

Business Visa Checklist

Applicants are requested to submit ALL the documents unless optional choices are requested.

Section A: Standard Documents

❑ Complete an on-line application form available at <https://indianvisaonline.gov.in/>

❑ Print out the completed form

❑ Two recent photographs meeting specifications. Please refer to photograph guidance in this website.

❑ Current original passport with a minimum validity of six months which MUST have at least three blank 'visas' pages.
(All Indian Visas cannot exceed the expiry date of applicants' passports. Please check EXPIRY DATE of your passport before application.)

❑ One passport copy

❑ Copy of your ID card or driver's license

❑ Verification of your mode of payment

(a) Deposit receipt issued by bank transfer

- Account Holder: VFS South Korea (브이에프에스코리아)
- Bank Name: POST OFFICE
- Account Number: 011213-02-206781

(b) Online payment receipt, if bank transferred by online.

Note: Either (a) or (b) is acceptable. Choose only one option from above.

Personal/company cheques, mobile/phone banking receipts, ATM receipts or cash would NOT be accepted.

❑ Print the appointment receipt.

❑ Verification of your Employment: **Both (a) and (b) should be prepared.**

(a) Indian company's **Registration certificate** and an **Invitation Letter** inviting the applicant.

An Invitation Letter MUST include:

- Issuing company's letter head
- Applicant's full name as on passport
- Issuing date which must be within two week of the application date
- Purpose & Visiting duration:
(**Important*** Detailed visit plans need to be mentioned in the letter.)
- Indian company's name and address
- Company nameplate, issuer's signature

(b) **Travel Order (Original)** issued by Korean company which MUST include:

- Issuing company's letterhead
- Applicant's full name as on passport
- Issuing date which must be within two week of the application date
- Purpose and duration of visit:
(**Important*** Detailed visit plans need to be mentioned in the letter.)
- Indian company's name and address
- Company nameplate, incorporate stamp seal, Issuer's signature

Note: Stay period in the letter should not exceed more than 180 days per entry.

Section B: Additional documents based on specific conditions

Condition 1: For a long-term (more than one year) Business Visa

[!] Interview is required

- For a long-term Business Visa, you need to submit additional documents both (a) and (b):
 - (a) Submit a Korean company's Registration Certificate and Tax Statement.
 - (b) Submit a Tax Statement of Indian company.

Condition 2: For a Private Operator

- For a private operator, you also need to submit: Your company's **Registration Certificate**

Condition 3: For **Non-Korean** Passport holders

[!] Interview is required

- All Non-Korean passport holders **MUST** submit:
: ARC (Alien Registration Card) copy of front & back side

Note: Specific nationality holders may request to provide additional documents and attend an interview.
Embassy interviews take place from 9 am to 11 am on a first-come-first-served basis.

Condition 4: For Diplomatic/Official Passport holders

- Under the Visa Exemption Agreement between the Republic of Korea and the Republic of India, Korean diplomatic/official passport holders do not need a visa up to 90 days. Please note that if you have a Non-Korean diplomatic/official passport, you must contact Embassy of India in Seoul to verify the detailed conditions.

Condition 5: Have you previously obtained an Employment Visa / Business Visa as an Owner?

- You need to submit additional documents:
 - (a) If previously obtained Indian visa was Employment visa,
Tax Statement of last two years and **No Objection Letter** are required.
 - (b) If previously obtained Indian visa was Business owners visa,
Tax Statement of last two years is required. [!] Interview is required

Note: This condition is applicable for those applicants applying for a new visa immediately after their Employment / Business owner's visa.

Section C: Important Reminders

Please note **the validity of the visa begins from the date of issue** and NOT from the date of arrival in India.

Visa fees and other service fees cannot be refunded once your application is submitted.