

短期私人事务签证 (S2 字签证) 申请材料清单

Checklist for Short-term Private Matter Visa (S2-Visa) Application

短期私人事务签证 (S2 字签证) 发给赴中国短期探望因工作、学习等事由在中国境内停留居留的外国人, 申请人应为该外国人的家庭成员; 因其他私人事务需要在中国境内停留的人员。在中国境内停留不超过 180 日。

“家庭成员”是指配偶、父母、子女、子女的配偶、兄弟姐妹、祖父母、外祖父母、孙子女、外孙子女以及配偶的父母。Short-term private matter visa (S2-visa) is issued to those wishing to visit family members that are foreigners working or studying in China, or to those who intend to go to China for other private reasons. The intended duration of stay in China is limited to no more than 180 days.

"Family members" refers to spouses, parents, sons, daughters, spouses of sons or daughters, brothers, sisters, grandparents, grandsons, granddaughters and parents-in-law.

***请按清单顺序准备签证申请材料。所有申请材料一律使用 A4 纸规格打印或复印。**

Please provide the following documents which must be strictly in A4 size and submit your documents in the order of the checklist.

	领事官员专用栏 For official use only
1、申请人护照原件, 有效期半年以上, 且至少有 2 张空白签证页。 Original passport valid for at least 6 months, with 2 or more blank visa pages.	
2、护照资料页及延期页 (如有) 复印件。 Photocopy of the information page and extension page (if applicable) of the passport.	
3、填写完整并签名的《中华人民共和国签证申请表》一份, 并附本人近期、正面、彩色 (浅色背景)、免冠、护照照片 2 张 (照片规格要求见详细说明, 请将照片粘贴在《签证申请表》上)。 One fully completed Visa Application Form with 2 recently-taken color passport photos (full face, front view, and bare head, against a light background) attached.	
4、邀请人的护照及居留证件复印件。 A photocopy of the inviting party's passport and residence permit.	
5、邀请人出具的邀请函件。该邀请函须包含以下事项: (1) 被邀请人个人信息: 姓名、性别、出生日期、护照号码等; (2) 被邀请人来华信息: 来华目的、抵离日期、逗留地点、与邀请人关系、在华期间费用来源等; (3) 邀请人信息: 姓名、联系电话、地址、邀请人签字等。 邀请函可以是传真件、复印件或打印件, 但领事官员可能要求申请人提供邀请函原件。 An invitation letter that contains: a) Information of the applicant (incl. full name, gender, date of birth, passport number, etc.); b) Information regarding the visit (incl. purpose of visit, intended arrival date, intended place(s) to stay, intended duration of stay, relationship between the applicant and the inviting party, and details of any financial support to be provided during the stay in China); c) Information of the inviting party (incl. name, contact telephone number, address, signature of individual). The invitation letter may be in the form of fax, photocopy or computer printout, but the consular officer may require the applicant to submit the original of the invitation letter.	
6、申请人与邀请人之间的亲属关系证明 (结婚证、出生证或亲属关系公证书等) 复印件。 Photocopy of certification (marriage certificate, birth certificate or notarized certification of kinship) showing the relationship of family members between the applicants and the inviting parties. "Family members" refers to spouses, parents, sons, daughters, spouses of sons or daughters, brothers, sisters, grandparents, grandsons, granddaughters and parents-in-law.	
7、如系私人事务, 须根据领事官员要求提供有关私人事务证明材料。 For private affairs, documentation identifying their nature should be provided.	
非印尼籍公民申请签证, 还须提供: For citizens of other countries, the following supplementary documents are required:	
最近一次合法入境印尼的记录及在印尼合法居留、工作、学习的有效证明或有效签证的原件及复印件。 The original and photocopy of proof of the latest legal entry into Indonesia and valid certificates of residence, employment or student status, or other valid certificates of legal stay in Indonesia.	
18 周岁以下的申请人, 还须提供: For applicant under 18 years old, the following supplementary documents are required:	
1、出生证复印件。 Photocopy of the unabridged birth certificate of the applicant.	
2、父母护照或身份证复印件。 Photocopy of the parents' passports or ID cards.	
3、未随行父母出具的同意其旅行的父母同意函, 该函应包含申请人旅行日期及其父母的联系方式等信息。 The Affidavit from non-accompanying parent(s) authorizing the travel (Parental Letter of Consent). This affidavit should contain the dates of travel and the parents contact information.	

必要时, 领事官员可根据情况要求申请人提供其他证明文件或补充材料, 或要求与申请人面谈。领事官员根据申请人的具体情况决定是否颁发签证及签证的有效期、停留期限和入境次数。加急服务须经领事官员批准, 将加收费用。

If necessary, the consular officer may require the applicant to provide other proof documents or supplementary materials, or require an interview with the applicant. The consular officer will decide on whether or not to issue the visa and on its validity, duration of stay and number of entries in light of specific conditions of the applicant. Express service needs approval of consular officials, and extra fees may apply.