ENTRY VISA CHECKLIST (MISCELLANEOUS – X)

Applicant Name		Passport No.	
Email ID		Mobile No.	

☑ **THE FOLLOWING IS A LIST OF DOCUMENTS TO BE SUBMITTED FOR APPLYING FOR ENTRY VISA. PLEASE PRINT AND SIGN A COPY OF THIS CHECKLIST, ALONG WITH YOUR APPLICATION.**

IMPORTANT GUIDELINES

- **Please ensure that all data entries provided in your application match with your existing passport**.
- If not, please provide the supporting documentation.
- Please select the correct Indian mission based on the place where you reside in the USA and the mission's jurisdiction. Mission jurisdiction can be viewed at
- http://visa.vfsglobal.com/usa/en/ind/attend-centre
- Online applications are only accepted if filled out in the current year and within 180 days from the date of submission.
- After submission online, no changes can be made. In case of an error, please fill in a new online application form.
- **VFS INDIA CONSULAR APPLICATION CENTRE employees cannot edit or make any changes to your online application form.**
- **THE EMBASSY/CONSULATE RESERVES THE RIGHT TO CALL FOR ADDITIONAL DOCUMENTS, AS CONSIDERED NECESSARY.**
- If applicant's occupation is "Journalist", he/she may only apply for a journalist visa, even if you intend to travel for tourism/ business/ medical/ Conference/Employment etc.
- Visa Application for Pakistani nationals and Pakistan origin USA nationals will take a longer than normal time. USA nationals of Pakistan origin will be required to provide copy of renunciation certificate. Pakistani nationals, including those holding dual nationality should apply for visas on their Pakistani passport only. However, both the passports, in original, are to be submitted; visa will be issued on Pakistani passport and type/duration of visa will be decided by the Embassy/Consulate.

It may please be noted that incomplete /erroneous applications will be returned to the applicant for providing the missing/additional documents and re-submission of the full completed application. In certain cases, the Embassy may ask for further documentation or call the applicant for an in-person or telephonic interview

MANDATORY DOCUMENTS

1.	**GOVERNMENT APPLICATION ONLINE FORM – ORIGINAL** *Signature: All Minor applicants need to write their name or sign in the space provided on the first page of the application form below the photograph. Minor applicant below 5 years may put left thumb impression on the space provided. Both parents should sign on the last page of the application. Both parents must sign on page 2 of the online application form below the minor's signature/thumb Impression.* *Click here to fill Paper Visa Application*
2.	**PHOTOGRAPH & SIGNATURE – ORIGINAL & DIGITAL** **Physical photograph**: Photograph must be affixed on the application form & should not be stapled. Physical and uploaded photograph must be identical. Photograph must be 2 X 2 Inches on glossy paper showing front view of applicant's face against white background. Photograph should not be older than 6 months.

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	Digital Photograph Requirements : Upload a digital photograph Online on Govt. Portal. The digital photograph should meet the following requirements: - Format JPEG - Size: Minimum 10 KB and Maximum 300 KB - The height and width of the Photo must be equal. - Photo should present Full face, front view, eyes open and without glasses. - Center head within frame and present full head from top of hair to bottom of chin. - Background should be plain light colored or white background. - No shadows on the face or on the background. - Without borders. - Make sure that photo presents full head from top of hair to bottom of chin. Head should measure 1 inch to 1 - - 3/8 inches (25mm to 35mm). Make sure eye height is between 1-1/8 inches to 1-3 **Incorrect (face downwards or sideways) uploaded photographs will be returned as these applications are considered as ineligible applications. Uploaded photograph face must be upward only. For Detailed photograph Specifications – Please click here**
3.	**FEE PAYMENTS** Application confirmation letter/ Payment confirmation is mandatory. Complete the process online on VFS INDIA CONSULAR APPLICATION CENTRE's website to get the Application confirmation letter/ Payment confirmation. Don't forget to enclose the Application confirmation receipt. If paying by Money order or Banker's check then it should be made in favor of "**VFS Services (USA) Inc. PERSONAL CHECKS ARE NOT ACCEPTABLE. Ensure you update the correct details of the instrument (Money order/ Banker check. Don't punch dummy information. Incorrect** **information may lead to rejection of your application)** To complete the questionnaire & create a profile: Click here to proceed. **NOTE: YOU MUST SEND YOUR COMPLETE APPLICATION WITHIN 30 DAYS FROM THE DAY THE APPLICATION IS REGISTERED ON VFS SYSTEM.**
4.	**PROOF OF ADDRESS – COPY** Proof of address must match with the present address as per application: (any ONE of the below documents) State Issued ID **OR** Driving license **OR** Utility Bill - Water (should be recent, no more than 3 months old) **OR** Utility Bill - Gas (should be recent, no more than 3 months old) **OR** Utility Bill - Electricity (should be recent, no more than 3 months old) **OR** Valid Lease Agreement **OR** Mortgage **OR** Income Tax return **OR** - For College/University Students living on campus in University housing/dormitories, a letter from your institution on the institution letterhead explaining the exact address that you presently reside in will suffice. - Marriage Certificate in case the address in spouse's name, birth certificate of child in case of minor applicant along with parent's address proof.

