

ACKNOWLEDGEMENT LETTER

DATE: _____

The India Embassy/Consulate has advised all 3rd party agencies that we must now submit all applications through the VFS outsourcing office until further notice.

If you would like VIP Passport Services to submit the visa application on your behalf to the VFS outsourcing center, please be advised that once the application is submitted, VIP will not be able to cancel, provide status updates, or intervene in the process.

The processing time is expected to take up to 10-15 business days to have the visa completed.

Thank you,

Applicant Signature



VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002
713-659-8472

Website: www.vippassports.com

Email: info@vippassports.com



WORK ORDER REQUEST FORM

TRAVELER INFO:

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

DON'T FORGET

TO EMAIL YOUR
DOCUMENTS TO OUR
OFFICE FOR OUR
COMPLIMENTARY
PASSPORT/VISA
PRE-CHECK!

BILLING INFORMATION ☐ (CHECK BOX IF SAME AS SHIPPING)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

EMAIL

P.O. OR BILLING REF#:

RETURN SHIPPING INFORMATION ☐ (CHECK BOX TO WAIVE SIGNATURE)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

EMAIL

METHOD OF PAYMENT

☐ CREDIT CARD

CARD NUMBER

EXP. DATE

CVV CODE

SIGNATURE OF CARD HOLDER

AUTH. AMOUNT \$_____

☐ MONEY ORDER

☐ CASHIER'S CHECK

☐ COMPANY CHECK

SPECIAL INSTRUCTIONS: _____

Specializing in Visas, Passports, Apostilles, Document Legalizations, and Translations



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INDIA WORK (EMPLOYMENT) VISA

U.S. PASSPORT HOLDER

PLEASE FORWARD THIS SHEET AND ALL THE REQUIREMENTS TO THE ADDRESS LISTED
ABOVE

PROCESSING FEES

(PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$295.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER:	<u>\$6.00</u>
OTHER FEES: <u>FEDEX TO VFS OUTSOURCING OFFICE</u>	<u>\$45.00</u>
ADD RETURN SHIPPING FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

REGULAR PROCESS TIME:	10 TO 15 DAYS

COMMENTS: _____

REVISED: 9-29-2022 (EL)

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INDIA WORK (EMPLOYMENT) VISA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1) **SIGNED U.S. PASSPORT** – MUST HAVE A MINIMUM OF 6 MONTHS REMAINING VALIDITY WITH AT LEAST 2 SIDE BY SIDE BLANK VISA PAGES.
- 2) **ONE CURRENT PASSPORT-TYPE PHOTOGRAPH (2X2):**
 - ❖ GLASSES ARE NOT ACCEPTED
- 3) **CLICK HERE** TO COMPLETE THE APPLICATION ONLINE-THE CONSULATE WILL ONLY ACCEPT AN APPLICATION THAT HAS BEEN COMPLETED ONLINE-FAILURE TO DO SO WILL CAUSE A DELAY. AFTER YOU HAVE COMPLETED THE ONLINE APPLICATION PLEASE PRINT IT OUT AND SIGN IT AND THEN SEND THE ORIGINAL WITH THE REST OF THE SUPPORTING VISA DOCUMENTS.
- 4) **TAX LIABILITY LETTER**-THE TAX LIABILITY LETTER FROM THE COMPANY IN INDIA WHICH MUST CERTIFY THAT THE INDIAN COMPANY SHOULD BE LIABLE/TAKE RESPONSIBILITY FOR PAYING TAXES ON BEHALF OF THE APPLICANT, APPLICANTS SHOULD UNDERSTAND THAT THERE MAY BE A DELAY IN DECISIONS MADE ON THE ISSUANCE OF THE VISA
- 5) **RESUME** (CLEAR COPY)
- 6) **APPOINTMENT LETTER** (FROM INDIAN COMPANY OR THE AMERICAN COMPANY) THAT CONTAINS THE ANNUAL SALARY INFORMATION-THE SALARY MUST BE NO LESS THAN \$25,000.00 USD (CLEAR COPY)
- 7) **JUSTIFICATION LETTER** - FROM THE EMPLOYER IN INDIA CERTIFYING THAT THE APPLICANT IS A SKILLED AND QUALIFIED PROFESSIONAL, TECHNICAL EXPERT, SENIOR EXECUTIVE OR IN A MANAGERIAL POSITION. THIS LETTER SHOULD STATE THAT THOSE SKILLS ARE NOT AVAILABLE IN INDIA)
- 8) **EMPLOYMENT CONTRACT:** COPY OF THE EMPLOYMENT CONTRACT BETWEEN EMPLOYEE AND EMPLOYER. THE LETTER MUST BE DETAILED AND COMPREHENSIVE.
- 9) **INCORPORATION CERTIFICATE:** A COPY OF THE CERTIFICATE OF REGISTRATION FROM THE COMPANY IN INDIA (PROOF THAT THE ORGANIZATION IS REGISTERED IN INDIA TO DO BUSINESS).

