

## Checklist for Entry/Other Visas for Sports Person, Cultural Delegation etc.

### 文体交流签证申请审核表

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: 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 personal data page and signature page) and one copy of residence permit or work permit in case of foreign nationals. (Signature on the Passport should be in ink and not with pencil.) 一份护照复印件(信息页和签名页)和居留许可或工作许可(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? (蓝色背景照片, 不接受扫描或不清晰的照片)			
5.	Original / Fax Invitation letter from the Indian Company / organization organizing the event? 印度主办方出具的邀请函			
6.	Copy of return air ticket booking/E-ticket 往返机票预订单或电子客票的复印件?			
7.	Dispatch Letter from the Company of Applicant. (including following details: purpose of visit to India, applicant's annual income/salary, undertaking of financial guarantee) 申请人公司派遣函(需要具体说明其前往印度的目的, 申请人的年收入, 资金担保)			
8.	Copy of the Chinese ID Card. ( Not required for non-Chinese nationals) 身份证正反面复印件(非中国籍申请人不需要)			

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	

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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)

IO	
SO	
DO	
PRO	
SCAN	
DC	
DCIO	