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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

Visiting the UK 访问英国

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	We will not issue a visa if you do not have a valid passport or travel document
passport	to put the visa in.
一份当前有效的旅行证件或护照	如果您不提供一份有效的可粘贴签证的护照或旅行证件,您将不会被签发签证
One passport sized colour photograph	This must comply with the requirements in our photo guidance
一张彩色护照照片	此文件必须满足我们 <u>照片说明</u> 中的要求
Evidence of your permission to be in	This could be a residence permit, 'green card' or valid visa showing your
the country where you are applying, if	current immigration status.
you are not a national of that country	
如果您不是您递交申请所在国的公民,	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
您需要提供您进入此国家的许可文件	
Previous passports	These are to show your previous travel history
旧护照	此文件意在显示您以前的旅行记录
Evidence of your marital status	This could include a marriage certificate, a civil partnership certificate, a divorce
您的婚姻状况文件	certificate or a death certificate
	此类文件可以包含结婚证书、同性伴侣关系证书、离婚证书或死亡证书

Evidence of your current employment or studies

您目前工作或学习的证明文件

This could include: 此类文件包括:

➤ a letter from your employer on company headed paper — detailing your salary and the length of your employment, confirm that you have been given time off work, and stating whether this time off is paid or unpaid. You should consider submitting further documents which could support an employment letter, such as, pay slips or tax returns. If you have recently entered new employment you should consider providing details of your previous employment and salary history.

由您的雇主用单位抬头纸出具的证明信 - 此证明信应详细说明您的工资及您在此单位已工作的时间,确认您已获批假期,并说明此假期是否带薪。您应考虑递交补充文件以支持您的在职证明,比如工资单或税单。如果您近期更换了单位,您应考虑提供有关您以往工作经历及工资历史的细节。

> a letter from your education provider on headed paper – confirming your enrolment and leave of absence

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及已获批假期的情况

> 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

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

You can submit any of the following financial documents. You should consider including evidence of your total monthly income from all sources, for example employment, friends, family, personal savings or property. This will help us assess your circumstances in your own country and will provide us with evidence of how your trip is to be funded. You should consider providing this information even if someone else is paying for your trip.

您可以递交以下任何资金文件。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。这些文件可以帮助我们了解您在您的国家的情况,同时可以为我们提供信息证明您如何支付您的旅行费用。即使其他人将支付您的旅行费用,您也应提供这些信息。

- If someone else is paying for your trip then they should consider providing the same information about their finances and employment.

如果其他人将支付您的旅行费用,此人也应提供关于其资金及工作的信息。

- 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一个联名账户,您应解释另一位账户持有者是谁,同时解释为什么您有权力使用账户中的资金。

- If your spouse or partner is employed then the Entry Clearance Officer would also like to see evidence of their employment and financial details.

如果您的配偶或伴侣有工作,签证官也需查看他们的工作及资金证明文件。

Bank statements or bank books 银行对账单或存折

Showing what has been paid in and out of an account for up to the previous six months, and naming the account holder. If you have made deposits in your account that are not in keeping with the account history then you may wish to explain the origins and timing of these deposits.

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。如果您存入了与账户历史记录不一致的资金,那么您需要解释这些资金的来源及存期。

Bank letter or balance certificate 银行存款或余额证明	Showing the account balance, the account holder's name and the date when the account was opened. If you provide this document you should consider providing additional documents to show the origins of the money in your account. 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。如果您提供了此类
Payslips 工资单	文件,您应考虑递交补充文件以显示您账户中资金的来源。 Covering up to the previous six months. If your salary is paid directly into your bank account, you consider providing 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 could include recent documents from your government tax office, confirming your income and the amount of tax that you have paid 您可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 may wish 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,请您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 may wish to explain how much you own. If the money earned from the land is shared, you may wish to 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,请您解释您拥有多少。如果土地的收
	入被分摊,请您解释此收入分摊的方法。

Accommodation and travel details 住宿及旅行具体安排

You may wish to submit any of the following documents to help show us your accommodation and travel arrangements in the UK and on which date you intend to leave the UK. We advise that you do not make any payments for accommodation, travel and so on until you have received your visa.

