

GUIDANCE TO SUPPORTING DOCUMENTS FOR INDIA VISA APPLICATIONS

You should read this information guide to help you decide which documents will be useful in supporting your application or the statements that you have made on your online visa application form.

It is not a list of documents that you must submit. We do not expect you to provide all of the documents listed below, it is for you to decide which documents are most relevant to your application.

The submission of all or any of these documents does not guarantee that your application will be successful. Please do not confirm your travel plans/air tickets before you have obtained your visa.

Guide to Supporting Documents

Visiting India

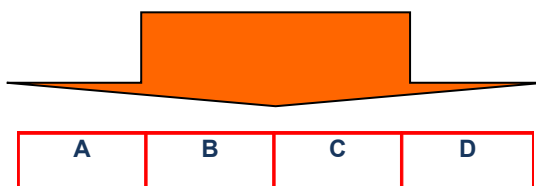
Documents

These documents are important because they provide information about your personal circumstances in the country in which you are applying.

Document Number	Name of the document	Description
A	Completed online visa application form.	Please visit the website http://www.indianvisaonline.gov.in/visa/ to complete your online form.
B	A current and valid passport or travel document.	You will not be issued with a visa if you do not have one of these.
C	Two colour photographs	2 colour photographs against a white background. Dimensions: 50mm X 50mm
D	General Declaration	Please visit the link http://www.vfsglobal.com/india/netherlands/pdf/undertakingform.pdf to complete your declaration form.
E	Evidence of your permission to be in the country where you are applying, if you are not a national of that country.	This must show your current immigration status. It could be a 'residence permit', 'green-card' or a 'valid visa'.
F	Telex form	For Non-Dutch Nationals, please visit the link http://www.vfsglobal.com/india/netherlands/pdf/TelexorReferralForm.pdf to complete the telex form at an additional fee of € 30.00 for reference clearance.
G	Bank Statements or Bank books	These should show what has been paid in and out for the last three months of you or your sponsor who is paying for the trip/expense.
H	Evidence of your current employment or studies	This could include: <ol style="list-style-type: none"> a) A letter from your employer on company headed paper – this should list your passport details, status and length of employment, confirm that you have been given time off work. This letter should be in original addressed to The Embassy of India - The Hague, signed by the authorised signatory of your company. b) A letter from your education provider on headed paper addressed to The Embassy of India – The Hague, confirming your enrolment and leave of absence.
I	For Business Visits	This will include: <ol style="list-style-type: none"> a) A letter from your local (Dutch) employer on company headed paper – this should list your passport details, status and length of employment, confirming the purpose, scope and sponsorship of the business visit in India. This letter should be in original addressed to The Embassy of India - The Hague, signed by the authorised signatory of your company. b) Invitation letter from the Indian Company on company headed paper – this should list your passport details confirming the purpose and places of visit confirming the length of stay. This letter can be submitted as a scanned copy received by email addressed to The Embassy of India – The Hague duly signed by the authorised signatory of the Indian company. c) Certificate of Incorporation of the company in Netherlands and India both. d) Invitation letter from 'Conference organisers' in India on company letter head addressed to the Embassy of India mentioning your passport details along with venue, nature and

		duration of the conference.
J	DIN	“DIN – Director Identification Number” allotted by Indian authorities.
K	Letter of Guarantee	<p>a) From parents: This is a letter of consent signed by both parents if the son/daughter is not travelling with the parents. This letter should accompany with the copy of the parent’s passport.</p> <p>b) Institution/university in Netherlands</p>
L	Employment Contract	<p>This is a legal service contract signed between the individual (applicant) and the Indian employer – the following are mandatory clauses without which the visa cannot be granted:</p> <p>a) Salary per month (the minimum annual income criteria to qualify for this visa is \$ 25000)</p> <p>b) The person responsible for paying income tax in India.</p> <p>c) Tenure of the Employment in India</p> <p>d) Location of Employment</p> <p>For NGO/Voluntary organisations:</p> <p>a) Invitation letter from registered organisation located in India stating your purpose of visit along with your passport details.</p> <p>b) If voluntary, then this letter should mention that you are unpaid.</p> <p>c) If you are a student, you will need a letter from the institution in Netherlands on the letter-head describing the voluntary work.</p>
M	Certificate of Incorporation	This is a legal document relating to the formation of the company/education institution/hospital issued by the Government of India/Netherlands.
N	Letter from local school/college/university	This is a letter from your school/college or university confirming your enrolment and the nature of the course which you are undertaking in India, for example... if the visa is sought for study in India as a full-time/part-time student or as an Exchange program. This letter is to be submitted in original addressed to The Embassy of India – The Hague signed by the authorised signatory of the institution.
O	Letter of Acceptance from the Indian school/college/university	This is letter from the Indian school/college/university confirming their acceptance of enrolling you as a full-time/part-time or a student under an Exchange program. This letter will confirm the duration and expenses of the course and can be submitted as a scanned copy received by email addressed to The Embassy of India – The Hague duly signed by the authorised signatory of the Indian institution.
P	Travel Itinerary	Your travel schedule to India with the dates of entry and exit to and from India.
Q	Uittreksel	<p>This should include:</p> <p>a) Registration date upon arriving in Netherlands with the Gemeente.</p> <p>b) Duration of stay in Netherlands (<u>From</u> DDMMYY <u>To</u> DDMMYY)</p> <p>c) Your address in Netherlands</p>
R	Education Certificate	Apostilled copy of the highest Education/Diploma certificate.
S	Medical letters	<p>a) Relevant letters signed and stamped from the hospital concerned in India.</p> <p>b) Letters pertaining to the patient from the concerned hospital.</p> <p>c) Declaration by the patient or an immediate family member.</p>
T	Ex-Indian documents	<p>a) Copy of previously held Indian passport</p> <p>b) Copy of OCI/PIO Card</p> <p>c) Copy of the Indian passport surrender certificate</p> <p>d) Uittreksel Bevolkings Register (Nationality Certificate)</p>
U	Press (Journalist) Card	Copy of the identity card showing evidence of employment with the media.
V	Seamen’s letter	<p>This letter should be given on the company headed letter from India containing the information below:</p> <p>a) Name of the seamen.</p> <p>b) Passport details</p> <p>c) Location of joining the vessel</p> <p>d) Name of the vessel</p>
W	Work Experience/Curriculum Vitae	Details of work experience, educational qualification with personal details or a detailed curriculum vitae
Y	Relationship Certificates	<p>a) Marriage certificate duly apostilled in case of spouse.</p> <p>b) Birth certificate of children.</p>
Z	Clearance certificate	For certain kind of visas, clearance from the Ministry of Home Affairs is needed.

MANDATORY (MUST) DOCUMENT NUMBERS FOR ALL VISA APPLICATIONS



PLEASE REFER TO THE ABOVE DOCUMENT NUMBERS FOR DETAILS ON SUPPORTING DOCUMENTS IN ADDITION TO THE MANDATORY ONES WITH YOUR VISA APPLICATION.

<u>Applicant Category</u>	<u>Document Number</u>
TOURIST VISA APPLICATION	
If applicant is employed	H
If applicant is self-employed running his/her own business.	L
If applicant is unemployed	G
If applicant is a student	H
For Non-Dutch nationals	E, F and G
In case of Dutch refugee travel document	F and G
BUSINESS VISA APPLICATION	
For all visa applicants with Dutch nationality	G and I
For foreigners holding positions like Directors/Managing Directors in Indian companies	G, I and J
For Non-Dutch nationals	F, G and I
TRANSIT VISA APPLICATION – A transit visa is granted for the sole purpose of enabling the visa-holder to travel through India to reach his/her ultimate destination. The visa will be valid for a single/double journey and for entry within 15 days from the date of issue for a maximum period of 3 days (72 hours).	
If applying as a tourist who is transiting through India	G and P
If applying to join vessel in India	G and V
EMPLOYMENT VISA APPLICATION – An employment visa is for those who have been appointed by an Indian company as full-time employee. The visa may be initially granted for up to 1 year. Further extension up to 5 years from the date of issue of the visa could be obtained from MHA/FRRO in the concerned state in India.	
For all visa applicants	I(b), L, M and W
For applicants applying for employment with NGO/Voluntary organisations	G and L (NGO section)
For students applying for employment with NGO/Voluntary organisations	G, K(a) and L (NGO Section)
CONFERENCE VISA APPLICATION – Conference visas are generally issued to attend conferences or workshops.	
For all conference visa applicants	I(a), I(d) and M
STUDENT VISA APPLICATION – Student visas are given to bona fide students to pursue regular studies as a full-time	

<i>student.</i>	
For all students	G, K(a), M, N, O and R
RESEARCH VISA APPLICATIONS – <i>Research visa applications are subject to approval from the Embassy of India. Applicants are requested to obtain prior permission from competent Indian authorities wherever applicable. Applicants are requested to apply at least 10 weeks before their date of departure.</i>	
For all research visa applicants	G, I(b), K(b), M and Z(if applicable)
JOURNALIST VISA APPLICATIONS – <i>Journalist visa applications are subject to approval from the Embassy of India. Generally provided to professional journalists or photographers for maximum of 3 months stay. Applicants intending to make a documentary in India may kindly contact the Press and Information wing in the Embassy.</i>	
For designers, photographers, printers/publishers, radio/TV artists, producers, directors, editors, authors, media-freelancers.	I, P and U
MEDICAL VISA APPLICATIONS – <i>Medical visa is granted to those who intend to travel to India for self medical treatment.</i>	
For all medical visa applicants	G, M, S(a) and S(b)
MEDICAL ESCORT VISA APPLICATIONS – <i>Medical escort visa is given to those who are accompanying a patient travelling to India for medical treatment. This visa can only be given to a close family member or a friend of the patient.</i>	
For all medical escort visa applicants	G, M and S
ENTRY VISA APPLICATIONS – <i>An entry visa is given for specific purpose those do not fall under non-business related purposes.</i>	
For applicants from Indian origin and applying a family entry visa	Q and T
For members of a family of a person employed in India	Y (if applying together with the person employed in India).
For applicants applying as Interns/Exchange programs	G, K(a), M and N