

INDIA BUSINESS VISA

For anyone who wishes to go to India for business meetings, workshops, training sessions, etc.

[Please click here to find the India mission or consulate of your jurisdiction.](#)

BASIC DOCUMENTS REQUIRED: *PLEASE READ IMPORTANT GUIDELINES BELOW

1. ***Indian Visa application form;** please see [Sample Application](#) for all required fields!
2. **Current Passport;** must have 1 yr validity or more and 2 blank visa pages side by side
3. **1 passport color photo:** No glasses, 2x2 size, plain white back ground,
4. ***Invitation letter from Indian company;** must specify 1 or 5 year visa request
5. ***US Company Business letter;** must specify 1 or 5 year visa request
6. ***Proof of residency:** Copy of state ID or copy of utility bill, address must match application
7. ***Additional Particular Form;** please read specific instructions below to avoid delays
8. **Letter of Incorporation:** registration certificate from India Host Company, copy is ok
9. **Copy of US status** for Non-USA passport holders; front and back if you hold a green card
10. ***Reference Form;** for Non-USA passport holders only, Click here for the reference form for your jurisdiction
11. **Visa Network Order Form**
12. **CKGS Declaration Form**
13. **CKGS Disclaimer Form**

SPECIAL CASES: ANY PERSON BORN IN:

- India: must provide proof of Indian citizenship renunciation process before applying for India visa.
- Iran or Iraq: must submit an original personal notarized statement stating current citizenship of Iran/Iraq.
- Sri Lanka: must complete additional Sri Lanka form
- Bangladesh: must complete additional Bangladesh form
- Pakistan: must apply in person, even dual nationals USA/Pakistan

***IMPORTANT GUIDELINES**

✓ **Online Visa Application form:**

- Choose the correct mission based on the jurisdiction you fall under! Use the link at the top of this page to determine what mission to choose at the beginning of the online application form.
- You **MUST** enter a valid email address at the beginning of the application form even though it states that is not a required field!
- Enter name of applicant as it is shown in passport on application. If passport shows middle name, then enter first and middle name in the “given name” section only. Surname should only have the last name, as it is shown in the passport.

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- Please print form and sign application on both pages in the designated areas.
 - Please adjust your printer settings properly to show the bar code at the bottom of the first page!
 - All answers must match the other supporting documents you are submitting; IE your home address must match your driver license copy and your answer for the company you will visit in India must have the full complete name and complete address (city and zip code) found on the invitation letter from the company in India.
- ✓ **US and Indian Company letters:** [Sample Letter](#)
- Both company letters must have logos and letterheads; you may use our India sample letter for content reference.
 - DC's jurisdiction applicants: You must use the template we have for Indian letters as is; please just fill in your answers for both letters and add your company letterheads and signature.
 - Chicago's jurisdiction applicants: Your US business letter must come from a US office that falls under Chicago's jurisdiction, IE if you live in Wisconsin your US business letter must come from Wisconsin, not California or Oregon.
- ✓ **Proof of residency:**
- If your driver's license does not have your current home address, you may provide a copy of a utility bill that bears your name and current address.
 - No PO boxes!
 - No cable or phone bills!
- ✓ **Additional Particular Form:**
- Please answer with YES or NO only, unless the question requires you to give a specific answer (IE: Nationality, Name of Spouse). "N/A" answers are not ok.
 - Please type or hand-write your answers, not both!
- ✓ **Reference Form:**
- Only for applicants that do not hold a USA Passport
 - Please choose the correct reference form based on the jurisdiction you fall under.
 - Refer to the link at the top of this page to verify your jurisdiction.
- ✓ **All signatures of visa applicant must be original on all forms,** please use a black or blue pen. DIGITAL SIGNATURES are not acceptable.
- ✓ **India Visa applications cannot be expedited,** therefore, please do not purchase your ticket until your visa has been granted or issued and we have forward your return tracking of your visa/passport from the consulate.
- ✓ **CKGS (India visa center) will ship directly to your home address.** Make sure that your address on your application is current and matches your Proof of Residency. We will forward you the email notification containing your return delivery tracking information once it has been prepared for return shipping.

ALL VISA FEE AND SERVICE FEES ARE NON-REFUNDABLE, EVEN IF YOUR VISA REQUEST IS DENIED BY THE CONSULATE.