

Checklist for Employment Visa

工作签证申请审核表

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 forms? (2 copies) (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? (2 copies) 照片合格 (2张)			
4. Passport copy of the first and last page (with signature) + any special endorsement + previous Indian visas, if any? (2 copies) 护照首页、尾页(含签名)、及其它备注页、以往印度签证复印件 (2份)			
5. ID card (copy of both sides)? (2 copies) 身份证复印件(正反面) (2份)			
6. Letter of Appointment from Indian Company/ organisation? (Original with 1 copy) 印度公司或机构的委托书 (原件 + 1份复印件)			
7. Contract of employment signed by the employer and employee? (Original with 1 copy) 有雇用双方签名的雇用合同的原件和复印件 (原件 + 1份复印件)			
8. Resume and Educational Certificates? (Certificate duly attested by Notary, original with 1 copy) Original Education Certificate to be shown at the time of interview at Consulate. 个人简历及最高学历公证书 (原件 + 1份复印件, 学历证书原件将在领事馆面试时返还)			
9. Dispatch Letter from Chinese Company wherever applicable. (Original with 1 copy) 中国公司的派遣证明 (可选)? (原件 + 1份复印件)			
10. No-Criminal Record Certificate issued by PSB/Police and duly attested by Notary? (Original with 1 copy) & in case of foreigners from their Consulate or Embassy in China 公安局出具的无犯罪证明的公证书? 外国申请人请出具驻华大使馆或领事馆签发的无犯罪证明 (原件 + 1份复印件)			
11. Copy of Residence Permit/Work Permit in China (for foreign applicant)? (2 copies) 外国申请人如有中国居留许可或工作许可, 请提供复印件 (2份)			

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	

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

 Date/日期

Applicant's Signature (申请人签名)