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10) LETTER OF UNDERTAKING FROM THE EMPLOYER IN INDIA (ORIGINAL) – LETTER OF UNDERTAKING FROM EMPLOYER IN INDIA CLARIFYING/CONFIRMING THE FOLLOWING; (A) WHETHER THE APPLICANT WILL BE EMPLOYED BY THEM FULL TIME DURING THE PERIOD OF ASSIGNMENT; (B) AN UNDERTAKING BY THE APPOINTING FIRM TAKING FULL RESPONSIBILITY FOR THE APPLICANT'S PROFESSIONAL CONDUCT, ACTIVITIES WHILE IN INDIA AND REPATRIATION, IF EVER NECESSARY.

11) PROOF OF RESIDENCE: SUBMIT ONE OF THE FOLLOWING

- ❖ COPY OF VALID DRIVER'S LICENSE
- ❖ MOST RECENT MAJOR UTILITY BILL (I.E. WATER, GAS, ELECTRIC)
- ❖ SIGNED LEASE AGREEMENT

12) PARTICULARS FORM – SEE BELOW

13) EMPLOYEES DETAILS FORM - SEE BELOW

14) COMPLETED AND SIGNED WORK/EMPLOYMENT CHECKLIST – SEE BELOW

15) CONSULATE FEES

VALIDITY	CONSULATE FEE	OUTSOURCING FEE	RETURN SHIPPING FEE	TOTAL FEE
UP TO 6 MONTH MULTI-ENTRY	\$223.00	\$67.70	\$0.00	\$289.70
1 YEAR MULTI- ENTRY	\$223.00	\$67.70	\$0.00	\$289.70

- The validity of the visa is issued at the discretion of the consulate and as such fees are non-refundable.

ADDITIONAL REQUIREMENTS:

FORMER INDIAN NATIONALS MUST SHOW PROOF OF THEIR RENUNCIATION OF THEIR INDIAN CITIZENSHIP.

IF THE APPLICANT HAS ALREADY RENOUNCED INDIAN CITIZENSHIP, PLEASE SUBMIT A COPY OF THEIR NATURALIZATION CERTIFICATE ALONG WITH ONE OF THE FOLLOWING DOCUMENTS:

- 1.) CLEAR COPY OF THEIR CERTIFICATE OF RENUNCIATION ISSUED BY A INDIAN CONSULATE
- 2.) THE APPLICANTS CANCELLED INDIAN PASSPORT WITH STAMP STATING THE PASSPORT IS CANCELLED DUE TO OBTAINING U.S.(OR ANY OTHER NON INDIAN COUNTRY) CITIZENSHIP

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IF THE APPLICANT HAS NOT RENOUNCED THEIR INDIAN CITIZENSHIP, PLEASE CONTACT US FOR DETAILED INSTRUCTIONS ON WHAT WILL NEED TO BE DONE IN ORDER TO SUBMIT THE PROPER DOCUMENTATION WITH THE REST OF THE REQUIREMENTS.

IF TRAVELING FOR CASUAL BUSINESS, AND MEETS ALL THE ELIGIBILITY REQUIREMENTS, THE APPLICANT MAY ALSO APPLY FOR A 30-DAY VISA UPON ARRIVAL. FOR MORE INFORMATION, [CLICK HERE.](#)

IMPORTANT NOTE: THE CONSULATE ADVISED THAT PROCESSING TIMES, REQUIREMENTS AND FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE. THE CONSULATE IN HOUSTON HAS BEEN KNOWN TO ASK FOR A COPY OF THE APPLICANT'S COLLEGE DEGREE OR TRAINING CERTIFICATE TO SHOW THAT THE APPLICANT IS QUALIFIED FOR THE POSITION THEY HAVE BEEN OFFERED. THE CONSULATE ALSO RECOMMENDS THAT YOU DO NOT PURCHASE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN HAND.

