

Checklist for Study Application

游学签证申请审核表

Name: _____ (姓名) Passport Number: _____ (护照号)	Contact No.: _____ (联系电话) E-mail Address: _____ (邮件地址)		
Required Documents/主要材料	Yes/ 有	No/ 没有	Remarks/ 备注
1. Application form completed truthfully in English or German in print and signed by the applicant in both required boxes. (Applications of minors have to be signed by their legal guardian). 一张用大写字母填写的 申请表 ，申请表必须完整、如实填写，申请者本人在两处指定的位置签名，（未成年人则必须加上法定监护人的签字）			
2. 2 recent passport photographs (colour, 3,5 x 4,5 cm, light background), complying with ICAO guidelines. 两张近照（彩照，约 3.5 x 4.5cm，白色背景），按 ICAO 规定，在 www.passbildkriterien.at 网址下有详细说明。			
3. Signed passport , valid at least 90 days longer than the period of validity of the requested visa, including a copy of first+last page, and a copy of all used pages. Minors need to submit a copy of their legal guardian's passport as well. 由 申请人签字的护照 ，首尾页的复印件以及使用过所有页的复印，签证到期后护照有效期至少为 90 天。未成年申请者需要提供法定监护人的护照复印件。			
4. Enrolment Certificate of the Austrian school; Award certificate of scholarship, if applicable 奥地利学校的 入学通知书 ；奖学金证明，如适用			
5. Proof of accommodation in Austria: copy of the lease contract or the title deed the house/apartment must be provided. the contract of students' dormitory use. 在奥地利的 住宿证明 如：租房合同或转租合同，购房合同/预购合同，学生宿舍使用合同。			
6. Proof of sufficient funds: less than 24 year-old applicants: 450 euros per month; 24 or above: 814.82 euros per month 生活来源的 证明 ：年龄至 24 岁的学生：每月 450 欧元；24 岁以上的学生：每月 814.82 欧元			
7. For Employees: – a sealed copy of the business licence of the employing company; – a letter from the employer (in English, or in Chinese 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 of the applicant, position, salary and years of service; 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. 在职人员: –由任职公司盖章的公司营业执照复印件 –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：任职公司的地址、电话及传真号码，任职公司签字人的姓名和职务，申请人姓名、职务、收入及工作年限，准假证明 退休人员: 养老金或其他固定收入证明 未就业成年人: 单身 / 离异 / 丧偶: 其他固定收入证明 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）			

8	<p>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, legalised by MFA.</p> <p>未成年人（18岁以下）： – 学生证及学校出具的证明信原件，信息包含学校的详细地址及电话号码，准假证明，批准人的姓名及职位 – 经外交部认证的亲属证明或监护人证明的公证书。</p> <p>Minors travelling alone or with 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), legalized by MFA, and when not in China, attested by the relevant authorities in the country of residence.</p> <p>未成年人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（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监护人出具的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。</p>			
9	<p>Flight Reservation: When applying for a visa for multiple visits: reservation of the first visit. Attention: A confirmed return ticket. The ticket should be bought only after the visa has been issued! 机票预定单：若申请多次入境旅游签证，首次旅行的机票预定单。 注意：需为确认的往返程机票。机票应在签证签发之后出票付款！</p>			
10	<p>Proof of health and accident insurance valid for the duration of the visit covering all risks to at least €30.000 足够支付在事故及疾病情况下的医疗费用和旅游、疾病及事故保险，保险数额为每人至少 30000 欧元。</p>			
11	<p>Original "Hukou" (no translation): With photocopies of all pages (only for Chinese nationals). 户口簿原件（无需翻译）：及户口簿所有页的复印件（中国公民用）</p>			
12	<p>ID Copy (Original and photocopy) 身份证复印件（原件及复印件）</p>			

Attention/请注意：

Proof of economic means during the period of stay in Schengen area will be required when at border control agency. 在申根地区停留期间的资金证明将在到达海关时被要求出示。

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 申请人已经确认不再提交其他文件或者
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。

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)