

INDIAN VISA APPLICATION CENTER

Checklist for Transit Visa Applications

转机签证申请审核表

Name: _____ (姓 名)		Purpose of Visit: _____ (访问目的)		
Passport Number: _____ (护照号)		Group No. if relevant: _____ (团号, 如有)		
Applying in (Which center) 申请中心—		Yes/ 有	No/ If not, why not? 没有? 如没有, 注明原因	For official use: Documents present?
List of Documents 材料清单				
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 fee 费用正确			
4.	Recent 5cm x 5cms, front pose, 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, 面部与双耳图像清晰(不接受扫描或不清晰的图片)			
5.	Hukou (with English translation) Photocopies of all pages (only for Chinese nationals)/Non- Chinese citizens are required to submit the valid Chinese residence permit 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。			
6.	Copy of the Valid Visa of the final destination country. 最终目的国有效签证的复印件			
7.	Return air-ticket/ booking as applicable and itinerar? 往返机票订单和行程			
8.	Applicant Company's Employ Letter? Business License in Chinese and English with a fresh seal 申请人公司在职证明 营业执照中文加英文并盖鲜章			
9.	Indian Hotel Reservation 印度旅店预定单			

10.	Copy of 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)			
11.	无犯罪记录证明及公证书 无犯罪记录证明及公证书原件及复印件（中英文对照）。 Certificate of No Criminal Record And Notarized Certificate Of No Criminal Record Notarized and certified copy of the No Criminal Record certificate (original and copy, with Chinese-English translation) .			
12.	In case of sailors, copy of the documents from the shipping company in India and China. 如果是船员，需要出示印方和中方船业公司的相关材料的复印件			

INDIAN VISA APPLICATION CENTER

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)		Contact number 手机号码	

3. Passport Collection Method 护照领取方式选择:

Please select: ☐ **Myself** or ☐ **Courier**. 请您选择: ☐ 本人亲自领取 或 ☐ 快递邮寄服务

If selecting **Courier**, provide your full delivery address below. 如选择快递服务, 请在下方的空白处提供您的完整收件地址以便我们为您安全寄送。感谢您的配合

地址: _____

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	