REVISED: 1-18-2023 (EL)



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INDIA CONSULATE JURISDICTIONS

PROCESSING TIMES AND CONSULATE-SPECIFIC INSTRUCTION

(ALL PROCESS TIMES START FROM THE TIME THE APPLICATION AND DOCUMENTS ARE SUBMITTED TO THE CONSULATE)

IF YOU APPLY ONLINE FOR A 5 OR 10 YEAR MULTIPLE ENTRY VISA AND THE CONSULATE ISSUES A VISA VALID FOR LESS THAN 5 OR 10 YEARS, THE CONSULATE FEES WILL BE NON-REFUNDABLE. PLEASE REFER TO THE SPECIFIC JURISDICTION FOR MORE INFORMATION

➤ HOUSTON CONSULATE:

JURISDICTION: ARKANSAS, COLORADO, KANSAS, LOUISIANA, OKLAHOMA, TEXAS, NEBRASKA, NEW MEXICO

PROCESSING TIME: 10 TO 15 BUSINESS DAYS

⇒ THE CONSULATE IN HOUSTON HAS BEEN TAKING AN UNDETERMINED AMOUNT OF TIME TO PROCESS VISA REQUESTS FOR APPLICANTS HOLD PASSPORT ISSUED BY PRC AND/OR NIGERIA

⇒ AT THIS TIME, THE HOUSTON CONSULATE IS CURRENTLY ONLY ALLOWING SUBMISSION FOR 1-YEAR VISAS FOR MOST NON-U.S. NATIONALITIES. IF YOU ARE A NON-U.S. PASSPORT-HOLDER APPLYING FOR 5 OR 10-YEAR VISA, PLEASE BE AWARE THAT THE CONSULATE WILL MOST LIKELY REQUEST NEW DOCUMENTATION REQUESTING SHORTER VALIDITY. THE NEW DOCUMENTS REQUESTED WILL INCLUDE, BUT NOT BE LIMITED TO, APPLICATION FORM, COMPANY LETTER, AND INVITATION. REQUESTS FOR NEW DOCUMENTATION WILL ALSO INCUR A DELAY IN PROCESSING.

➤ ATLANTA CONSULATE:

JURISDICTION: ALABAMA, FLORIDA, GEORGIA, MISSISSIPPI, PUERTO RICO, SOUTH CAROLINA, TENNESSEE, THE VIRGIN ISLANDS.

PROCESSING TIME: 10 TO 15 BUSINESS DAYS

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➤ **CHICAGO CONSULATE:**

JURISDICTION: ILLINOIS, INDIANA, IOWA, MICHIGAN, MINNESOTA, MISSOURI, NORTH DAKOTA, SOUTH DAKOTA, WISCONSIN

PROCESSING TIME: 10 TO 15 BUSINESS DAYS

- ⇒ WHEN COMPLETING THE COMPANY LETTER OF GUARANTEE, PLEASE BE SURE THAT THE ADDRESS LISTED ON THE COMPANY'S LETTER HEAD MATCHES THE ADDRESS LISTED ON THE APPLICATION AS THE EMPLOYER'S LOCATION. THE COMPANY'S ADDRESS MUST ALSO FALL INTO THE CHICAGO CONSULATE'S JURISDICTION (SEE STATES LISTED ABOVE).
- ⇒ THE CONSULATE IN CHICAGO IS BEING VERY SELECTIVE ABOUT ISSUING A 5 OR 10 YEAR MULTIPLE ENTRY VISA
- ⇒ BOTH LETTERS (INVITATION AND GUARANTEE) MUST SPECIFICALLY STATE THE REQUESTED LENGTH OF VALIDITY (1YR., 5YR., 10YR)

➤ **WASHINGTON, DC EMBASSY:**

BERMUDA, DELAWARE, DISTRICT OF COLUMBIA, KENTUCKY, MARYLAND, NORTH CAROLINA, VIRGINIA, WEST VIRGINIA.

PROCESSING TIME: 10 TO 15 BUSINESS DAYS

➤ **NEW YORK CONSULATE:**

JURISDICTION: CONNECTICUT, MAINE, MASSACHUSETTS, NEW HAMPSHIRE, NEW JERSEY, NEW YORK, OHIO, PENNSYLVANIA, RHODE ISLAND, VERMONT

PROCESSING TIME: 10 TO 15 BUSINESS DAYS

- ⇒ THE CONSULATE IN NEW YORK IS BEING VERY SELECTIVE ABOUT ISSUING A 5 YEAR MULTIPLE ENTRY VISA (THEY WILL NOT ACCEPT AN APPLICATION REQUESTING A 10 YEAR MULTIPLE ENTRY VISA).

