

India Visa Checklist

USCCC can process Business Visas (B Visa), Tourist Visas (T Visa), and Employment Visas (E Visa). A B Visa is issued to a person who is invited to India for business. A T Visa is issued to a person who comes to India for sightseeing, visiting family members/friends or other private purposes. An E Visa is granted to those who wish to take up employment and volunteer work in India.

The Indian Consulates can only process visas for applicants residing within their jurisdictions. If you live outside the states in the Chicago Consulate jurisdiction (**Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, North Dakota, South Dakota, and Wisconsin**), we will process your visa at a different consulate depending on which jurisdiction you fall into. There will be an additional processing fee for out-of-state jurisdiction applicants. Please select the **correct** Indian Consulate that you will apply to under "Indian Mission." Below are the Indian Consulates and the states within their jurisdiction:

- Atlanta Consulate - Alabama, Florida, Georgia, Mississippi, Puerto Rico, South Carolina, Tennessee and Virgin Islands
- Houston Consulate - Arkansas, Colorado, Kansas, Louisiana, Nebraska, New Mexico, Oklahoma, and Texas
- New York Consulate - Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, and Vermont
- San Francisco Consulate - Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington and Wyoming
- Washington D.C. Embassy - Delaware, District of Columbia, Kentucky, Maryland, North Carolina, Virginia, West Virginia, and Bermuda

Please call us before sending any documents, especially if you live outside the Chicago jurisdiction. For more information about Employment (E) visas, please contact our office.

Applicants born in Pakistan must apply in person for India visas. Chinese nationals with type E passports cannot apply for India visas in the United States. They must apply for India visas at the Indian Embassy in Beijing.

Please assemble all of the following documents and send it to our office at:

ATTN: Mai Hoang
U.S.-China Chamber of Commerce
55 W. Monroe Street, Suite 630
Chicago, IL 60603
Phone: (312) 368-9911

For Employment Visa (E Visa):

- Valid passport
 - The expiration date must be greater than six months from the date of entry for the visa you are applying for
 - There must be at least two blank pages
- Completed and Signed Application Form

- The application can be filled out electronically at:
 - <http://indianvisaonline.gov.in/visa/>
 - Once on the site, click on either “online application link” in the middle of the site or “Online Visa Application Registration” at the bottom of the page. Either link will take you to the India Visa application.
 - Select the correct Indian Consulate that you will apply to under “Indian Mission”
- The entire application must be filled out. Once you print out the application, you cannot edit the application. To correct any errors, you must start a new application.
- Display your name as it appears in your passport (i.e. include first and middle name under 'given name' if both names appear in your passport).
- The address on your application **must** precisely match the address on your driver's licenses.
- **Sign the application at the end of the application and under the picture**
- When the application is printed out, make sure that all three barcodes (at the top, the middle and the bottom of the application) are visible.

Authorization Letter

- The letter should be on company letterhead and should authorize the U.S.- China Chamber of Commerce to work on applicant's behalf to submit and pick up passport.
- Must be signed by applicant.

Additional Particulars Form

Travel Itinerary or a Copy of a Plane Ticket

Two recent passport-style color photos, with full face, front view, no hat and against a plain white background.

- It should be about 2x2 inches
- It must be on glossy photo paper
- You **cannot** wear glasses in your picture
- Go to your local CVS, Walgreens, or Kinko's to get your picture taken

Photocopy of Driver's License or State ID

- The address on the driver's license must be the same address used on the Indian Visa application
- If you do not have a Driver's License or State ID, you can provide a utility bill as long as the address matches the address on the Indian Visa application and the applicant's name is on the utility bill

Business Letter from Applicant's Company in US (see sample)

- The letter should be written on company letterhead
- Must include the name and title of the applicant

- Provide a description of the purpose of the visit, probable duration of stay, state the validity of the visa applied for (1 Year, 5 years, or 10 Years), organization and places visited, indicate who will be financially responsible for the applicant, and provide contact information in India.
- An executive of the company or human resources must sign the letter
- The type of visa applied for must match the visa applied for on the application and on the invitation letter from India
- The address on the company letterhead must match the company address on the application form
- **This must be an original letter**

Invitation Letter from Sponsoring Company in India

- The invitation letter should be written on Indian inviter's company letterhead
- Must include the name and title of the visa applicant
- Provided a detailed description of the purpose of the visit, the probably duration of the stay, state the validity of the visa applied for (1 year, 5 years, or 10 years), organizations and places to be visited, indicate who will be financially responsible for the applicant and provide the contact information in India.
- The type of visa applied for must match the visa applied for on the application and on the business letter from the company in the US
- The address on the company letterhead must match the Indian company's address on the application form
- **A copy of the invitation letter is acceptable**

Appointment Letter from Indian company– letter must show a minimum salary of USD 25,000 per year with a clear location of work

Tax Liability Letter from Indian Company

Justification Letter from Indian Company – letter that certifies the applicant is a skilled and qualified professional, technical expert, senior executive or in a managerial position. This letter should justify as the hiring of the employee to show that these skills are not available in India.

Employment contract – copy of signed employment contract with company in India

Letters of Incorporation from Indian Company – this can be a photocopy

Employment Detail Form – must be signed by applicant

Resume – copy of applicant's resume

Fee Schedule

- Should include a return address, type of visa, type of service, shipping information (FedEx or UPS Account Number or USCCC account), and payment information

Persons of Indian Origin Must Include:

Renunciation of Indian Citizenship (Certificate of Renunciation/Surrender)

- Indian Nationals who obtain citizenship to another country must surrender Indian citizenship in order to apply for an Indian Visa. They must proof of renunciation. In the event that the applicant does not have a renunciation certificate, they must apply for one. Contact our office for additional information on obtaining a renunciation certificate.

Photocopy of Naturalization Certificate

Non-U.S. Passport Holders Must Include:

A copy of a green card or valid US visa

Non US Citizen Form

*Please note that the Indian Consulate may request additional documents and the processing time is longer for Non-U.S. Passport Holders

ADDITIONAL PARTICULARS FORM FOR VISA SERVICES

1. Name of Applicant :
2. Passport Number and Nationality :
3. Please specify whether holding dual nationality. :
If yes, please provide name of countries and
passport numbers
4. Any previous Nationality held? If yes, specify :
5. Name of Spouse and current Nationality :
6. Any other Nationality previously held by spouse If yes, :
please provide name of countries and passport numbers
7. Has the applicant ever changed his/her name? If yes, :
specify details and submit appropriate documentation for
the same
8. Did the applicant or his/her parents or his/her grandparents :
ever hold the citizenship of Bangladesh, Afghanistan, Bhutan,
China, Nepal or Sri Lanka at any point of time? If yes, please
provide details
9. Whether the applicant or his/her parents or his/her :
grandparents ever hold the citizenship of Pakistan, or
NICOP (National Identity Card for Overseas Pakistanis) or
POC (Pakistan Origin Card)? If yes, specify details
10. Did the applicant work before or is currently Working with :
Armed Forces/Police/Para-Military Forces/Government
service. If yes, name of Organization, Designation, Place
of Posting and Rank should be given
11. Did the applicant ever hold official/diplomatic passport? :
If yes, specify details
12. Current Employment status along with full details of employer :
13. Has the applicant ever been convicted of any criminal offense :
or is currently facing criminal charges in any court of law?
If YES, specify details.
14. Has the applicant or any of his parents ever applied for asylum?:
If yes, specify details

DECLARATION

I hereby declare that the above particulars are true. I also agree that in case any false information is given in the above form, appropriate action as per Government of India rules and regulations may be taken against me, including but not limited to revoking of issued Visa and any other action as deemed fit by the Government of India or its agencies.

I am applying for a OCI card (strike off whichever not applicable) -

- (a) as a spouse of an Indian origin person
- (b) not as a spouse of Indian origin person.

In case of (a), I undertake to intimate the Consulate immediately about the dissolution of such marriage, if it occurs.

Date :

Place :

(Signature of the Applicant)

Please note: In case of minor child, both parents/legal guardian should sign the declaration

PRINT ON COMPANY LETTERHEAD

(Date)

Consulate General of India

Dear Sir/Madam:

On behalf of (Full Name of Applicant), we are submitting (his/her) valid passport and required visa application materials. We are requesting a (1Year Multiple Entry or 5 Years Multiple Entry or 10 Years Multiple Entry) Business Visa for (applicant) since (Mr./Ms.) (Applicant's Last Name) (state reason for applying for visa such as "will be returning to India throughout the next five years"). (Mr./Ms.) (Applicant's Last Name) is the (applicant's title) of (applicant's company).

(Applicant's full name) is planning a business visit to India to (state purpose of visit and detailed information such as "to attend business meetings with suppliers"). (He/She) will depart the United States on (date of departure) and will arrive in (location of arrival) on (date of arrival). (He/She) plans to remain in India for approximately (duration of stay). We would greatly appreciate any assistance you can provide us in expediting this process.

While in India, (he/she) will be contacting (applicant's name of contact in India), (contact's title in India) of (contact's company in India). (His/Her) phone number is (contact's phone number), and (his/her) address is:

(Contact's address in India)

(Applicant's company) guarantees that (applicant's full name) will have adequate funds in (her/his) possession, as well as confirmed living accommodations and return transportation. (Applicant's company) also guarantees that (he/she) will not become dependent upon the Government of India in any way during the course of (his/her) visit.

Thank you for your kind of assistance in this matter. Please feel free to contact me with any questions.

Sincerely,

(Signer's name)

(Signer's position)

FORMAT FOR APPLICATION OF VISA TO INDIA

Name	Date of Birth	Educational Qualification (School, College, University)	Technical/Professional Qualification (Engg., Medical, Management, etc)	Specific details of Skill (eg. Mechanical Engineer, Chemical Engineer, Electrical Engineer, Management Degree)	Exact job description that the applicant will perform in India	Length of on the-job experience
1	2	3	4	5	6	7

PRINT ON COMPANY LETTERHEAD

(Date)

Cox and Kings Global Services
19 S. LaSalle Street
Suite 1003
Chicago, IL 60603

Subject: Authorization Letter

Dear Sir/Madam:

Please use this letter as authorization for the U.S.-China Chamber of Commerce to submit my India visa application and collect the passport on my behalf. Below is my passport information:

Name:

Date of Birth:

Passport Number:

Passport Date of Issue:

Passport Expiration Date:

Thank you for your assistance in this matter.

Sincerely,

(Signer's Name)

(Signer's position)



CONSULATE GENERAL OF INDIA
455 North City front Plaza Drive, NBC Tower, Suite#850,
Chicago, Illinois 60611

ADDITIONAL FORM TO BE FILLED IN BY NON-US NATIONALS AND NON-RESIDENT/VISITORS IN USA
ALONG WITH VISA APPLICATION FORM
(TO BE FILLED IN BLOCK LETTERS ONLY)

SURNAME/FAMILY NAME: _____

FIRST & MIDDLE NAME: _____

NAME OF FATHER/SPOUSE: _____

NATIONALITY: _____

DATE OF BIRTH: _____ PLACE OF BIRTH: _____

PASSPORT NO: _____ DATE OF ISSUE: _____

PASSPORT VALID TILL: _____ PLACE OF ISSUE: _____

PROFESSION/OCCUPATION: _____

PRESENT ADDRESS IN USA: _____

PERMANENT ADDRESS: _____

TEL NO. _____ E-MAIL: _____

PURPOSE OF VISIT TO INDIA: _____

TYPE OF VISA REQUESTED: _____ PERIOD REQUESTED: _____

(FOR OFFICIAL USE ONLY)

DATE: _____



中美總商會

UNITED STATES OF AMERICA-CHINA CHAMBER OF COMMERCE

India Visa Application Fee Schedule

Name (First, Middle, Last) _____

Company _____

Return Address* _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____ Email _____

Type of Address: Residential** Commercial/Industrial

* FedEx and UPS cannot deliver to a P.O. Box address.

** Unless otherwise requested, adult signature is required. A person needs to be present to receive the package. Additional charges may apply.

Visa Type and Fee	Quantity	Unit Price	Amount
Consular (Third Party)			
Employment Visa Fee			
6 Months Multiple Entry		\$175.00	
1 Year Multiple Entry		255.00	
USCCC			
Normal Processing Fee within Jurisdiction***		125	
Normal Processing Fee outside Jurisdiction		285	
Shipping			
<input type="checkbox"/> Company/Applicant Shipping Account			
<input type="checkbox"/> FedEx <input type="checkbox"/> UPS Account Number _____			
<input type="checkbox"/> USCCC Account – Shipping Cost (Estimated)****		32.50	
Photo (if applicable)*****		3.50	
Sub Total			
Credit Card Processing Fee 4.9% (Input 1 If Paid by Credit Card)		4.9%	
Total			

*** Within jurisdiction includes applicant's residing in Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, North Dakota, South Dakota, and Wisconsin

**** \$32.50 is an estimate of domestic shipping fees. Shipping fees may be higher. Contact USCCC with any questions about shipping.

***** If photo is not enclosed, please email a high resolution passport style photo to info@usccc.org for printing.

Payment Information: Check enclosed for: _____ Credit Card

Type of Credit Card: Visa MasterCard American Express

Name as Appears on Credit Card _____

Credit Card Number _____ Exp Date (mm/yyyy) _____