

Checklist for Business visit of short professional training
商务访问及短期培训签证申请审核表

Name: _____ (姓名)	Purpose of Visit: _____ (访问目的)
Passport Number: _____ (护照号)	Contact No.: _____ (联系电话)
	E-mail Address: _____ (邮件地址)

Prepare all the necessary documents listed below before you deliver the application, **otherwise the application might be refused by the Embassy/Consulate General of Estonia in China.** The required documents have to be translated into English or Estonian in a separate document according to the instructions below.

在递交申请前请按下述清单准备所需材料，**否则您的签证申请可能被爱沙尼亚驻华使领馆拒签。**按照须知规定，所需材料需另附英文或者爱沙尼亚语翻译。

Note: The application material should be placed in the following order
 备注: 请将申请材料按以下顺序排列:

Required Documents/所需材料	Yes /有	No/ 没有	Remarks/备注
1. Passport or other travel document and one copy of the identification page. Travel document must be valid at least 90 days after the expiration of visa and not older than 10 years. Travel document must have at least two consecutive blank pages. Damaged travel documents cannot be accepted. 护照或其他有效旅行文件及一份护照身份页的复印件。 护照应在过去 10 年内签发，且在要签发的签证有效期后仍有至少 90 天的有效时间。 护照应有至少两页连续的空白页，损坏护照将不予受理。			
2. Visa application form, signed by the applicant (if minor, signed by both parents or legal guardians, at least 15 years old may lodge and sign a visa application personally), accompanied by one color photograph with the following specifications: passport type, light color background 35mmx45mm, dating from the last 6 months 一份填写正确并由申请人亲笔签名的申请表（未满 15 岁的申请人须由双方父母或法定监护人签字），以及一张护照照片尺寸的彩照，照片需为浅色背景，35x45 毫米，并需为最近六个月内所照。			
3. Travel medical insurance, original or one copy of the certificate. Handwritten certificates will not be accepted. The name of the insured should be written also in pinyin. Travel insurance must be valid in the Schengen area and for the entire duration of stay in the Schengen area. The insurance must have minimum coverage of 30.000 euro and cover costs of any emergency medical treatment and repatriation for medical reasons as well as in case of death repatriation of the deceased. 旅行医疗保险：原件或复印件均可（手写不接受）。被保险人的名字和拼音均应体现在保单里。旅行医疗保险必须覆盖申根地区，其有效期必须包括所有在申根地区的停留时间，保额至少为 3 万欧元并包含紧急医务治疗，紧急医疗转移以及遗体转移。			

4	<p>Proof of solvency of the applicant: Bank statements from the last 3 months, no deposits. 1. Proof of the solvency of the employing company, if the company pays the costs of travel and living; or 2. Proof of the applicant's personal solvency, in case personally covering the costs of travel and living.</p> <p>Note: In case credit card bank account is provided, please be sure that copy of the card and credit limit are shown.</p> <p>申请人偿付能力证明：最近 3 个月的银行对账单，无需存款证明。</p> <ol style="list-style-type: none"> 1. 如果公司支付旅行及生活费用，需提供公司的偿付能力证明；或 2. 如果申请人自担费用，需提供申请人个人偿付能力证明 <p>注明：如提供信用卡对账单，需提供信用卡复印件及信用额度。</p>			
5	<p>A sealed copy of the business license of the employing company and original employment letter from the applicant's employer (in English or in Chinese with English translation) on the official company paper with stamp and signature, date and clearly mentioning: - Full address and contact persons (telephone and fax numbers) of the company - The name and position of the countersigning officer - Name, position, salary and years of employment - The purpose of the visit; - Approval for leave or absence; - Confirmation of position after the return - The person or the entity who will bear the applicant's travel and living costs</p> <p>In case the applicant is a self-employed or free-lance: documents proving his/her professional activity.</p> <p>加盖公章的公司营业执照复印件和雇主证明信原件（英文或中文附英文翻译件）：</p> <p>需使用公司正式的信头纸并加盖公章、签字、日期，并须包含如下信息：</p> <ul style="list-style-type: none"> - 任职公司的详细地址，和联系人（电话及传真号码）； - 签字人员的姓名和职务 - 申请人姓名、职务、收入和工作年限 - 访问目的 - 准假许可 - 公司为申请人保留职位的证明 - 支付旅行和生活费用的单位或个人 <p>如申请人为自由职业者：需提供文件证明他/她职业。</p>			

6	<p>Invitation letter from the organizer of the visit on official company paper with stamp and signature, mentioning:</p> <ul style="list-style-type: none"> - The full address and contacts of the inviting company - The name and position of the countersigning officer - Information on the invited person/-s (name, surname, gender, passport No.). - Purpose and duration of the visit <p>The person or the entity who will bear applicant's travel and living costs; A digitally signed invitation letter sent directly to the Estonian Embassy/Consulate is acceptable</p> <p>活动或培训主办方的邀请函原件： 需使用公司正式的信头纸并加盖公章、签字、并须包含如下信息：</p> <ul style="list-style-type: none"> - 邀请公司的详细地址和联系人 - 签字人员的姓名和职务 - 邀请人的信息（姓名，性别，护照号码） - 访问的目的和持续时间 - 支付旅行和生活费用的单位或个人 <p>也可接受直接发给爱沙尼亚驻华使领馆的电子签署的邀请函。</p>			
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Note: The Embassy reserve the right to request additional information/documentation and, if deemed necessary, to interview the applicant/备注: 大使馆保留要求申请人提供补充信息/材料的权利。如若必要, 申请者将被要求前往大使馆面试。

Inquiry Officer to choose 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
申请人已经确认她/他不提交其他文件
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, 我已告知其如不提交所有必要文件可能会导致被拒签, 但其选择继续提交申请。

VISA Fee (签证费)		NAME OF TRAVEL AGENT 代理名称	
Service Fee (服务费)		ADDRESS 地址	
Courier Fee (If any) 快递费 (如选)			
Other Fees (其他费用)		TEL/电话	

Name & Signature of Processing Officer
(资料受理员签名)

Date/日期

Applicant's Signature (申请人签名)