请您递交以下文件,来说明您在英国的住宿和旅行安排以及离开英国的确切日期。我们建议您在未获得签证前,不要支付任何住宿和旅行等费用。

Details of accommodation and return travel bookings 住宿及往返旅行预定的具体信息	This could be: 此类文件包括: ➢ hotel booking confirmation (usually email) 酒店预定确认(通常为电子邮件)
	➤ travel booking confirmation (can be email or copy of tickets) 旅行预定确认(可以为电子邮件或票据复印件)
	➢ travel agent confirmation of both 旅行社对以上两种预定的确认
	➤ accommodation details with a supporting letter from the occupant confirming that you are able to stay there 房屋居住者出具的确认信,确认您可以居住及住宿的详细信息

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 <u>supported</u> <u>countries page</u> to see if you have to or if you are able to make an online application. If you make an <u>online application</u> 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<mark>所适用国家页面</mark>,确认您是否必须或可以进行在线申请。如果您进行<mark>在线申</mark>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。

General Visitor / Tourist 普通访问者/旅游者

Completed visa application form 填写完整的签证申请表	If your country does not support online applications you must complete and submit a VAF1A.
,	如果您的国家不适用在线申请,您必须填写并递交表格 <u>VAF1A</u>
A planned itinerary, if you have one 安排好的行程,如适用	This could include: 此类文件包括: ➢ bookings or tickets for any excursions, trips and outings 有关任何旅行及外出的预定或票据
	➤ email conversations about any excursions, trips and outings 有关任何旅行及外出的电子邮件
	➢ travel agent bookings 旅行社预定
Supporting letter(s) from your friend or sponsor in the UK 您在英国的朋友或担保人出具的证明信	If you are visiting a friend you may wish to include a letter of invitation from them as well as their financial documents, as outlined in the finances and employment section above. 如果您是去探望朋友,请您提供该友人的邀请函及其资金证明文件(参见上文"资金及工作信息"部分)。
	You should also consider supplying evidence of their immigration status in the UK, this could be copies of: 您也应递交他们在英国的移民状况证明,包括以下文件的复印件: bio-data pages from their passports 他们护照的个人信息页
	 ➢ valid visa or immigration stamp from their passport 他们护照中的有效签证或移民章 ➢ Home Office letter confirming permission to stay in the UK 内政部出具的允许在英国停留的确认信

Family Visitor 探亲访问者

The family members you are visiting must be permanently settled or have asylum/humanitarian protection status in the UK. They must also be related to you in one of the following ways:

您准备探望的亲属必须在英国长期定居或处于收容/人道主义保护之中,且与您的亲属关系如下:

- spouse, civil partner, father, mother, son, daughter, brother or sister;

配偶、同性伴侣、父亲、母亲、儿子、女儿、兄弟姐妹;

- grandfather, grandmother, grandson or granddaughter;

祖父、祖母、孙子、孙女;

spouse or civil partner's father, mother, brother or sister;

配偶或同性伴侣的父亲、母亲、兄弟姐妹:

- son or daughter's spouse or civil partner;

儿子或女儿的配偶或同性伴侣;

- stepfather, stepmother, stepson, stepdaughter, stepbrother or stepsister; or

继父、继母、继子、继女、继兄弟姐妹;

- unmarried partner where the couple have been in a relationship akin to marriage or civil partnership for at least the two years before the day the application is made and the relationship is genuine and subsisting.

递交申请当日之前,类婚姻关系或同性关系保持两年及以上,关系真实<mark>并</mark>仍在持续的非婚伴侣。

If you are not related to the person you are visiting in one of the specified ways listed above or if they are not permanently settled or have asylum/humanitarian protection in the UK, then you should apply as a general visitor and complete VAF1A

如果您探望的对象与您的关系不在此列,或他们没有长期定居英国,也不处于收容/人道主义保护之中,那么您应该申请普通访问者签证并填写 VAF1A 表格。

Completed visa application form 填写完整的签证申请表	If your country does not support online applications you must complete and submit a VAF1B
误与元楚的金证中请衣 	如果您的国家不适用在线申请,您必须填写并递交表格 <u>VAF1B</u>
A planned itinerary, if you have one	This could include: 此类文件包括:
安排好的行程,如适用	➤ bookings or tickets for any excursions, trips and outings
	有关任何旅行及外出的预定或票据
	> email conversations about any excursions, trips and outings
	有关任何旅行及外出的电子邮件
	> travel agent bookings
	旅行社预定
Evidence and supporting letter from your family member in the UK that you intend to visit 您所计划访问的在英国的亲属出具的证	If you are visiting a family member you may wish to include a letter of invitation from them as well as their financial documents, as outlined in the finances and employment section above.
 明信	如果您是去探望亲属,请您提供该亲属的邀请函及其资金证明文件(参见上文
7.15	"资金及工作信息"部分)。
	You must also supply evidence of their immigration status in the UK, demonstrating that they are permanently settled or have asylum/humanitarian status in the UK - this could be copies of: 您也必须递交他们在英国的移民状况
	证明,证明他们长期定居英国或处于收容/人道主义保护之中,包括以下文件的
	复印件:
	➤ bio-data pages from their passports
	他们护照的个人信息页

> valid visa or immigration stamp from their passport
他们护照中的有效签证或移民章
➤ Home Office letter or Residence Permit confirming permission to stay in the
UK 居留许可或内政部出具的允许在英国停留的确认信

Permitted Paid Engagements 短期有偿工作许可

This is a special visitor category which enables a few very specific paid engagements or activities to be undertaken. The maximum duration for this visa is 1 month.

