# Checklist for Entry/Business Visa for AIESEC
## AIESEC 入境/商务签证申请审核表

| Name: _____<br>（姓 名）<br>Passport Number: _____<br>（护照号） | Purpose of Visit: _____<br>（访问目的）<br>Group No. if relevant: _____<br>（团号，如有） |
|---|---|

| | | Yes /有? | No/ If not, why not?<br>没有? 如没有，注明原因 | For official use: documents present |
|---|---|---|---|---|
| 1. | Completed and signed application form (Signature on Passport and Application form should be the same.)<br>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.)<br>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?<br>费用正确？ | | | |
| 4. | Appropriate photo? (Photo should be clear with a blue backdrop. Scanned Photo will not be accepted.)<br>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/NGO where the applicant is going for internship with details of internship project and stipend to be paid.<br>提供该实习岗位的某非政府组织或印度某企业出具的邀请函（原件或传真件），需明述该实习项目的细节、工资支付等相关信息 | | | |
| 6. | Copy of return air ticket booking/E-ticket<br>往返机票预订单或电子客票的复印件 | | | |
| 7. | Original dispatch letter from China Chapter of AIESEC Company.<br>AIESEC 中国出具的派遣函原件 | | | |
| 8. | Original/Faxed letter from India Chapter of AIESEC with details of stipend to be paid and details of NGO/Company offering internship.<br>印度当地的 AIESEC 分会组织所出具的信函原件或传真件，需明述提供该实习岗位的某非政府组织或印度某企业的具体信息，及工资支付等等信息 | | | |
| 9. | Copy of Chinese ID card<br>身份证正反面复印件 | | | |

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 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）                 Date/日期:

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Applicant's Signature（申请人签名）

| IO | |
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