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外地区

You should read this information guide to help you decide which documents will be useful in supporting the statements that you have made on your visa application form (VAF).

您应阅读此信息说明，以帮助您决定何种文件将有助于支持您在签证申请表(VAF)上进行的陈述。

It is not a list of documents that you must submit. We do not expect you to provide all of the documents listed below, it is for you to decide which documents are most relevant to your application.

这不是您必须要提供的文件的清单。我们不要求您提供下面清单上的所有文件，您需要自己决定哪些文件与您的申请最相关。

The submission of all or any of these documents does not guarantee that your application will be successful.
递交了所有或任何这些文件，不能确保您的申请将会成功。

Guide to supporting documents 文件说明

Summer/Winter School
夏/冬令营

Information about you 个人信息

These documents are important because they provide information about your personal circumstances in the country in which you are applying.

这些文件很重要，因为它们反映了您在递交申请的国家中您的个人情况。

A current and valid travel document or passport 一份当前有效的旅行证件或护照	You will not be issued a visa if you do not have one of these 如果您不提供此文件，您将不会被签发签证
One passport sized colour photograph 一张彩色护照照片	This must comply with the requirements in our photo guidance 此文件必须满足我们 照片说明 中的要求
Evidence of your permission to be in the country where you are applying, if you are not a national of that country 如果您不是您递交申请所在国的公民，您需要提供您进入此国家的许可文件	This must show your current immigration status. It could be a residence permit, 'green card' or valid visa. 此文件必须显示您目前的移民情况，文件可以为居住许可、“绿卡”或有效签证。
Previous passports 旧护照	These are to show your previous travel history 此文件意在显示您以前的旅行记录
Evidence of your parents' employment 您父母的工作证明	This should include: 此类文件包括： ➤ a letter from your parents' employer on company headed paper - this should list their salary and the length of their employment 由您父母的雇主用单位抬头纸出具的证明信 - 此证明信应注明您父母的工资及在此单位已工作的时间 ➤ business registration documents confirming the business owner's name and

	the date when the business started trading 企业注册文件，以确认企业所有者的姓名及企业开业日期
Evidence of your current studies 您目前学习的证明文件	This should include: 此类文件包括： ➤ a letter from your education provider on headed paper – this should confirm your enrolment, details and time of your tour and the name of the Chinese co-ordinator 由您的学校用单位抬头纸出具的证明信 - 此证明信应确认您是在校生，并包含您行程的细节和具体日期及中方组织者名称

Information about your finances and employment 您的资金及工作信息

You can submit any of the following financial documents to provide us with evidence of how your trip is to be funded. You should include evidence of your total monthly income from all sources, for example employment, friends, family, savings or property.

您可以递交以下任何资金文件，以证明您如何负担出行费用。该文件应包括来自所有渠道的月收入证明，如来自工作、朋友、家庭、存款或房产。

- If you are providing documents from a joint account you should explain who the other account holders are, and why you have permission to spend money from the account
如果您提供的文件是联合账户，您应解释谁是另一位账户所有者，并且为什么您允许使用此账户的资金
- If your spouse or partner is employed you should also provide their employment and financial details
如果您的配偶或伴侣有工作，您也应提供其工作及资金的证明
- If you are not funding your visit yourself, the person who will fund it should supply the evidence.
如果您不是自己支付您出行的费用，您应提供为您支付费用的人员的证明。

Bank statements or bank books 银行对账单或存折	These should show what has been paid in and out of an account for up to the previous six months, and should name the account holder. 此类文件应显示以往六个月账户中存取记录，并显示账户持有者的姓名
Bank letter or balance certificate 银行存款或余额证明	This should show the account balance, the account holder's name and the date when the account was opened. 此类文件应显示账户余额、账户持有者姓名及账户开立日期
Payslips 工资单	These should cover up to the previous six months. If your salary is paid directly into your bank account, you should provide the statements showing these payments 此类文件应显示以往六个月的记录。如果您的工资直接支付至您的银行账户中，您应递交显示支付交易的对账单
Tax returns (business or personal) 税单（企业或个人）	You should include recent documents from your government tax office, confirming your income and the amount of tax that you have paid 您应递交政府税收部门出具的您最近的所得税缴纳证明文件
Business bank account statements 企业银行账户对账单	If you include these you will need to explain why you are allowed to spend the money from a business account if you are on a private visit 如果您递交此类文件，并且您要进行个人访问，您需要解释为什么您被允许使用一个企业的资金
Evidence of income from property or land 来自于房产或土地的收入	This could include property deeds, mortgage statements, tenancy agreements, accountant's letters, land registration documents or crop receipts. If the property or land is registered in several names, you will need to explain how much you own. If the money earned from the land is shared, you should say how it is divided 此类文件包括房产契约、抵押说明、租赁协议、会计证明信、土地注册文件或谷

	物收据。如果房产或土地注册在多人名下，您需要解释您拥有多少。如果土地的收入被分摊，您应解释此收入分摊的方法。
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Information about your visit to the UK 您访问英国的信息

Depending on the reason for your visit, you may need to provide some of the following documents to help to show us what you plan to do while you are in the UK.

根据您访问的原因，您可能需要递交以下一些文件，来显示您在英国的计划。

In some locations you can only apply by making an online application. You should check on our [supported countries page](#) to see if you have to or if you are able to make an online application. If you make an [online application](#) you must also print it off and submit with your supporting documents

在一些地区，您可以进行在线申请。您应查看[所适用国家页面](#)，确认您是否必须或可以进行在线申请。如果您进行[在线申请](#)，您也必须将申请表格打印出来，并同您其它的文件一起递交。

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Completed visa application form 填写完整的签证申请表	<p>➤ If your country does not support online applications you must complete and submit a VAF1A.</p> <p>如果您的国家不适用在线申请，您必须填写并递交表格VAF1A</p>
Letter of invitation from the host institution 邀请方学校的出具的邀请信	<p>This should include: 此类文件包括：</p> <p>➤ the length of the tour 旅行停留天数</p> <p>➤ the daily details of the tour 每日具体行程</p> <p>➤ the name of the UK liaison person 英方联系人的姓名</p> <p>➤ the UK address where you will be staying (if under 18 years old this is a mandatory requirement) 您在英国将要居住的地址（如果申请人为18岁以下，此信息必须提供）</p>
A planned itinerary 计划好的行程	<p>➤ A planned itinerary 计划好的行程</p>
Letter of authority from parents 父母的同意信	<p>➤ letter of authority from parents of the child, stating that the child can travel with authorised persons 由儿童的父母出具的同意信，说明儿童可以同被授权的人旅行</p>
Additional information needed 所需的其它信息	<p>➤ Family book (Hukou) 户口本</p>