此特殊签证类别专为从事短期有偿工作的访问者发放。签证有效期不超过一个月。

Completed visa application form 填写完整的签证申请表	If your country does not support online applications you must complete and submit a VAF1C
ON STORES TO A STORE OF THE STO	如果您的国家不适用在线申请,您必须填写并递交表格 <u>VAF1C</u>
Evidence of engagements/activities you will undertake 邀请方出具的证明	The Immigration Rules require that you must have a formal invitation from the institution, organization or authority for whom you will be paid by. 移民法要求您必须提供为您支付费用的机构、组织或部门的正式邀请。
Demonstrate that you are qualified to perform the paid engagements or that the engagements relate to your area of	This could be 包括: > official or educational qualification certificates
expertise, qualifications or occupation	官方或教育资格证书 > a letter from your employer confirming your current employment and
证明您符合参与该有偿工作的条件,或该活动与您的专长,资历或职务相关	expertise in the relevant field 您的雇主出具的证明,说明您当前的受雇情况,并证实您的工作内容与参与的工作相关。

Prospective Entrepreneur 未来企业家

This is a special visitor category created to enable individuals to come to secure funding in order to set up or run a business in the UK with a view to meeting the financial criteria under Tier 1 Entrepreneur route within 6 months. This category has specific documentary requirements.

这是一个特殊访问者类别,签证有效期为 6 个月,旨在帮助在英国建立或运营企业的个人获取资金,从而满足第一层级 T1 企业家类别中的资金要求。该类别对于申请文件有特殊的要求。

Completed visa application form	If your country does not support online applications you must complete and submit a VAF1C
填写完整的签证申请表	如果您的国家不适用在线申请,您必须填写并递交表格 <u>VAF1C</u>
Evidence required under the Immigration Rules 满足移民法要求的证明文件	The Immigration Rules require that you must provide: 移民法要求您必须提供:
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	➢ a letter from one or more FSA-registered Venture Capitalists* supporting the application; and / or 由一个或多个在英国金融服务管理局(FSA)注册的风险投资人出具的支持该签证申
	请的信函;和/或
	a letter from one or more UK Government Departments** supporting the application; and / or

由一个或多个英国政府部门出具的支持该签证申请的信函:和/或

➤ a letter from one or more UK entrepreneurial seed funding competitions which is listed as endorsed on the UK Trade & Investment website.

由一个或多个得到英国投资贸易署网站认可并列出的英国创业种子基金组织出具的信函。

A definition for Venture Capitalists can be found on the <u>Business Link website</u>. Venture Capitalists must be regulated as venture capitalists by the Financial Services Authority (FSA). See the <u>FSA website</u>.

您可以在Business Link website网站查看关于风险投资人的定义。风险投资人必须接受英国金融服务管理局(FSA)的监管。

** Please see <u>Directgov website</u> for information on UK Government Departments.

您可以在<u>Directgov website</u>网站查看有关英国政府部门相关信息。

Requirements for letters of support

对于支持性信函的要求

Each letter must:

每份信函必须是:

be an original document and not a copy;

原件而不是复印件

be on the institution's official headed paper;使用机构抬头纸

- have been issued and signed by an authorised official of that institution; and 由机构的授权代表出具并签署
- have been produced within the three months immediately before the date of your visa application.

在您申请签证日期前三个月内出具

The letter has specific content requirements. To ensure that you meet these requirements you should read the information set out in the main <u>UKBA web pages</u> and paragraph 56 (O) of the Immigration Rules.

