

INDIAN VISA APPLICATION CENTER, GUANGZHOU

Checklist for Tourist Visa Applications

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)		
		Yes /有?	No/ If not, why not? 没有? 如没有, 注明原因	For official use: documents present
1.	Completed and signed application form? (Signature on Passport and Application form 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, replacement page, last India visa page, extension page) and one copy of residence permit/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、签名页、换发页、最新印度签证页, 延期页)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照片)			
5.	Original Bank Guarantee Certificate of RMB 10,000, frozen for at least 3 months for each applicant Or bank statement for 3 months with the balance over RMB 10,000.(Not required for non-Chinese nationals) 人民币 10,000元的银行存款证明原件(至少三个月冻结期), 或者余额大于人民币 10,000 元的三个月银行流水账单。(非中国籍申请人不需要)			
6.	Copy of return air ticket booking (E-ticket acceptable)? 往返机票订单的复印件?(接受电子机票)			
7.	Original Letter from the Company/school of applicant (Not required for applicants who register permanent residence/live/work/study in provinces of Fujian, Guangdong Guangxi, Hainan, Hunan, Sichuan and Yunnan) 申请人公司/学校的信函原件(身份证、户口、居住地、工作地属于福建、广东、广西、海南、湖南、四川、云南的申请人不要求提交)			
8.	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)			
9.	Detailed Itinerary with sceneries planned to visit (Applicant's signature required in the Itinerary) 行程安排(含参观景点)(需要申请人本人签名)			
10.	Non-travelling parents of minors under 18 years' old have to submit a permission letter stating who will accompany the child during the journey. Birth certificate of the child, passport copies of the non-travelling parents and the accompanying person are required. 18周岁以下未成年人的父母没有和小孩同去, 需要提交不随行同意函, 说明谁会陪同小孩一起旅游。小孩提供出生证。不同行父母和陪同人需提供护照复印件。			
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		

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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，但其选择继续提交请。

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		Yes /有?	No/ If not, why not? 没有? 如没有，注明原因	For official use: documents present
1.	Completed and signed application form? (Signature on Passport and Application form 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)			

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)

Name: _____ (姓名)	
Passport Number: _____ (护照号)	
	Completed and signed application form?