

STUDIENAUFENTHALTE / SPRACHKURSE 学生居留/语言班
LIST OF SUPPORTING DOCUMENTS (LISTE DER GEFORDERTEN DOKUMENTE) 要求递交材料清单

APPLICANT'S NAME: 申请人姓名:	PASSPORT NUMBER: 护照号码:
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| | YES
<input type="checkbox"/> |
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- 1 VISA APPLICATION FORM / 签证申请表**
 Fully completed (filled out electronically) in English or German language
 Personally signed by the applicant (minors: signed by both legal guardians)
 用英文或者德语填写完整（建议电脑填写），由申请者本人签字（未成年人由法定监护人父母双方签字）
 Visa form: 签证表格: <https://www.austriavisa-china.com/index.html>

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 - 2 ONE RECENT PASSPORT PHOTO / 一张近期护照标准照片**
 Colour, 35x45mm, white background, undamaged, no headpiece
 35x45mm, 白底彩照，无损坏，无头饰/免冠
http://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf

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 - 3 PERSONAL LETTER IN SUPPORT OF YOUR APPLICATION / 有助于您签证申请的说明**
 VOLONTARY! To provide an additional understanding of your visa application to the Embassy.
 自愿递交！帮助使馆更清楚地了解您签证申请的目的。

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 - 4 COMPLETE CURRICULUM VITAE (CV) / 完整的简历**
 In German or English Language / 用德文或英文撰写

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 - 5 EXPLANATORY STATEMENT / 陈述理由**
 The applicant's motivation explaining the reason for the acquisition of the German language (in German or English)
 申请人学习德语的动机，说明学习德语的原因（用德文或英文撰写）

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 - 6 PROOF OF PREVIOUS EDUCATION / 之前所受教育证明**
 School and/or study certificate (with translation in German or English) 中小学或大学证明（附德文或英文译文）

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 - 7 ADMISSION LETTER BY THE AUSTRIAN SCHOOL/UNIVERSITY / 奥地利中小学或大学录取通知书**
 Including study program, study objective and proof of the paid course fee signed by an approved signatory on official paper. 包括学习计划、学习目标和课程付费证明（打印在公函信纸上，经授权签字人签字）

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 - 8 EMPLOYMENT / STUDY CERTIFICATE / 在职/在读证明**
 EMPLOYEES 在职证明:

 - Employment Certificate in English or German language or in Chinese with translation on official company paper including address, phone and fax number of the employing company;
 在职用英文或德文撰写，或中文附英文或德文翻译，打印在单位公函纸上。在职证明包括单位地址、电话和传真号信息；
 - stamp of the company; signature, position and contact information of a responsible person in the company;
 盖单位公章，单位授权签字人的签名及其职务和联络方式；
 - name of applicant, position, salary, years of service and confirmation of position after return; approval for leave
 申请人的姓名、职务、薪资、工作年限以及返回后保留职位保证和准假确认；
 - Copy of Business License by Chinese Enterprise with original seal
 公司营业执照复印件，加盖公章。

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 - STUDENTS 在读证明:

 - Study Certificate in English or German language or in Chinese with E/G translation issued by school / university; including telephone number and complete address of school/university, approval for leave, name and position of person giving the permission
 在读证明用英文或德文撰写，或者中文撰写附英文或德文翻译，由学校出具。内容包括在读学校的电话、具体地址、准假确认以及批准人的姓名和职务。

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 - 9 PROOF OF SOLVENCY OF APPLICANT / 申请人支付能力证明**
 - Traceable financial means: proof of the actual regular income and income source
 经济来源证明：当前固定收入和收入来源证明；
 - Personal, original stamped bank statements (salary account) of the last three months. The name of the applicant must clearly appear on the statement and should be printed by the bank. Salary items should be clearly listed on the bank statement. 最近3个月的个人原始对帐单（工资户头），需显示申请人的姓名和工资收入项，由银行打印。

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- 10 EVE ("ELECTRONIC LETTER OF GUARANTEE") / 电子担保函** ☐
If applicable - Financial guarantee by an Austrian citizen or permanent resident of Austria
如适用，奥地利公民或长期居住人员的经济担保函。
- 11 ROUND-TRIP FLIGHT TICKET RESERVATION FROM/TO CHINA / 往返中国的机票预订单** ☐
Indicating the applicant's full name, all departure/destination airports and time of travel.
In order to avoid unnecessary expenses, it is recommended to confirm your flight ticket only after issuance of visa.
需显示申请人的姓名，所有出发/到达机场及出行时间。为避免不必要的损失，机票应在签证签发之后出票付款！
- 12 PROOF OF ACCOMMODATION / 住宿证明** ☐
- 13 PASSPORT / 护照** ☐
Issued within the previous 10 years. Minimum two blank visa pages. Valid for at least 3 months beyond the validity of your visa request. PP must be signed by its owner. Copy of data page; copies of pages showing visas and/or exit/entry stamps. Submission of previous passport(s) is appreciated.
10年内签发的有效护照，至少两页空白签证页。签证到期后护照的有效期至少3个月有效。
信息页（首页）复印，所有签证页和盖有出入境章页复印。建议同时提交旧护照。
- 14 MEDICAL INSURANCE / 医疗保险** ☐
Minimum coverage of EUR 30.000 for medical costs and repatriation. Valid in all Schengen Countries during your entire stay (please be aware of time zones). Applicants for Business Visa and long-term validity/multiple entries may proof coverage for the initial travel only, together with a statement, declaring the awareness of the need of medical insurance for each subsequent travel.
足够支付在事故及疾病情况下的医疗和转运费，保险数额为至少3万欧元。保险覆盖整个申根国家期间停留时间（请注意时区）。商务签证和长期有效签证或多次签证的申请人应该提供至少首次旅行的保险，同时提交一份声明以表示已知悉，每次旅行均需要医疗保险。
- 15 HUKOU AND ID-CARD (COPY) / 户口本和身份证（复印件）** ☐
Copies of the entire hukou including the holder's pages and all member information pages
Foreigners: copy of residence permit
户口本全本复印，包括户主页和所有成员信息页
外籍人士：居留许可复印件
- 16 MINORS / 未成年人** ☐
 - Birth certificate (with English or German translation; legalized by MFA) or Kinship Certificate (with English or German translation; legalized by MFA) or original Hukou including parents and child
出生证需要英文或者德文翻译件(经由中国外交部认证)或亲属关系证明需要英文或者德文翻译件(经由中国外交部认证)或户口本（父母和孩子同在一本）原件；
 - If travelling alone or with one parent: Notary certificate of permission to travel alone/with one parent (with English or German translation; legalized by MFA), signed by parent(s) not travelling with the applicant 如果单独旅行或与单方家长旅行：由家长出具同意书，或不随同旅行的另一方家长出具同意书，同意书需要英语或德语翻译，并经过公证处公证，并外交部认证；
 - If parent(s) travel with minor but don't apply for a visa at the same time: copy of passport + visa or application number of parent(s) 如果家长与未成年人同行，但不同时申请签证：家长护照的复印件和签证号或签证申请号。
- 17 LETTER OF AUTHORIZATION FOR VISA APPLICATION/PASSPORT RETURN / 签证申请/护照返还委托书** ☐
IF APPLICABLE Passport/ID-card of representative (original shall be returned at VAC!)
如适用！受委托人的护照/身份证复印件（签证中心将退回原件）。

VISA Fee（签证费）	
Service Fee（服务费）	
Courier Fee (If any) 快递费（如选）	

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Name & Signature of Processing Officer

Date:

Bio Data QC:

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Applicant's Signature

Application QC: