

Remarks (External service provider or Embassy)/备注 （外部服务运营商或使馆）：


VAC officer's signature (VAC)
签证中心工作人员签字（签证中心）

Applicant's signature
申请人签字

Visa officer's signature (Embassy)
签证官签字（使馆）

C	EMBASSY OF SLOVENIA IN BEIJING/斯洛文尼亚共和国驻北京大使馆 Checklist for Short Stay "Type C" VISA/短期 C 类签证材料审核单			C	
Applicant's Name/申请人姓名:		Came in person/本人申请: <input type="checkbox"/> Yes <input type="checkbox"/> No	For a group member/团队成员: /		
Place of Submission/递交地点:		Date of submission/递交日期:	Passport Number/护照号码:		
VAC Ref. No./签证中心参考编号:		Date of departure/出行日期:	Phone/电话:		
Travel/visa records/旅行/签证记录: <input type="checkbox"/> Canada, Schengen, UK, USA <input type="checkbox"/> Asia (Japan, Korea, Thailand...) <input type="checkbox"/> Empty passport/no travel history		Itinerary/行程: <input type="checkbox"/> Only Slovenia <input type="checkbox"/> Slovenia and other SCH countries <input type="checkbox"/> Slovenia and non SCH countries		Visa for non-SCH EU country/ 非申根国签证: <input type="checkbox"/> Yes: BG CY HR IE RO UK <input type="checkbox"/> No	
Main purpose of travel/旅行主要目的: <input type="checkbox"/> Individual tourism/个人旅游 <input type="checkbox"/> ADS Tourism/ADS 团队旅游 <input type="checkbox"/> Business/Short professional training/商务/短期培训 <input type="checkbox"/> To carry out services/CEOs/产品供销服务/CEO <input type="checkbox"/> Congress/Symposium/会议/研讨会 <input type="checkbox"/> Cultural/sport/educational activities/文化/体育/教育活动 <input type="checkbox"/> Carrying out scientific research/科学研究 <input type="checkbox"/> Visiting family/friends/探亲访友 <input type="checkbox"/> EU/CH Family member <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Official visit/官方访问 <input type="checkbox"/> Others/其他:			Personal situation/个人情况: <input type="checkbox"/> Retired/退休 <input type="checkbox"/> Tour guide/Driver/导游/司机 <input type="checkbox"/> Employed/Entrepreneur/受雇/个体经营 <input type="checkbox"/> Artist/Sportsman/艺术家/运动员 <input type="checkbox"/> Journalist/记者 <input type="checkbox"/> Student/Minor/学生/未成年人 <input type="checkbox"/> Researcher/研究者 <input type="checkbox"/> Farmer/农民 <input type="checkbox"/> Government official/政府官员 <input type="checkbox"/> Others/其他:		COLOR CODE: RED YELLOW WHITE GREEN
Biometric identifiers/生物信息识别: Photo captured/照片采集: Live Scanned copy Remarks/注明: _____ Fingerprints/指纹采集: <input type="checkbox"/> 10 fingerprints taken/十指指纹均已采集 Remarks/注明: _____ <input type="checkbox"/> Fingerprinting exemptions/指纹豁免情况: <ul style="list-style-type: none">children under the age of 12/12 周岁以下的未成年人;fingerprints collected as part of an earlier application and entered in the VIS less than 59 months ago/59 个月内录取过 VIS 指纹;fingerprinting is physically impossible/身体原因指纹无法采集;heads of state or government and members of a national government – official business/政府/国家要员-公务 <div>Temporary Permanent</div>					
Visa fee (collected in RMB), info available at: http://www.peking.veleposlanistvo.si/index.php?id=5631&L=1 签证费用（收取人民币）详情参照: <input type="checkbox"/> 60 EUR <input type="checkbox"/> 35 EUR (Citizens of Albania, Armenia, Azerbaijan, BIH, Georgia, North Macedonia, Moldova, Montenegro, Russia, Serbia, Ukraine) <input type="checkbox"/> Gratis: <ul style="list-style-type: none">Minors under the age of 12/12 周岁以下的未成年人;pupils, students, postgraduate students and accompanying teachers who travel for the purpose of study or educational activities/参加游学或培训行程的中小学校学生、大学生、研究生和随行教师;researchers travelling for the purpose of carrying out scientific research/科研人员参加科学研究项目;representatives of non-profit organisations aged 25 years or less participating in seminars, conferences, sports, cultural or educational events organised by non-profit organisations/25 岁及 25 岁以下非政府组织代表，参加由非政府组织举办的研讨会、会议、体育赛事、文化活动、或教育活动;holders of diplomatic and service passports/持有外交护照和公务护照;family members of EU or Swiss citizens covered by the Directive 2004/38/EC/欧盟及瑞士公民亲属成员.					
Service fee:		Courier fee:		Other fees:	
VAC officer needs to make sure that/签证中心工作人员需确保: 1. Applicant enters actual dates/number of entries in Schengen area in the form as indicated in the transportation/accommodation documents. 申请人应依据具体交通/住宿安排文件填写实际日期及入境次数 2. Original of authorisation letter is provided in case if application is lodged by a proxy 由委托代理人提交申请需提交委托书原件 3. Applicant/agent signs the document checklist in case of missing supporting documents 如有任何文件缺失，申请人/代理需在清单上签字					
VAC visa officer:		Application admissible: <input type="checkbox"/> Yes <input type="checkbox"/> No		Embassy visa officer:	

