活费用的单位	
16	For the purpose of ADS tourism (points 1 – 11 and separate checklist for ADS tourism)/为了 ADS 旅游目的 (第 1 - 11 点和 ADS 旅游的单独立单)	

In case not all supporting documents have been submitted/如果未交齐所有申请要求材料:
I hereby confirm that supporting document(s)/我确定必要文件 _____ has/have not been submitted. I'm requested to complete my application within 5 (five) working days. I am aware that my failure to complete the application might influence the Embassy's decision (Article 21(3) and (7) of the Visa Code). I am aware that the processing time will be extended accordingly/未递交。在 5 个工作日内我的申请将完成受理。我知悉未递交的文件可能会影响大使馆对签证结果的决定 (第 21 号条例第 (3) 点和第 (7) 点关于签证代码) 我知悉受理时间也可能相应地被延长。

In case application has been submitted less than 15 days before date of departure/如果递交申请时间距离出发时间不足 15 天:
I hereby confirm that I insist to submit the application for visa, despite not lodging the application at least 15 days before departure. Personal explanation letter is attached/尽管距离出发日期不足 15 天, 我确定坚持递交签证申请。个人解释信已经随申请资料一并附上。

Applicant's signature:

Missing supporting documents _____ submitted on _____. **Visa officer's signature:**

#	YES	Other optional documents considered necessary by the Embassy or applicant/	NO
17		Copy of Chinese ID/中国身份证复印件	
18		Personal explanation letter (if applied for MULT visa and less than 15 days before travel)/个人解释信 (如果申请 MULT 签证且旅行前不到 15 天)	
19		Copy of passport and residence permit of host in Slovenia (if staying with one)/护照的个人信息页和斯洛文尼亚邀请人的居留许可复印件 (如与邀请人同住)	
20		Proof of business relations (contracts ...)/业务关系证明 (合同...)	
21		Original authorisation letter (in case of proxy)/原始授权书 (代理人)	
22		List of all group members (if 3 or more people travel together)/所有同行人员名单 (如果多于 3 人一同出行)	
23		Others/其他:	

Information on legal grounds for document checklist for short stay "C" visa/C 类签证材料清单官方链接

https://ec.europa.eu/home-affairs/sites/homeaffairs/files/e-library/documents/policies/borders-and-visas/visa-policy/docs/commission_implementing_decision_c_2014_7594_-_annex_en.pdf

