

BUSINESS VISIT (GESCHÄFTSVISUM)

商务签证

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

☐**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://visa.vfsglobal.com/one-pager/austria/china/english/pdf/application-form-Beijing-c.pdf>**2 ONE RECENT PASSPORT PHOTO / 一张近期护照标准照片**☐

Colour, 35x45mm, white background, undamaged, no headpiece, not older than 6 months, unedited photo

35x45mm, 白底彩照, 无损坏, 无头饰/免冠, 6个月内拍摄, 无修图

http://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf**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！可帮助使馆更清楚地了解您签证申请的目的。

4 LETTER OF INVITATION BY THE INVITING AUSTRIAN BUSINESS / 奥地利公司邀请函☐

Confirming the purpose and duration of the visit by an approved signatory on official company paper

使用奥方公司正式公函纸, 授权签字人确认此次访问的目的和时间, 内容包括:

- Address and contact information of the company 公司地址和联络方式;
- Purpose, duration and detailed program of the visit stamped and signed by an authorized signatory (including position and contact information)
此次访问的目的、时间和具体日程安排, 由授权签字人签名, 加盖公章 (包括该签字人的职位和联络方式);
- name of applicant, position, salary, years of service, purpose of visit and confirmation of position after return
申请人姓名、职位、薪资、工作年限、访问目的和返回后保留职位保证;
- Name, position and contact information of the person or organization responsible for the assumption of all travel expenses 负责支付该次旅行费用的个人名字 (或单位名称)、职位以及联络方式。

5 EVE or GVE ("ELECTRONIC LETTER OF GUARANTEE") / 电子担保函☐

Financial guarantee from the inviting Austrian Business, may be provided by the host in Austria voluntarily

奥地利邀请公司经济担保, 可以由奥地利邀请方自愿提供。

6 WORK AUTHORIZATION FROM THE AUSTRIAN EMPLOYMENT AGENCY (AMS) /☐**奥地利就业服务局工作许可**

For work or training purposes inviting Austrian Company must present a Confirmation or Notification by Austrian Public Employment Service - Arbeitsmarktservice (AMS)

以就业或培训为目的, 奥方邀请公司必须递交奥地利就业服务局 (AMS) 签发的确认书或通知书。

奥地利就业服务局的联络方式:

Austrian Public Employment Service Austria (AMS)

Web: <http://www.ams.at>

Treustraße 35-43, 1200 Vienna

Mail: ams.oesterreich@ams.at

Phone: +43 1 33178-0

Fax: +43 1 33178-121

7 COVER LETTER FROM THE DISPATCHING CHINESE ENTERPRISE / 中方派出公司介绍信☐

Original official company paper with translation into German or English language including:

使用公司公函纸, 翻译成德文或英文, 内容包括:

- Address, phone and fax number of the company 公司的地址、电话和传真号码;
- Purpose, duration and detailed program of the visit stamped and signed by an authorized signatory (including position and contact information)
此次访问的目的、时间和日程安排, 盖章并由授权签字人签名 (包括签字人的职位和联系方式);
- name of applicant, position, salary, years of service, purpose of visit and confirmation of position after return
申请人姓名、职务、薪资、工作年限、访问目的和保留职位确认;
- Name, position and contact information of the person responsible for the assumption of all travel expenses
负责支付该次旅行费用人的名字、职务和联系方式。

- 8 BUSINESS LICENSE OF CHINESE ENTERPRISE / 中国公司的营业执照** ☐
Copy with original corporate seal and/or organization code or Institution Legal Person Certificate
公司的营业执照复印件和/或组织机构代码证复印件/机构法人证明复印件，加盖公章。
- 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。
- 10 BANK STATEMENT OF THE EMPLOYING COMPANY/雇用公司的银行对帐单** ☐
Mandatory if expenses are borne by the employer 需要提供，如果有费用，则有雇用单位承担。
- 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 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。
- 13 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用，保险数额为至少3万欧元。保险覆盖整个申根国家停留的时间（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。
- 14 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
- 15 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:

.....
Applicant's Signature

Application QC: