

**Consulate General of India
Guangzhou**

**DOCUMENTS REQUIRED TO BE SUBMITTED ALONG WITH VISA APPLICATIONS FOR
VARIOUS CATEGORIES OF VISA**

S.No.	Type of Visa	Documentary requirements
1	Tourist Visa (TV)	<ol style="list-style-type: none"> 1. Visa Application form (No column to be left unfilled) duly signed along with photograph pasted at the designated space 2. Copy of the passport 3. Copy of the National ID Card-both sides (Not required for non-Chinese citizens) 4. Copy of the air ticket for return /onward journey 5. Undertaking from the applicant regarding financial standing stating that he/she has sufficient funds for the visit. 6. Detailed itinerary duly signed by the applicant
2	Business Visa (BV) <u>Short duration visa</u> (two months single entry visa)	<p>All foreign nationals who are living in China for less than two (2) years or those on “Temporary Visit” are normally not eligible to apply for the Business Visa in China. They should apply for Business Visa in their country of domicile only.</p> <ol style="list-style-type: none"> 1. Visa Application form (No column to be left unfilled) duly signed along with photograph pasted at the designated space 2. Copy of the Passport 3. Copy of the National ID Card- both sides (Not required for non-Chinese citizens)

		<ol style="list-style-type: none"> 4. Original dispatch letter from the company of Applicant/self-letter from applicant with details of purpose of the visit. 5. Itinerary (Applicant's signature required in the Itinerary) <p>AIESEC (Applicable to Chinese citizen only)</p> <ol style="list-style-type: none"> 6. Original Recommendation letter from AIESEC China and Invitation letter (Original/Fax/Scanned copy) from AIESEC India 7. Original Recommendation letter from company in China 8. Original/Fax/Scanned copy of the letter from acceptance company in India (company registration may be required)
2A	<p>Business Visa (BV)</p> <p><u>Long duration visa</u> (six months multiple entry with 90 days' stay during each trip)</p>	<p>All foreign nationals who are living in China for less than two (2) years or those on "Temporary Visit" are normally not eligible to apply for the Business Visa in China. They should apply for Business Visa in their country of domicile only.</p> <ol style="list-style-type: none"> 1. Visa Application form (No column to be left unfilled) duly signed alongwith photograph pasted at the designated space 2. Copy of the Passport 3. Copy of the National ID Card- both sides (Not required for non-Chinese citizens) 4. Original dispatch letter from the company of Applicant 5. Itinerary (Applicant's signature required in the Itinerary) 6. Original/Fax/Scanned copy of invitation letter

		<p>from a recognized Indian company.</p> <ol style="list-style-type: none"> 7. Certificate of Incorporation/PAN Card of the Indian company 8. Business license of the applicant's company and the authenticated translation in English or CCPIT Registration/Certificate of Incorporation of Chinese company 9. Reference Sheet for Business Visa.
3.	Conference Visa (CV)	<p>Conference Visa covers symposium, seminar, summit, workshop, congress, etc. (Application for Conference Visa to be submitted at least two weeks prior to the date of travel)</p> <ol style="list-style-type: none"> 1. Visa Application form (No column to be left unfilled) duly signed along with photograph pasted at the designated space 2. Copy of the Passport 3. Copy of the National ID Card- both sides (Not required for non-Chinese citizens) 4. Original/Fax/Scanned copy of invitation letter from the host organization in India 5. Original letter from the company/organization of applicant with official seal and signature 6. Conference clearance from the Ministry of Home Affairs of India 7. Political Clearance for the Conference from Ministry of External Affairs of India 8. Copy of confirmed air ticket

4.	Employment Visa (EV)	<p>All foreign nationals who are living in China for less than two (2) years or those on “Temporary Visit” are not eligible to apply for the Employment Visa in China. They should apply for Employment Visa in their country of domicile only.</p> <ol style="list-style-type: none"> 1. Visa Application form (No column to be left unfilled) duly signed along with photograph pasted at the designated space 2. Copy of the Passport 3. Copy of the National ID Card- both sides (Not required for non-Chinese citizens) 4. Letter of Appointment from Indian Company and /or copy of contract signed between two parties (explicitly stating that annual salary of applicant is in excess of US\$ 25,000) 5. No-criminal record Certificate issued by PSB/Police and duly attested by Notary. (In case of foreigners, the requisite certificate from the respective Diplomatic Mission) 6. CV of the applicant 7. Copy of qualifying educational certificates with English translation 8. Professional expertise Certificate 9. Skill Certificate (as per Performa available on website/Application Centre) 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 11. Duly filled in Reference Sheet (in soft MS Word format by email at: visa.guangzhou@mea.gov.in)
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5.	Project Visa (PV)	<p>Applicable to applicants (skilled and highly-skilled) going for execution of projects in POWER & STEEL Sectors.</p> <ol style="list-style-type: none"> 1. Visa Application form (No column to be left unfilled) duly signed along with photograph pasted at the designated space 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) 3. Copy of the National ID Card- both sides (Not required for non-Chinese citizens) 4. Letter from the Indian company awarding the contract to the foreign company specifying following details: <ol style="list-style-type: none"> i. Name of the foreign company ii. Registered address of the foreign company iii. Name of the project awarded as per the tender document iv. Location of the project in India (village/town/district/state) v. Duration of the contract (number of days) vi. Total number of foreign workers likely to be sent by the foreign company (category wise) <ol style="list-style-type: none"> vii. Highly skilled viii. Skilled technician with diploma/polytechnic degree ix. Skilled workers with school level education 5. Letter from the Indian company addressed to the Indian Mission stating explicitly: <ol style="list-style-type: none"> i. It guarantees the conduct of the foreign company and the foreign personnel involved in the execution of the project/contract. ii. It would be responsible for ensuring that the applicant (name of the applicant,
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		<p>passport number and date of birth shall be mentioned) will abide by Indian rules and regulations.</p> <p>iii. It will be liable to ensure departure of the applicant from India upon expiry of Visa.</p> <p>6. Letter from the foreign employer providing brief description of the nature of its project in India and a brief description of the job which the applicant is required to perform in India</p> <p>7. Copy of the qualifying educational certificates with English Translation</p> <p>8. Professional expertise Certificate</p> <p>9. CV of applicant</p> <p>10. Registration Certificate of the employing company under the companies' act/proof of registration of the firm in the State industries department or the Export Promotion Council.</p> <p>11. No-Criminal Record Certificate issued by PSB/Police and duly attested by Notary. (In case of foreigners, the requisite certificate from the respective Diplomatic Mission)</p> <p>12. Duly filled in Reference Sheet (in soft MS Word format by email at: visa.quangzhou@mea.gov.in)</p>
6.	Research Visa (RV)	<p>1. Visa Application form (No column to be left unfilled) duly signed along with photograph pasted at the designated space</p> <p>2. Copy of passport</p> <p>3. Copy of the National ID Card- both sides (Not required for non-Chinese citizens)</p> <p>4. Letter from Indian Institute/University</p> <p>5. Recommendation Letter from the Institute/University of the applicant</p>

		<ol style="list-style-type: none"> 6. Personal profile of the applicant 7. Application for approval of Research Project and for authorization of visa 8. Synopsis of the Research Project 9. No-Criminal Record Certificate issued by PSB/Police and duly attested by Notary. (In case of foreigners, the requisite certificate from the respective Diplomatic Mission)
7.	Journalist Visa (JV)	<ol style="list-style-type: none"> 1. Visa Application form (No column to be left unfilled) duly signed along with photograph pasted at the designated space 2. Copy of passport 3. Copy of the National ID Card- both sides (Not required for non-Chinese citizens) 4. Proof of identity as a Journalist 5. All relevant supporting documents for the assignment 6. Copy of return air ticket booking (Not required if 'J' Visa is requested for working in India)
8.	Student Visa (Fresh admission) (STV)	<ol style="list-style-type: none"> 1. Visa Application form (No column to be left unfilled) duly signed along with photograph pasted at the designated space 2. Copy of passport 3. Copy of the National ID Card- both sides (Not required for non-Chinese citizens) 4. Original/faxed/scanned copy of the Admission letter from Indian University/School mentioning the nature and duration of the course of study 5. Original Recommendation Letter from University/School of the applicant

		<ol style="list-style-type: none"> 6. Bank Guarantee Certificate of minimum amount of RMB 30,000 7. No-criminal Record Certificate issued by PSB/Police and duly attested by Notary (In case of foreigners, the requisite certificate from the respective Diplomatic Mission)
9	Student Visa (already enrolled) (STV)	<ol style="list-style-type: none"> 1. Visa Application form (No column to be left unfilled) duly signed along with photograph pasted at the designated space 2. Copy of passport 3. Copy of the National ID Card- both sides (Not required for non-Chinese citizens) 4. Original/faxed/scanned letter from Indian University/School certifying that the applicant is still its student and the duration of the present course of study 5. Copy of page of the passport having endorsement of registration with the FRRO in India 6. Copy of last Indian visa
10	Sports Visa (SPV)	<ol style="list-style-type: none"> 1. Visa Application form (No column to be left unfilled) duly signed along with photograph pasted at the designated space 2. Copy of passport 3. Copy of the National ID Card- both sides (Not required for non-Chinese citizens) 4. Original/fax/scanned Invitation Letter from the Indian sports body/organization 5. Copy of return air ticket booking/E-ticket 6. Dispatch Letter (in original) from the sports

		<p>organization of applicant</p> <p>7. Approval of Ministry of Youth Affairs & Sports, Government of India for the event</p> <p>8. Clearance from the Ministry of External Affairs of India</p>
11.	Entry Visa (Academic & Cultural delegation) (XV)	<p>1. Visa Application form (No column to be left unfilled) duly signed along with photograph pasted at the designated space</p> <p>2. Copy of passport</p> <p>3. Copy of the National ID Card- both sides (Not required for non-Chinese citizens)</p> <p>4. Original/fax/scanned Invitation Letter from the Indian company/organization</p> <p>5. Copy of return air ticket (either booking or confirmed)</p> <p>6. Dispatch Letter (in original) from the organization of applicant</p>
12.	Entry Visa (Spouse/ Dependents of EV/PV holders) (XV)	<p>1. Visa Application form (No column to be left unfilled) duly signed along with photograph pasted at the designated space</p> <p>2. Copy of passport</p> <p>3. Copy of the National ID Card- both sides (Not required for non-Chinese citizens)</p> <p>4. Invitation letter from the company of family member in which he/she is employed (original or fax/scanned copy)</p> <p>5. Copy of passport (personal data page and signature page) along with a copy of Indian Visa of the employee working/staying in India</p> <p>6. Copy of the documents for proof of relationship</p>

		with the employee
13.	Entry Visa (Spouse & Children of Indian nationals (XV)	<ol style="list-style-type: none"> 1. Visa Application form (No column to be left unfilled) duly signed along with photograph pasted at the designated space 2. Copy of passport 3. Copy of the National ID Card- both sides (Not required for non-Chinese citizens) 4. Letter from Indian nationals with full contact detail (name, phone number, email) , copy of passport, and details of parentage (Original or fax/scanned copy) 5. Copy of Marriage/Birth Certificate as applicable
14.	Medical Visa (for patients & Doctors) (MV)	<ol style="list-style-type: none"> 1. Visa Application form (No column to be left unfilled) duly signed along with photograph pasted at the designated space 2. Copy of passport 3. Copy of the National ID Card- both sides (Not required for non-Chinese citizens) 4. Original recommendation of the doctor attending on the patient in China 5. Original/faxed/scanned letter from the hospital in India confirming appointment/ acceptance for treatment 6. If applicant is a doctor, self-certification by the applicant that he will not perform any surgical procedures in India

15.	Medical Visa (for Attendant) (MXV)	<ol style="list-style-type: none"> 1. Visa Application form (No column to be left unfilled) duly signed along with photograph pasted at the designated space 2. Copy of passport 3. Copy of the National ID Card- both sides (Not required for non-Chinese citizens) 4. Proof of relationship with the patient (Marriage Certificate, Birth Certificate, Family Register, etc.) 5. Recommendation of the doctor in India for the attendant to accompany the patient (Original or fax/scanned copy) 6. Copy of the Medical Visa of the patient
16	Transit Visa (TRV)	<ol style="list-style-type: none"> 1. Visa Application form (No column to be left unfilled) duly signed along with photograph pasted at the designated space 2. Copy of passport 3. Copy of the National ID Card- both sides (Not required for non-Chinese citizens) 4. Copy of the valid visa of the final destination country. 5. Copy of the air tickets 6. In case of sailors, copy of the documents from the shipping companies in India and China.
