

# Checklist for Transit Visa Applications

## 转机签证申请审核表

Name: _____ (姓名) Passport Number: _____ (护照号)		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? (X 2) 填写完整并在申请表上签名(X2)?			
2.	Correct fee? 费用正确?			
3.	Appropriate photo? (X 3) 照片合格? (3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.	Invitation letter from company of applicant in destination country? 申请人所在公司的邀请信?			
6.	Letter from applicant's Company? 申请人公司派遣函?			
7.	Copy of valid visa of final destination country? 最终目的国有效签证的复印件?			
8.	In Case of Sailors, copy of the documents from the shipping company in India and China? 如果是海员, 印度和中国船公司文件的复印件?			
9.	Copy of return ticket booking? 确认来回机票的预定单原件和复印件(原件需返回)			
10.	Work certificate/rent agreement to prove applicant is working and staying here (If ID card/passport/residence permit issued outside Shanghai, Zhejiang, Jiangsu) 在职证明/租房合同(如果申请人的身份证/护照/居留许可的签发地不是在上海, 浙江或者江苏)			

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)