信函内容有特殊要求,您应该登录<u>英国边境管理局网站</u>阅读相关信息并参考移民法第 56(O)条以确保您满足这些要求。

Student Visitor学生访问者

Completed visa application form 填写完整的签证申请表	If your country does not support online applications you must complete and submit a <u>VAF1D</u> 如果您的国家不适用在线申请,您必须填写并递交表格 <u>VAF1D</u>
Evidence that you have been unconditionally accepted or enrolled on a course of study in the UK 您已经被无条件录取或已经在英国的课程中学习的证明	This would normally be a letter of acceptance from the UK educational institution on their official headed paper providing the following details 此类文件 应为由英国教育机构用其抬头纸出具的录取信,信中应提供以下信息: > name of the course 课程名称 > duration of the course

	课程期限
	➢ cost of the course (including accommodation if appropriate) 课程费用(包括住宿费用,如适用)
Evidence of any previous study or qualifications gained 以往所进行的学习证明或所获得的证书	This could include 此类文件包括: ➢ a certificate of award 被授予的证书
	➤ academic reference or transcript成绩证明或成绩单
Evidence of any English language ability or qualifications 任何英语语言能力的证明或证书	This could include 此类文件包括: > test result certificate (for example IELTS, TOEFL, PTE Academic etc) 考试成绩证书(如雅思、托福、PTE学术等) > certificate of award (for degrees taught in English) 被授予的证书(适用于英文授课的学位)
Evidence of your financial sponsor's occupation, income and any savings or assets they have, as well as any funds they have set aside specifically to pay	This could include a variety of any of the financial documents outlined above in the finances section. 此类文件可以包括在上述资金信息部分中提出的任何资金文件。
for your studies 您资金担保人的工作、收入及存款或其	You should also consider supplying evidence of their immigration status in the UK, this could be copies of: 您也应递交他们在英国的移民状况证明,包括以下
所拥有的财产证明,以及其特别为支付 您学习所准备的任何资金的证明	文件的复印件: > bio-data pages from their passports
	他们护照的个人信息页
	➢ valid visa or immigration stamp from their passport 他们护照中的有效签证或移民章
	➤ Home Office letter confirming permission to stay in the UK 内政部出具的允许在英国停留的确认信
Tuberculosis (TB) testing (where applicable) for student visitors studying English language courses only longer than 6 months	Residents from certain countries applying for a visa to come to the UK for longer than 6 months need to get a certificate confirming that they are free from infectious Tuberculosis (TB) before applying for a visa. A list of these countries along with information on TB testing can be found on the

Academic Visitor 学术访问者

「	submit a VAF1E
	如果您的国家不适用在线申请,您必须填写并递交表格 <u>VAF1E</u>
Evidence that you have been invited to the UK by the academic institution you will attend	This could include your formal letter of invitation confirming what you will be ding at the academic institution and the terms on which you have been invited. 此类文件包括正式的邀请信,此邀请信应确认您在该学术机构将从事何种研究,
│ 您已经被学术机构邀请访问英国的证明 │	并说明受邀停留时间。

Evidence that you have been working This could include evidence of 此类文件包括: as an academic in an institution of business meetings higher education or in the field of your 商务会议 academic expertise immediately prior to your visa application. > email conversations 在您递交签证申请前,您一直在高等教 电子邮件往来 育机构或您所在的学术领域中从事学术 工作的证明 > company activities 公司活动 > employment contract 劳动合同 This could include documents from the donor on their official headed paper Details of any grants or bursaries relevant to your application providing details of the bursary or grant that you have been awarded 与您申请有关的任何资助或奖学金的证 此类文件包括由资助人用其抬头纸出具的证明,提供您已经获得的奖学金或资助 明 的具体信息。

Marriage Visitor 结婚访问者

Completed visa application form	If your country does not support online applications you must complete and
填写完整的签证申请表	submit a VAF1F
	│如果您的国家不适用在线申请,您必须填写并递交表格 <u>VAF1F</u> ───────────────────────────────────
Evidence to show that arrangements	This could include: 此类文件包括:
have been made for the marriage or civil partnership to take place during your visit or if not, that you have given	> evidence that you have given notification of marriage to the registry office in the UK where your partner lives
the appropriate notification	您已经向您的伴侣在英国居住地的注册机关提出结婚申请的证明
显示在您访问期间为结婚或同性伴侣关	Actails of the marriage or sixil partnership and avidence of manay paid
系所做的安排的证明,或者您已经提出	details of the marriage or civil partnership and evidence of money paid towards costs related to it
的正式申请	结婚或同性伴侣关系的具体信息,及支付相关费用的证明
Evidence to show that you are free to	This could include a: 此类文件包括:
marry or enter into a civil partnership	➤ decree nisi
显示您可以合法地结婚或建立同性伴侣	离婚暂准令
│ 关系的证明	
	→ decree absolute
	离婚终审判决书
	> death certificate of a previous partner
	前任伴侣的死亡证明

