

Checklist for Employment Visa applications

工作签证申请审核表

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?	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 application form and passport 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 first and last page with signature)/residence permit and work permit (in case of foreign nationals)? (Signature on the Passport should be in ink and not with pencil.) 护照首页和带签名的尾页、居留许可和工作许可(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.	Appropriate photo? (Photo should be clear with a blue backdrop. Scanned Photo will not be accepted.) 照片合格(不接受扫描照片或不清晰的照片)		
5.	Letter of Appointment from Indian Company and/or Copy of the contract signed between two parties? 印度公司聘书及双方所签合同的复印件		
6.	No-Criminal Record Certificate issued by PSB/Police and duly attested by Notary? 由公安局/派出所出具的无犯罪证明公证书?		
7.	CV of the applicant? 申请人的简历?		
8.	Copy of qualifying educational certificates? (Attested by the Ministry of Education) 教育资质证明复印件(需经教育部验证认可)		
9.	Professional expertise Certificate? 专业技术资格证		
10.	Skills Certificate (as per Proforma available on website/Application Centre) 印度雇主出具的工作签证申请人技术能力的证明(证明的格式内容参见印度使馆或签证申请中心网站)		
10.	Registration Certificate of the employing company under the Companies Act / Proof of the registration of the firm in the State Industries Department or the Export Promotion Council? 印度公司根据印度《公司法》的规定办理的登记执照, 或该公司在印度某邦的工业部门或者出口促进委员会已注册登记的证明		
11.	Copy of the Chinese ID Card. 正反面身份证复印件		

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。

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)		TEL 电话	
Other Fees (其他费用)			

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

Date/日期:

Applicant's Signature (申请人签名)

IO	
SO	
DO	
PRO	
SCAN	
DC	
DC IO	