

**Checklist for Cultural / Sport Events**  
**文化体育活动签证申请审核表**

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 of Portugal in Beijing**. All documents must be presented in original and all documents have to be translated into English or Portuguese in a separate document.  
 在向使馆递交申请时请按以下清单准备好所有所需材料，**否则签证申请可能被葡萄牙驻华大使馆拒签**。所有材料必须是**原件**，中文材料请另译成英文或葡萄牙文。

**Note: The application material should be placed in the following order, when submitted to the Embassy**  
 备注: 向使馆递交签证申请时，请将申请材料按以下顺序排列整理有序:

	Required Documents/所需材料	Yes/ 有	No/没有	Remarks/备注
1.	Visa application form, signed by the applicant, accompanied by two identical colour photographs with the following specifications: passport type, neutral background, 3.5 ×4.5 cm, dating from the last 12 months 1 份填写完整并由申请人亲笔签名的申请表，两张近期 12 个月的照片，要求白色背景，3.5x4.5 厘米。			
2.	Passport valid for no less than 3 months from the date of termination of the visa applied for, with copy of the identification pages, as well as previous visas that may have been issued by other countries. 护照 (其有效期在拟申请的签证到期后仍不少于 3 个月，必须至少有两张连续空白签证页)和个人信息页，如有延期页和其他国家的签证及所有使用页，需提供护照首尾页两份和所有使用页一份的复印件。			

<p>3.</p>	<p><u>Original invitation letter from the organiser of the event of the country of destination</u>  On official paper, mentioning clearly:</p> <ul style="list-style-type: none"> <li>▪ purpose and duration of your stay;</li> <li>▪ detailed program and itinerary;</li> <li>▪ an indication of the costs of the study/sport and entity that will pay for them;</li> <li>▪ indication of lodging during the period of your intended stay.</li> </ul> <p><u>Original letter from the Chinese cultural or sports organisation</u>  (The letter must be in English or in Chinese + translation in English)  On official paper with stamp, mentioning clearly:</p> <ul style="list-style-type: none"> <li>▪ full address and contacts of the organisation</li> <li>▪ the name and position of the countersigning officer</li> <li>▪ name, position, salary and years of employment (only for professionals)</li> <li>▪ confirmation of participation;</li> <li>▪ entity that will pay for costs of travel and living</li> <li>▪ copy of business licence (+ translation in English)</li> </ul> <p><u>活动的所在国主办方的邀请函原件</u>  需使用正式的信头纸，并须明确包含如下信息：</p> <ul style="list-style-type: none"> <li>• • 访问的目的和停留时间；</li> <li>• • 详细的日程和路线安排；</li> <li>• • 注明学习/体育活动的费用以及支付费用的单位；</li> <li>• • 注明整个停留期间的住所。</li> </ul> <p><u>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件+英文翻译件）</u>  需使用公司的正式信头纸并加盖公章，并须明确包含如下信息：</p> <ul style="list-style-type: none"> <li>• • 该机构的详细地址和联系人</li> <li>• • 签字人员的姓名和职务</li> <li>• • 申请人姓名、职务、收入和工作年限（专业技术人员适用）</li> <li>• • 确认参加函</li> <li>• • 支付旅行和生活费用的单位</li> <li>• • 营业执照复印件（及英文翻译件）</li> </ul>		
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4.	<p><b>For minors (under 18):</b>  <u>Student card &amp; Original letter of the school:</u>  mentioning:</p> <ul style="list-style-type: none"> <li>- full address, telephone number of the school</li> <li>- permission for absence</li> <li>- name and function of the person giving the permission</li> <li>- 1 photocopy thereof</li> </ul> <p><u>Minors travelling alone or with one parent:</u></p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- Notary Certificate of family relation or proof of guardianship, legalised by MFA.</li> </ul> <p><b>未成年人（18 岁以下）：</b>  <u>学生证 + 学校出具的证明信原件，包含如下信息：</u></p> <ul style="list-style-type: none"> <li>- 完整的学校地址及电话</li> <li>- 准假证明</li> <li>- 批准人的姓名及职位</li> <li>- 复印件一份</li> </ul> <p><u>未成年单独旅行或者和单方家长旅行时：</u></p> <ul style="list-style-type: none"> <li>- （当未成年人单独旅行时）由双方家长或法定监护人出具的，或者（当未成年人跟随单方家长或监护人旅行时）由不同行的另一家长或者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</li> </ul> <p>家庭关系或监护人关系公证书，并由外交部认证书的原件</p>			
5.	<p><b>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!</b></p> <p>机票预定单：当申请多次入境旅游签证时，首次旅行的机票预订单</p> <p>注意：需为确认的往返机票。机票应该在签证签发后出票付款</p>			
6.	<p><b>Proof of accommodation: For the whole duration of the intended stay.</b></p> <ul style="list-style-type: none"> <li>- 住宿证明：涵盖在申根国家停留的全部住宿。</li> </ul>			
7.	<p><b>Valid for all Schengen countries, for the duration of the stay, with coverage of no less than EUR30,000.</b></p> <p>能覆盖在申根地区的实际停留时间，且最低 3 万欧元 (300,000 人民币) 保额的医疗保险。</p>			
8.	<p><b>Original “Hukou” with photocopies of all the pages (no translation, only for Chinese nationals)</b></p> <p>户口本原件和全部有内容页的复印件（无需翻译，中国公民适用）</p>			

9.	For other nationals: copy of valid Chinese residence permit. 外国公民需提供有效的在华居住许可证的复印件。			
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**Note: The Embassy reserves the right to request additional information/documentation and, if deemed necessary, to interview the applicant/备注: 使馆保留要求申请人提供补充材料或文件的权利。如若必要, 申请者将被要求前往使馆面试。**

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

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。

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)		TEL/电话	
Other Fees (其他费用)			

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

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Date/日期

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Applicant's Signature (申请人签名)