EN	EMBASSY OF SLOVENIA IN BEIJING/斯洛文尼亚共和国驻北京大使馆 Required documents checklist/材料审核单		CN
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/ 近10日内打印的本人的银行流水.			
2. During the examination of an application, the Slovenian Embassy may, in justified cases, call the applicant for an interview and request additional documents/签证受理期间, 斯洛文尼亚使领馆可能安排申请人面试或要求申请人补充相关材料(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/根据申根条例第23条签证受理期为递交材料后15个自然日以上			
		Documents required for all applicants/申请人必须材料	NO
		Passport + copy of first page of passport/护照+首页复印件. Passport issued/护照签发地:	
		Previous passports with visas + copy of Schengen 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	
		Signed application form (form has to be signed twice)/签字的申请表 (需要两处签名)	
		One recent photograph (photo should not be older than 6 months)/1张近照(6个月内拍摄)	
		Travel medical insurance (valid in Schengen area)/旅行保险(申根区有效), from: to: .	
		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. 不收取存款! (in case of minors parental authority/legal guardian submits evidence on sufficient means of subsistence)/(未成年人由父母/法定监护人提供财力证明).	
		Documents required in accordance with the applicant's personal status/根据申请人个人情况所需材料	NO
		For employees/在职人员:	
		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)	
		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/请假证明	
		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	
		For unemployed persons/未就业成年人:	
		若已婚 1) letter of employment (in English or in Chinese with English translation) of the spouse/配偶的在职证明(英文或中文附英文翻译) 2) notary certificate of marriage, legalised by the Ministry for Foreign Affairs/经中国外交部认证的婚姻关系公证书	
		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	
		Minors (under 18 years of age)/未成年人出行(未满18周岁):	
		Student card (if applicable) and original letter of the school (in English or in Chinese with English translation), mentioning/学生证(如有)和在读证明原件(英文件,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/批准证明 3) name and function of the person giving the permission/批准人姓名和职务	
		Affairs/经中国外交部认证的家庭成员关系或监护关系的公证书	
		China, attested by the relevant authorities in the parent's/legal guardian' (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	
		Chinese nationals: copy of "Hukou" (except if traveling for culture/sport)/户口所有页复印件(文化体育类签证可不提供)	
		Documents required in accordance with the purpose of travel/根据旅行目的所需材料	NO
		For the purpose of individual tourism/个人旅游目的:	
		Flight reservation (round-trip reservation)/机票订单(往返机票订单)	
		住宿证明(涵盖在申报国家停留的全部时间)	
		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,详细行程等)	
		For the purpose of visiting family/friends/探亲访友目的:	
		Invitation letter in the form of the Letter of Guarantee certified by the Administrative Unit with explanation of visit/邀请函与访问的解释	
		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) 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)	
		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	Original letter from the applicant's employer on official company paper with stamp and signature (in English or in Chinese with English translation), mentioning/加盖公章并签字的由申请人任职公司出具的文件原件(英文件或中文件的翻译件),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		
14.4	Invitation letter from the organiser of the event or training in the form of the Letter of Guarantee (issued by Slovenian company/organisation), certified by the Administrative Unit, 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		
15	For the purpose of cultural/sport/educational activities/出行目的为文化/体育/教育活动:		
15.1	Invitation letter from the organiser of the event or training in the form of the Letter of Guarantee (issued by Slovenian company/organisation), certified by the Administrative Unit, 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		
15.2	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(需要提供英文件或中文件+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/ADS 旅游		
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 未提交.			
I have been advised to complete my application by sending missing documents to VAC/Embassy within 5 (five) working days. Signing this form, I accept the fact that if I will not submit these documents in time, my application will be decided without missing document and that my visa application might be refused (Visa Code 810/2009 – Article 23). 本人签字同意,若未能在规定时间内补交所需的材料,本人的申请受理将基于不完整的材料,并可能因此导致拒签(Visa code 810/2009 – Article 23)。			
	Applicant's signature: _____		
Missing supporting documents _____ submitted on _____.			
	Visa officer's signature: _____		
#	YES	Other optional documents considered necessary by the Embassy or applicant/大使馆或申请人认为必要的其他可选文件	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)/授权书原件(代理人)	
22		List of all group members (if 3 or more people travel together)/所有同行人名单(如果多于3人一同出行)	
23		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/zaposilovanje_in_delo_tuincev/spletna-prijava-dela-tuincev/prijava-izvajanje-kratkotrajnih-storitev-izvajalcev-iz-trejih-drzav 2) CEOs of Slovenian companies/斯洛文尼亚公司的CEO	
24		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

