

Checklist for Transit Visa applications
转机签证申请审核表

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 Passport and Application form 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, 不接受使用扫描或不清晰的照片)			
5.	Copy of the Valid Visa of the final destination country. 最终目的国有效签证的复印件?			
6.	Return air-ticket/ booking as applicable? 往返机票订单(如有)			
7.	Letter from applicant's Company? 申请人公司派遣函?			
8.	Copy of Chinese ID Card. 身份证正反面复印件			
9.	In case of sailors, copy of the documents from the shipping company in India and China. 如果是船员, 需要出示印方和中方船业公司的相关材料的复印件			

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	

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	
DCIO	