⇒ **CONTINUED →**



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➤ **SAN FRANCISCO CONSULATE:**

JURISDICTION: ALASKA, ARIZONA, CALIFORNIA, GUAM, HAWAII, IDAHO, MONTANA, NEVADA, OREGON, UTAH, WASHINGTON, WYOMING

PROCESSING TIME: 10 TO 15 BUSINESS DAYS

- ⇒ THE CONSULATE IN SAN FRANCISCO IS BEING VERY SELECTIVE ABOUT ISSUING A 5 YEAR VISA, AND WILL NOT ACCEPT REQUESTS FOR 10 YEAR VISAS.
- ⇒ IF THE APPLICANT SUBMITTED ANYTHING OTHER THAN A COPY OF THEIR DRIVER'S LICENSE TO SUBSTANTIATE THEIR CURRENT RESIDENCE THE CONSULATE WILL ALSO WANT A COPY OF THEIR PHOTO I.D.

REVISED: 9-26-2022 (EL)

Employment Visa Checklist

Applicant's Name			Passport no.	
Email ID			Mobile no.	_____



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

	<u>IMPORTANT GUIDELINES</u> ❖ 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 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/Consulate may ask for further documentation or call the applicant for an in-person or telephonic interview
	❖ MANDATORY DOCUMENTS
?	<u>GOVERNMENT APPLICATION ONLINE FORM – ORIGINAL</u> <i>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.</i>
?	<u>PHOTOGRAPH & SIGNATURE – ORIGINAL & DIGITAL</u> Photo Requirements: Online India Visa Application allows the Applicant to upload a digital photograph of self to complete the regular visa application. The digital photograph to be uploaded along with the Visa application should meet the following requirements: • Format JPEG

Employment Visa Checklist

Applicant's Name			Passport no.	
Email ID			Mobile no.	

- 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.
- 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](#)

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 APPLICATION IS REGISTERED ON VFS SYSTEM.

2

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.
- In case of applicant residing with parents/children/ relatives, a notarized undertaking from them with one of the copy of address proof as indicated above.
- Hotel bill - If the customer on L1/L3 staying in a hotel for a project for the past couple of months and don't have the address proof or state ID.

NOTE: DO NOT CUT YOUR DRIVER'S LICENCE COPY DOWN TO SMALLER SIZE Important: PO BOX number is NOT ACCEPTABLE as valid Proof of address

Employment Visa Checklist

Applicant's Name			Passport no.	
Email ID			Mobile no.	

	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 notarized I-797A Approval notice together with notarized 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.
?	<u>ADDITIONAL PARTICULAR FORM (ANNEXURE – A)– ORIGINAL</u>
?	<u>PASSPORT – ORIGINAL AND PHOTOCOPIES</u> 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.
	<u>ADDITIONAL DOCUMENTS</u>
?	<u>TAX LIABILITY LETTER – ORIGINAL</u> Tax Liability Letter: Please provide a copy of the Tax Liability letter from Indian company. (The letter must confirm that tax will be deducted at source by employer and deposited with tax authorities.
?	<u>RESUME -ORIGINAL</u> Resume of the applicant with relevant credentials and employee details form
?	<u>APPOINTMENT LETTER FROM THE COMPANY IN INDIA -ORIGINAL</u> Appointment letter from Company in India clearly indicating the annual salary and where the applicant will be located
?	<u>LETTER OF UNDERTAKING FROM THE EMPLOYER IN INDIA – ORIGINAL</u> Letter of undertaking from Employer in India clarifying / confirming the following: (a) Whether the applicant will be employed by them full time during the period of assignment; (b)An undertaking by the appointing firm taking full responsibility for the applicant's professional conduct, activities while in India and repatriation, if ever necessary

Employment Visa Checklist

Applicant's Name			Passport no.	
Email ID			Mobile no.	

?	<u>LETTER OF INCORPORATION FROM THE COMPANY IN INDIA – COPY</u> Letter of incorporation from the company in India.
	<u>JUSTIFICATION LETTER FROM EMPLOYER – ORIGINAL</u> Justification letter from employer explaining why no Indian national can be employed against this post, details of efforts have been made by the employer to find a candidate in India.
	<u>DOCUMENTARY PROOF - COPY</u> Proof of Applicants educational qualifications and professional expertise. Proof of employment contract or engagement by the company/ firm/ organization in India, which confirms that the salary to the employment visa applicant will be paid in India
	<u>DOCUMENTS – IF APPLICABLE</u>
?	<u>PROOF OF RENUNCIATION – COPY</u> <i>Proof of Renunciation of Indian Citizenship:</i> - If you ever held an Indian Passport, it is MANDATORY to provide proof of the Renunciation of Indian Citizenship along with your VISA application. One of the following MUST be produced as proof: - ❖ Certificate of renunciation 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 then please apply for renunciation before submitting the VISA application
	ADDITIONAL DOCUMENTS FOR DEPENDENT EMPLOYMENT VISA FOR SPOUSE – COPY Marriage Certificate – Copy
?	ADDITIONAL DOCUMENTS FOR MINOR APPLICANTS - Parental Authorization Form (Annexure-B) duly signed by both parents and notarized – Original; - Birth certificate of minor applicant – Copy; - 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.
?	<u>FORM FOR PAKISTAN NATIONALS FORM (ANNEXURE – C) – ORIGINAL</u>
?	<u>VOLUNTEER/ NGO WORK- (IF APPLICABLE)</u>
	<u>FEES OR SHIPPING – APPLIES TO ALL</u>

