

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 Houston Consulate jurisdiction (**Arkansas, Colorado, Kansas, Louisiana, Oklahoma, Texas, Nebraska, New Mexico**), 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
- Chicago Consulate - Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, North Dakota, South Dakota, and Wisconsin
- New York – Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont
- San Francisco Consulate - Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington and Wyoming
- Washington DC 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.

Non US passport holders can only apply for visas with maximum duration of 6 months.

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 Business Visa (B 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. Valid/current leases with the signature of both landlord and applicant can also be used.

☐ Business Letter from Applicant's Company in US (must use attached template)

- The letter should be written on company letterhead and follow the format of the attached business introduction letter exactly

- 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
- Letter must mention going to India for "business meetings"
- **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
- Letter must mention going to India for "business meetings"
- **A copy of the invitation letter is acceptable**

☐ Copy of inviting Indian company's Certificate of Incorporation

☐ CKGS Disclaimer form – completed and signed

☐ 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 have 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 valid permanent resident card (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. Non- U.S. passport holders may only apply for 6 month visas.

For Tourist Visas (T 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 license.
- **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 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. Valid/current leases with the signature of both landlord and applicant can also be used.
- ☐ CKGS Disclaimer form – completed and signed
- ☐ 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 or Indian Passport with Stamps of Renunciation)
 - Indian Nationals who obtain citizenship to another country must surrender Indian citizenship in order to apply for an Indian Visa. They must have 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 valid U.S. permanent resident card (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. Non-U.S. passport holders may only apply for 6 month visas.

**If the applicant, applicant's parents, or applicant's grandparents were born in Pakistan, the applicant will need to apply in person at CKGS office.

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 (he/she) (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 attend business meetings and (state purpose of visit and detailed information such as "to discuss sales 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)



CKGS Disclaimer Form

CKGS Application Centre Steps for Applicants

Disclaimer:

You must send / carry a completed application to the CKGS Application Centre using the document Checklist and following all the instructions provided in the procedure.

You must make the payments as follows: The correct Service and Category fees, ICWF fees, Reference / Fax fees (if applicable non US Passport), CKGS Service charges, convenience charges (if applicable), optional services like Courier / SMS (if applicable).

If your application is found to be incomplete, then CKGS will send you an email informing you of deficiency / ies in your application. You must provide all the requested documents to CKGS **within 7 working days** from the date of receipt of the email.

If you are unable to provide the complete application, **your application will be returned to you at your entire cost and consequences**. If you have opted for return courier, we will use the courier charges paid by you for the return of your documents or using the prepaid self-addressed envelope provided by you. The Service Charges will not be refunded under any circumstances.

I acknowledge that the website www.in.ckgs.us contains the required information in connection with the Services. The said website will be updated as per the instructions of the Embassy / Consulate and will change from time to time.

I hereby confirm that by accepting this Disclaimer Form, it will be deemed that I have read and understood the [Declaration & Undertaking](#), [Terms & Conditions](#), the [Privacy Policy](#) and the check list steps and procedures.

I will be responsible for any deficiency / ies in my application and any impact / consequence that it may have on the time taken to process and the decision of my application.

Name of the Applicant as per passport

Signature of the Applicant

Date _____

PRINT ON COMPANY LETTERHEAD

(Date)

Cox and Kings Global Services

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
4300 Scotland Street, Houston, TX 77007

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: _____



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 _____

* The Indian Consulate/CKGS will mail passport directly to applicant once processing is complete. They will mail to the home address (present address) listed on the India visa application. Passports are sent by standard overnight shipping with no signature required for delivery.

Visa Type and Fee	Quantity	Unit Price	Amount
Consular (Third Party)			
Business Visa Fee and Money Order Fee			
Six Month Multiple Entry (Most Non-US Passport Holders)		\$176.20	
One Year Multiple Entry		196.20	
Five Years Multiple Entry		306.20	
Tourism Visa Fee			
Ten Years Multiple Entry (For US Passport holders)		136.20	
USCCC			
Normal Processing Fee within Chicago Jurisdiction***		150.00	
Normal Processing Fee outside Chicago Jurisdiction		225.00	
Shipping (For Out of Jurisdiction applications)			
<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)****		37.00	
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

**** \$37.00 is an estimate of domestic shipping fees to ship out-of-jurisdiction applications to other offices. Shipping costs to other offices may be higher than estimated.

***** 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) _____