

Checklist for Employment Visa- Representative Office Applications

工作签证申请审核表(开办办事处)

Name: _____ (姓名) Passport Number: _____ (护照号)	Purpose of Visit: _____ (访问目的) Duration of stay: _____ (逗留期)		
For Representative office	Yes 有	Remark 备注	Official use: doc present 官方使用
1. Hard copy of the completed and signed on-line application form. (X2) (Signature on application form and passport should be the same) 完整填写并由申请人本人签名的在线申请表两份。(护照与申请表签名需一致)			
2. Correct fee. 费用正确。			
3. Three appropriate photos. (2*2 inch /5*5cm with white background. Photo should be clear, scanned photo is not acceptable) One to be pasted on the forms another to be attached with the application. 3张照片, 申请表上各贴一张, 另一张随附。(白色背景, 2*2英寸/5*5厘米, 不接受使用扫描或不清晰的照片)			
4. Passport copy of the data page(X3) and last page (with signature) and any special endorsement+ previous Indian visas (if any), Resident permit/Work permit/Chinese Visa (in case of foreign nationals). Signature on the passport only with ink is acceptable. 护照复印件: 首页3份、尾页(含签名)、其它备注+以往印度签证, 各2份; 外国人提供居留或工作许可或中国签证页复印件。必须使用墨水笔在护照上签名。			
5. ID card (copy of both sides, X2). 身份证复印件(正反面, 2份)。			
6. Approval letter from the government of India (Original to show and 2 copies to be enclosed with application) 印度政府认同的信函(原件面试后返还+2份复印件)			
7. Covering letter from Chinese company (Original with 1 copy) 中国公司关于开办办事处的相关信函(原件+1份复印件)			
8. No-Criminal Record Certificate issued by PSB/Police and duly attested by Notary (Original with 1 copy) 公安局出具的无犯罪证明的公证书(原件+1份复印件)			
9. 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)			

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