Medical Visitor 就医访问者

Completed visa application form 填写完整的签证申请表	➢ If your country does not support online applications you must complete and submit a <u>VAF1G</u> 如果您的国家不适用在线申请,您必须填写并递交表格VAF1G
Evidence that the hospital or clinic has agreed to treat you 医院或诊所已经同意为您治疗的证明	This could include: 此类文件包括:

	➢ letter from your consultant 您的医生出具的证明信
Evidence to show how the treatment is being paid for	This could include a variety of any of the financial documents outlined above in the finances section
显示如何支付治疗费用的证明	此类文件可以包括在上述资金信息部分中提出的任何资金文件。

Visitor in Transit and Direct Airside Transit 转机及机场直接过境访问者

Completed visa application form	
填写完整的签证申请表	If your country does not support online applications and 如果您的国家不适用在
埃马尤是的亚亚中语农	│ 线申请,并且
	➢ you are a Visitor in Transit you must complete and submit a <u>VAF1H</u>
	您是转机访问者,您必须填写并递交表格 <u>VAF1H</u>
	you are applying for a Direct Airside Transit visa you must complete and submit a VAF6 VAF6 you are applying for a Direct Airside Transit visa you must complete and submit a VAF6 VAF7 VAF7
	您申请机场直接过境签证,您必须填写并递交表格 <u>VAF6</u>
Evidence that the earliest onward	This could be: 此类文件包括:
passage from the UK has been booked/confirmed, and that it is either	➤ travel booking confirmation (can be email or copy of tickets)
within 24 hours of arrival in the UK for	旅行预定确认(可以为电子邮件或机票复印件)
Direct Airside Transit or 48 hours of	
arrival in the UK for Visitor in Transit	➤ travel agent confirmation
已经预定/确认的从英国出发至下一个目	旅行社确认函
的地的行程,同时此行程对于机场直接	
过境者应为到达英国后的24小时内,对	
于转机者应为到达英国后的48小时内。	
Evidence that you are assured entry	This could be 此类文件包括:
into the onward country that you are	➤ a residence permit
travelling to	居留许可
│ 您被允许入境下一个目的地国家的证明 │	
	→ 'green card'
	"绿卡"
	> valid visa
	有效签证

Sports Visitor and Entertainer Visitor 体育及演艺访问者

Completed visa application form	If your country does not support online applications and 如果您的国家不适用在线申
填写完整的签证申请表	,
	> you are a Sports visitor you must complete and submit a VAF1J
	 您是体育访问者,您必须填写并递交表格VAF1J
	you are an Entertainer visitor you must complete and submit a VAF1K

	您是演艺访问者,您必须填写并递交表格 <u>VAF1K</u>
Evidence of your invitation to attend the event	This would normally be an invitation letter from the organisers of the event on their official headed paper.
您被邀请参加活动的证明	此类文件应为由活动组织者用其抬头纸出具的邀请信。
Supporting letters from any sponsor's	This could be provided by an official sporting or entertainment organisation, confirming who you will be visiting, staying with or supported by during your visit.
任何担保人出具的担保信	此类文件可以由官方的体育或演艺组织出具,确认您将访问谁、由谁陪伴或在您访
	问期间由谁资助。

Information about children 关于儿童的信息

The United Kingdom Border Agency has an obligation under Section 55 of the Borders, Citizenship and Immigration Act 2009 to safeguard the welfare of children. This means that if you apply as a child visitor we will want to know who your parents are, who you are travelling with and that there are adequate care arrangements for you in the UK.

根据《(2009)边境、公民及移民法案》第 55 条,英国边境管理局有义务保障儿童安全。如果您申请儿童访问者签证,我们需知晓您的父母情况,您的旅行陪伴人情况,以及在英国期间相应的保障安排。

If you are an adult (other than the parent or legal guardian) travelling with a child, you may be asked to present the parents' or legal guardian's written consent. If you are the child's parent, you may be asked to provide evidence of the other parent's consent if they are not travelling with you.

如果您作为一名成年人(但不是父母或法定监护人)将与一位儿童同行,您可能被要求提供其父母或法定监护人的书面许可信。如果您是此儿童的父母一方,并且另一方不与您同行,您可能被要求提供另一方父母的同意书。

The Entry Clearance Officer may wish to see:

需出示给签证官:

- > the child's birth certificate
 - 儿童申请人的出生证明
- > a signed and dated letter from the child's parent or guardian
 - 由儿童的父母或法定监护人签字并注明日期的书面许可信
- ➤ an official letter from an authority confirming guardianship 由官方出具的确认法定监护人身份的正式信函