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	- In case of applicant residing with parents/children/ relatives, a notarized undertaking from them with one of the copies of address proof as indicated above.
5.	**For NON-US PASSPORT HOLDERS:** COPY OF THE APPLICANT'S VALID LEGAL STATUS IN THE USA Please submit one of the below documents as applicable: - Valid Green Card (FRONT AND BACK) - Valid Visa, - Valid EAD (FRONT AND BACK) - Valid I-797A Approval Notice - Valid Work permit/Study Permit, OR - Recently expired Visa and I-797A Approval notice together with I-797C Receipt Notice for filing of a request for extension before the expiry of Visa or I-797A copy of proof of extension, if B1/B2 is expired and have a receipt for extension of stay or an approval for extension of stay
6.	**ADDITIONAL PARTICULAR FORM (ANNEXURE – A)– ORIGINAL & MANDATORY** *This form is absolutely mandatory to be filled by applicant (even if customer is minor). Application will be kept on hold if this form is not submitted.*
7.	**ENTRY VISA UNDERTAKING FORM – ORIGINAL** Duly filled, signed Entry Visa Undertaking Form
8.	**PASSPORT – ORIGINAL AND PHOTOCOPIES** Original as well as a copy of passport (biographical pages only). Passport should have minimum validity of **six months** and must have at least two blank pages. Note: Holders of dual nationality should apply for visas on their Pakistani passport only. However, both the passports, in original, are to be submitted.
DOCUMENTS – IF APPLICABLE	
9.	**PROOF OF RENUNCIATION/SURRENDER OF INDIAN PASSPORT– COPY** ***Proof of Renunciation of Indian Citizenship:*** If you ever held an Indian Passport, it is MANDATORY to provide proof of the Renunciation of Indian Citizenship/Surrender of Indian Passport along with your VISA application. One of the following MUST be produced as proof: - Certificate of renunciation/Surrender Certificate issued by the Embassy/Consulate of India **OR** Deemed surrender certificate issued by the Embassy/Consulate of India Both - Cancelled/ Surrendered Passport along with the copy of the Surrender/Renunciation Certificate would be needed for Indian passports surrendered after May 2010 If you do not have the proof of renunciation/Surrender of Indian passport then please apply for surrender of Indian Passport before submitting the VISA application.
10.	**PROOF OF INDIAN ORIGIN- COPY** - **If the applicant was an Indian national:** Indian passport of the applicant along with proof of renunciation/surrender of Indian nationality. - **If the applicant is a child of an Indian national**: Birth certificate of the child together with Indian passport copy of either parent and proof of legal status of the Indian Parent in USA.

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	- **If the applicant is a Spouse of an Indian national:** Marriage certificate of the applicant together with Indian passport copy of the spouse. - **If the applicant is a child of person of Indian Origin or OCI Cardholder:** Birth certificate of the applicant together with: proof of Indian origin of either parent [i.e. copy of Indian-origin parent(s)'s old Indian passport together with surrender/renunciation certificate of that parent's Indian nationality] **or** OCI card copies of either parent. - **If the applicant is spouse of person of Indian Origin or OCI Cardholder:** Marriage certificate of the applicant together with: - proof of Indian origin of spouse [.i.e. copy of spouse's old Indian passport together with surrender/renunciation certificate of Indian nationality] **or** OCI card copy of spouse.
11.	**ADDITIONAL DOCUMENTS FOR MINOR APPLICANTS** Parental Authorization Form (Annexure-B) duly signed by both parents and notarized – Original. **Signature of Parents on Govt. Form, their passports and Parental authorization must be identical. Mismatch of signatures will result in delay in application processing or rejected without being processed.** Birth certificate of minor applicant – Copy and Valid Passports and Marriage Certificate of parents – Copy; and US visa status documents of non-US national parents – Copy, if Indian parents do not hold valid US visa status, an explanation for the same may be provided.
12.	**PROOF OF PROPERTY IN INDIA (IF APPLICABLE)– COPY** Non-Indian origin applicants already owning property in India will require to provide proof of property in India in the applicant's name and the applicant should also provide proof of permission of RBI for purchasing the property
13.	**FORM FOR PAKISTAN NATIONALS FORM (ANNEXURE – C) – ORIGINAL**
14.	**COURIER** You can purchase third party courier online or at the store and send your complete application to the VFS application center. If you opt to use your own prepaid label, ensure correct prepaid label details are entered while completing the registration process in the VFS portal. Incorrect information will lead to delay/rejection of your application. In addition, please ensure to enclose PREPAID LABEL along with ENVELOPE before sending your application. Please ensure you liaise with your prepaid company to schedule pick up as soon as you receive notification confirming the application is received by VFS Indian Consular Application Center from Embassy/Consulate To send application by Post: Please complete registration process is mandatory. To submit application in person: Please book an appointment & read terms and condition
15.	**CHECKLIST** Checklist (original) to be printed and enclosed with your application

Signature of the Applicant