

Document Checklist

Sr No.	Original/Copy	Document	Instructions
1	01 Original	Checklist	<ul style="list-style-type: none"> • 1 Checklist to be printed. • The boxes must be ticked off against the required documents. • Confirm the number of documents which must be 'enclosed' in your envelope for CKGS.
2	01 Original	Online Visa Application Form (from Government of India website)	<ul style="list-style-type: none"> • Duly FILLED and SIGNED. • 2 Signatures of applicant required <ol style="list-style-type: none"> a. First signature on page 1 in the box below the photograph. If the signature is OUTSIDE of the box on page 1, then the application will be REJECTED. b. Second signature on page 2 • 1 Photograph. Paste the photo on page 1 on the relevant place on the online form. • Valid phone numbers and email addresses must be entered in the online application. • If incorrect contact details are entered, it will cause a delay in processing of the application.
3	01 Original	Invitation letter from the Company in India	<ul style="list-style-type: none"> • On Company letter head from the Company in India indicating nature of applicant's business, duration of stay, the validity of visa applied for, places and organisations to be visited during stay.
4	01 Original	Letter from the Applicant's Company in the US	<ul style="list-style-type: none"> • On company letter head from the Company in USA stating expenses will be paid for by the company & indicating nature of applicant's business, duration of stay, the validity of visa applied for, places and organisations to be visited during stay.
5	01 Copy	Letter of Incorporation from the Company in India	<ul style="list-style-type: none"> • Letter of Incorporation from the Company in India • This is not required if the applicant is visiting Government of India institutions for meetings, etc.
6	01 Original	Additional Particulars Form	<ul style="list-style-type: none"> • Duly FILLED and SIGNED • It is mandatory to answer all questions in Yes or No. • Forms not filled completely or filled with N/A shall be considered incorrect and application will not be processed.

7	01 Copy	Proof of Address	<p>Proof of address to match with present address as per application. Only one of the following:</p> <ul style="list-style-type: none"> • State Issued ID OR • Driving license (validity for at least 6 months pending) OR • Utility Bill - Water (should be recent, no more than 3 months old) OR • Utility Bill - Electricity (should be recent, no more than 3 months old) OR • Utility Bill - Gas (should be recent, no more than 3 months old) OR • Valid lease signed by landlord and tenant (No monthly lease documents allowed, only Year to Year) • 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. <p>NOTE : Do NOT cut your driver's license copy down to a smaller size</p> <p>If proof of address is not in the applicant's name then documents pertaining to establish proof of relationship is required</p> <ul style="list-style-type: none"> • Marriage Certificate - If proof of address is in spouse's name • Birth Certificate of Child - If applicant is elderly and staying with his/ her children
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8	01 Original	Photograph	<ul style="list-style-type: none"> • Photograph for Visa cannot be the same photograph that is already in your passport • Recent Passport photo taken within the past 6 months, showing current appearance • 2 inches by 2 inches size • Photographs NOT to be stapled and must NOT be adhesive taped • Must be in color. • NO Scanned / Color printed photograph • Must be against white background • Must show full face, front view • Must be taken in normal street attire. • Photograph has to be an original and printed on GLOSSY PHOTO PAPER ONLY • Uniforms should not be worn in photographs except religious attire that is worn daily. • If you normally wear prescription glasses, a hearing device, wig or similar articles, they should be worn for your picture. • Dark glasses or non-prescription glasses with tinted lenses are not acceptable unless you need them for medical reasons. A medical certificate may be required. • Glare on eyeglasses should be avoided with a slight upward or downward tilt of the head. • Do not wear a hat or headgear that obscures the hair or hairline. Head coverings are not permitted except for religious reasons, but the facial features from bottom of chin to top of forehead and both edges of the face must be clearly shown.
9	01 Original & Copy	Current US Passport	<ul style="list-style-type: none"> • Applicants who have dual citizenship with the US and another country must apply only on their US passport if they are applying in USA. • Actual original signed passport. • The passport must be valid for 6 months at the time of visa application. • The Passport must have at least 2 blank Visa pages available for India Visa stamp. • Amendment pages in back of the passport are not suitable for Indian Visa. • Passport / Pages must not be torn, separated, frayed or altered. • Photocopy of passport pages that contain passport information and signature of the applicant.
10	01 Copy	Online Payment Receipt	<ul style="list-style-type: none"> • Fees and any optional value added services like courier, SMS, etc. • Please include copy of the Payment Receipt
11	01 Original	For return of your documents	<ul style="list-style-type: none"> • Prepaid Envelope with Shipment Number and Service Provider Name • Fedex prepaid self addressed envelopes / shipping labels will not be accepted by CKGS. • Do not send handwritten return envelopes as they will not be accepted.



IMPORTANT NOTES

- ✓ 1 copy of the checklist must be also enclosed in your envelope.
- ✓ The Indian Embassy / Consulate have the right to request for additional documents over and above the mandatory list.
- ✓ This checklist can be updated at any point. If the application is in transit, you may have to provide Additional / New document /s as required.
- ✓ Send Original Documents only as indicated on the checklist.
- ✓ Check the number of Documents required.