

INDIAN VISA APPLICATION CENTER

Checklist for Conference Visa Applications

会议签证申请审核表

Name: _____ (姓 名)		Purpose of Visit: _____ (访问目的)		
Passport Number: _____ (护照号)		Group No. if relevant: _____ (团号, 如有)		
		Yes/ 有?	No/ If not, why not? 没有? 如没有, 注明原因	For official use: Documents present?
1.	材料清单 Checklist 请将此清单打印并随申请材料一同提交。 Please print and include this checklist with your application.			
2.	签证申请表 Visa Application Form 填写完整并签名。申请表上的签名必须与护照上的签名完全一致(需使用墨水笔, 不可用铅笔)。 Completed and signed. Signature on the form must exactly match the one in the passport (must be in ink, not pencil).			
3.	Correct fee? 费用正确?			
4.	护照(原件) Passport (Original) 有效期必须超过六个月。 Must be valid for more than six months.			
5.	护照复印件 Passport Copies - 信息页复印件: 2份。 - Biographical Data Page: Two (2) copies. - 签名页复印件: 1份(如果签名在备注页, 则复印备注页)。 - Signature Page: One (1) copy (If the signature is on a separate 'Remarks' page, copy that page). - 外籍申请人: 还需提供居留许可或工作许可复印件。 - For Foreign Nationals: Copy of residence permit or work permit.			
6.	照片 Photographs 2张近期 50mm x 50mm 白底彩色照片。 必须正面、免冠、露双耳。不接受扫描打印的照片。 Two (2) recent 50mm x 50mm white-background color photos. Front pose, full face, ears visible. Scanned photos are not accepted.			
7.	身份证复印件 ID Card Copy 中国身份证正反面复印在一张A4纸上。 非中国籍申请人无需提供。 Copy of both sides of the Chinese ID card on a single A4 sheet. Not required for non-Chinese nationals.			

8.	<p>邀请函（原件） Invitation Letter (Original) 由印度认可的机构发出的原件。 内容需清晰，邀请人签字需清楚可辨。 必须包含邀请方的邮箱和电话。 Original from a recognised Indian organisation. Must be legible with clear signature of the invitee. Must include the inviter's email and phone number.</p>			
9.	<p>印度方资质证明 Host Organisation Proof 印度邀请方的资质证明文件（相当于营业执照，例如：公司注册证明 - Certificate of Incorporation） Document proving the status of the Indian host entity (equivalent to a business license, e.g., Certificate of Incorporation).</p>			
10.	<p>派遣函（原件） Dispatch Letter (Original) 英文版，由申请人所在公司出具。 需使用公司抬头纸打印，由领导签字并加盖公司公章（鲜章）。 English version from the applicant's company. Must be on company letterhead, signed by a leader and stamped with the company's official seal (fresh chop).</p>			
11.	<p>营业执照及翻译件 Business License & Translation 申请人公司的营业执照复印件，加盖公司公章（鲜章），并提供清晰的英文翻译件。 Copy of the company's Business License, stamped with the official seal (fresh chop), accompanied by an English translation.</p>			
12.	<p>银行对账单 Bank Statements 最近3个月的个人银行账户流水对账单，余额不低于10万人民币。 Personal bank account statements for the last 3 months, showing a minimum balance of RMB 100,000.</p>			
13.	<p>无犯罪记录证明 No Criminal Record Certificate 公证书（原件和复印件）。 Notarized and certified (submit both original and copy).</p>			
14.	<p>行程单 Itinerary 英文版行程安排。 English version of the itinerary.</p>			
15.	<p>照会（如适用） Note Verbale (If applicable) 如申请人持国企或公务护照，需提供中英文版的照会。 If the applicant holds a state-owned enterprise or official passport, a Note Verbale (Chinese-English version) is required.</p>			

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Inquiry Officer to delete as appropriate (资料审核员根据适用情况选择)

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	
Courier Fee (If any) 快递费 (如选)			
Other Fees (其他费用)		TEL 电话	

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

Date/日期:

Applicant/ Representative's Signature (申请人/代理人签名)

IO	
SO	
DO	
PRO	
SCAN	
DC	