

# INDIAN VISA APPLICATION CENTER

## Checklist for Tourist Visa

### 旅游签证申请审核表

Name: _____ (姓名)	Purpose of Visit: _____ (访问目的)		
Passport Number: _____ (护照号)	Group No. if relevant: _____ (团号, 如有)		
<b>Applying in (Which center) 申请中心 –</b> _____	Yes/ 有?	No/ If not, why not? 没有? 如没有, 注明原因	For official use: Documents Present
<b>List of Documents 材料清单</b>			
1.	Completed and signed application form (Signature on application form and passport should be the same.)填写完整并在申请表上签名? (护照与申请表需签名一致)		
2.	One copy of the passport (the personal data page and signature page) and one copy of residence permit or work permit in case of foreign nationals (Signature on the Passport should be in ink and not with pencil.) 一份护照复印件(信息页和签名页)和居留许可或工作许可(外籍申请人)复印件(须使用墨水笔在护照上签名, 不可用铅笔)		
3.	Correct fees 费用正确		
4.	Recent 5cm x 5cms, front pose X 2, full face photograph where the ears are visible, in white backdrop. (Scanned Photo will not be accepted.) 近期 5CM*5CM 白色背景的正面照片 2 张, 面部与双耳图像清晰(不接受扫描或不清晰的照片)		
5.	Copy of air ticket for return/onward journey (E-ticket is acceptable) 往返机票订单复印件(接受电子机票)		
6.	Detailed Itinerary (Applicant's signature is required on the itinerary) 行程安排(需要申请人本人签名)		

7.

1. **For Employees:**

A sealed copy of the business license of the employer; a letter from the employer (in English, or in Chinese with English translation) on official company letterhead with stamp, signature, date and clearly mentioning - address, telephone and fax numbers of the employing company -the name and position in the employing company of the countersigning officer -the name of the applicant, position, salary and years of service -approval for leave or absence.

2. **For retired persons:**

Proof of pension or other regular income. A photocopy of the retirement certificate and its translation

3. **For unemployed adults:**

If married: Letter of employment and income of the spouse + Notary certificate of marriage.

4. If single/divorced/widow/widower: Any other proof of regular income.

5. Minors (under 18 years old):Original student ID card and proof letter issued by school

在职人员：由任职公司盖章的公司营业执照复印件由雇主出具的证明信（英文件，或中文附上英文翻译），需使用公司正式的信头纸并加盖公章，签字，并明确日期及以下信息：-任职公司的地址、电话及传真号码 -任职公司签字人的姓名和职务 -申请人姓名、职务、收入及工作年限 -准假证明 退休人员：养老金或其他固定收入证明 未就业成年人：已婚者：配偶的在职和收入证明、婚姻关系公证书 单身/离异/丧偶：其他固定收入证明.

英文版在职证明领导签字并盖鲜章+营业执照中英文版盖鲜章

由雇主出具的证明信（英文件，或中文附上英文翻译），需使用公司正式的信头纸并加盖公章签字 退休人员：

退休证复印件及翻译

未成年人（18岁以下）：学生证及学校出具的证明信原件

8.	<p>Bank deposit certificate (RMB 10,000), at least 3 months frozen          银行存款证明（10000 人民币），至少冻结 3 个月</p> <p><b>OR 或</b></p> <p>Bank statements from the last three months with a balance of no less than RMB 25,000          近三个月且余额不低于 25000 人民币的银行流水</p>			
9.	<p>In case of family visits, Bank deposit certificate (RMB 10,000) <b>OR</b> Bank statements from the last three months with a balance of no less than RMB 25,000 of one family member would suffice.</p> <p>根据家庭探亲访友的证明材料要求，现更新材料清单如下：若申请人提供银行存款证明，需提交金额不低于人民币 1 万元的定期存款证明；<b>或</b>可提供任意一名家庭成员近三个月的银行流水对账单，账户余额须始终保持在人民币 <b>25000 元</b>。以上两项财务证明材料满足其一即可。特此更新，敬请知悉</p>			
10.	<p>Minor/Dependent Chinese Nationals i.e. individuals (without their own source of income) will be required to produce the aforementioned bank deposit of RMB 10,000 <b>OR</b> Bank statement from the last three months with a balance of no less than RMB 25,000 of either one parents or immediate relative.</p> <p>关于未成年/无经济来源的中国公民申请人财务证明材料的补充要求</p> <p>根据最新规定，对于未成年或无独立经济来源的中国公民申请人，需提交以下任一项财务证明文件：</p> <p>金额不低于人民币 10000 元的银行存款证明；</p> <p><b>或</b>父母任意一方近三个月的银行账户流水单且账户余额不低于人民币 25000 元</p>			
11.	<p>Copy of the Chinese ID Card. (both sides) ( Not required for non-Chinese nationals) 身份证正反面复印件(非中国籍申请人不需要)</p>			

12.	<p>Hukou (with English translation) Photocopies of all pages (only for Chinese nationals)/Non- Chinese citizens are required to submit the valid Chinese residence permit</p> <p>户口（英语翻译）：及户口簿所有页的复印件（中国公民使用）/非中国公民需要提交有效的中国居留许可。</p>			
13.	<p>Original and photocopy of the notarized certificate of <b>No criminal Certificate</b></p> <p>无犯罪证明公证书的原件和复印件</p>			
14.	<p>When minors travel alone or with only one parent, they need to provide the original and photocopy of the birth certificate notarization or the original and photocopy of family relationship notarization.</p> <p>未成年人单独旅行或者和单方家长旅行时，需提供出生证明公证书原件和复印件或亲属关系公证书原件和复印件</p>			

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1. The applicant has confirmed that s/he has no other documents to submit OR  
 申请人已经确认她/他不提交其他文件 或者
  
2. The applicant has submitted the supporting documents above. I have advised him / her that failure to submit all necessary documents may result in the application taking more than normal processing time or being refused, but s/he has chosen to proceed with the application 申请人 已经递交 了上述文件 ， 我已通知其不提交所有必要文件会导致被拒签， 但其选择继续提交申请。

VISA Fee (签证费)		Name of applicant/representative submitting application 递交申请的申请人/代理人名称	
Service Fee (服务费)		Address 地址	
		Contact Details 电话	

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 Name & Signature of Submission Officer (资料审核员签名)

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 Date/日期:

Applicant's Signature (申请人/代理人签名)

IO	
SO	
DO	
PRO	
SCAN	
DC	