

## Checklist for Conference Visa Applications

### 会议签证申请审核表

Name: _____ (姓名) Passport Number: _____ (护照号) Duration of stay: _____ (逗留期)	Purpose of Visit: _____ (访问目的) Group No. if relevant: _____ (团号, 如有)		
	Yes 有	Remark 备注	For official use: dox present 官方使用
1. Completed and signed application form (X2)? (Signature on application form and passport should be the same) 填写完整并在申请表上签名(2份)? (护照与申请表签名需一致)			
2. Correct fee? 费用正确?			
3. Appropriate photo (X2)? 照片合格(2张)?			
4. Passport copy of the first and last page (with signature) and any special endorsement? 护照首页、尾页(含签名)、及其它备注的复印件?			
5. ID card (copy of both sides)? 身份证复印件(正反面)?			
6. Invitation Letter from Indian Institution/company? 印度公司邀请函?			
7. Letter of approval from the government of India for holding the conference? 印度政府同意举办会议的信函?			
8. Letter from the Chinese Company of Applicant? 中方公司的派遣函?			

The applicant has submitted the supporting documents above and is aware that application documents will be assessed by the Visa Section at the Consulate General of India. The issue of visa/duration/entries to be granted is sole discretion of the Consulate. Visa Application Centre plays no part in decision making process of visa application.  
 申请人已经递交了上述文件, 并了解签证决定权在领事馆, 签证申请中心无权干预签证审批结果。

VISA Fee (签证费)		NAME OF TRAVEL AGENT 代理名称	
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	

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

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 Date/日期

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 Applicant's Signature (申请人签名)