

Checklist for Tourist Visa applications
旅游签证申请审核表

Name: _____ (姓名)		Purpose of Visit: _____ (访问目的)	
Passport Number: _____ (护照号)		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: dox present?
1.	Completed and signed application form? (x2) 填写完整并在申请表上签名? (二份)		
2.	One copy of the passport (the first and last page with signature)/resident permit and work permit (in case of foreign nationals)? 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?		
3.	Correct fee? 费用正确?		
4.	Appropriate photo? 照片合格?		
5.	Bank Guarantee Certificate of RMB 10,000, frozen for at least 3 months? (x2) 人民币 10,000 元的银行存款证明(至少三个月冻结期)? (二份)		
6.	Copy of return air ticket booking? (not required in case of third country nationals) (x2) 往返机票订单的复印件?(第三国民则不需要)(二份)		
7.	Letter from the Company of Applicant? (x2) 申请人公司的信函?(二份)		
8.	Itinerary (x2) 行程安排(二份)		

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 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)			
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)