Employment Visa Checklist

Applicant's Name			Passport no.	
Email ID			Mobile no.	

☐	<u>COURIERS</u> 1. If opted VFS offered courier services, then download the incoming courier label from my account to send your complete application to the VFS Centre. 2. If you opt to use your own pre-paid label, then ensure correct pre-paid label details are entered while completing the registration process on VFS Portal. Incorrect information will lead to delay/ rejection of your application. In addition – please ensure you enclose the pre-Paid label ALONG WITH ENVELOPE before sending your application. Please ensure you liaise with your pre-paid company to schedule pick-ups as soon as you receive notification confirming that application is received by VFS Indian Consular Application Centre from the Embassy/Consulate. FEDEX PREPAID LABELS ARE NOT ACCEPTABLE. Acceptable Prepaid Labels are – UPS or USPS with NO expiry date of the label. To send application by Post: Please complete registration process. Registration process is mandatory To Submit application in person, please book an appointment & read terms and conditions
☐	<u>CHECKLIST</u> 1 Checklist (original) to be printed and enclosed with your application

(Signature of the Applicant)

ADDITIONAL PARTICULARS FORM FOR VISA SERVICES

1. Name of Applicant :
2. Passport Number and Nationality :
3. Please specify whether holding dual nationality. :
If yes, please provide name of countries and passport numbers
4. Any previous Nationality held? If yes, specify :
5. Name of Spouse and current Nationality :
6. Any other Nationality previously held by spouse If yes, :
please provide name of countries and passport numbers
7. Has the applicant ever changed his/her name? If yes, :
specify details and submit appropriate documentation for the same
8. Did the applicant or his/her parents or his/her grandparents :
ever hold the citizenship of Bangladesh, Afghanistan, Bhutan, China, Nepal or Sri Lanka at any point of time? If yes, please provide details
9. Whether the applicant or his/her parents or his/her :
grandparents ever hold the citizenship of Pakistan, or NICOP (National Identity Card for Overseas Pakistanis) or POC (Pakistan Origin Card)? If yes, specify details
10. Did the applicant work before or is currently Working with :
Armed Forces/Police/Para-Military Forces/Government service. If yes, name of Organization, Designation, Place of Posting and Rank should be given
11. Did the applicant ever hold official/diplomatic passport? :
If yes, specify details
12. Current Employment status along with full details of employer :
13. Has the applicant ever been convicted of any criminal offense :
or is currently facing criminal charges in any court of law?
If YES, specify details.
14. Has the applicant or any of his parents ever applied for asylum?:
If yes, specify details

DECLARATION

I hereby declare that the above particulars are true. I also agree that in case any false information is given in the above form, appropriate action as per Government of India rules and regulations may be taken against me, including but not limited to revoking of issued Visa and any other action as deemed fit by the Government of India or its agencies.

I am applying for a OCI card (strike off whichever not applicable) -

- (a) as a spouse of an Indian origin person
- (b) not as a spouse of Indian origin person.

In case of (a), I undertake to intimate the Consulate immediately about the dissolution of such marriage, if it occurs.

Date :

Place :

(Signature of the Applicant)

Please note: In case of minor child, both parents/legal guardian should sign the declaration

FORMAT FOR APPLICATION OF VISA TO INDIA

Name	Date of Birth	Educational Qualification (School, College, University)	Technical/Professional Qualification (Engg., Medical, Management, etc)	Specific details of Skill (eg. Mechanical Engineer, Chemical Engineer, Electrical Engineer, Management Degree)	Exact job description that the applicant will perform in India	Length of on the-job experience
1	2	3	4	5	6	7

APPLICANT NAME: _____ SIGNATURE OF APPLICANT: _____ DATE: _____