

How to fill out the Indian Visa Application Form:

Surname: Surname is the same as Family Name or Last Name. (The spelling must be exactly the same as the last name in the applicant's passport)

Given Name: On the Indian Visa application Form, Given Name is the same as First Name and Middle Name; please type in the First Name and any Middle Name(s) here. (The name must be exactly as it is in the applicant's passport)

For example, if John Edward Smith is the traveler:

Surname: Smith

Given Name: John Edward

Have you ever changed your name? If the applicant's name is different from when they were born, click the "yes" box and enter the Surname/Last Name and Given Name/First and Middle Name(s) that were previously used.

Country of birth: Select the country where the applicant was born. This must match the information on the passport.

Email Address: This information is required. Even though the online form allows this field to be skipped, some Consulates do in fact require your email address. Please enter an email address.

Citizenship/National Id No.: If you do not have an additional National ID issued type NA

Religion: Select the religion of the applicant. If the applicant's religion is not listed, select "OTHERS" and type in the religious information in the field directly below the pull down menu.

Visible identification marks: If the applicant has a visible identification mark (such as birthmark or tattoo) please type in the information here. Otherwise, type "NONE".

Educational Qualification: Select the level of education of the applicant:

- **BELOW MATRICULATION** – less than 10th grade education
- **GRADUATE** – College or university education
- **HIGHER SECONDARY** – High school education
- **ILLITERATE** – Not formally educated
- **MATRICULATION** – 10th grade level education
- **POST GRADUATE** – advanced study beyond college or university (MA, PhD, etc.)

- **PROFESSIONAL** – professional /technical training or certification

Did you acquire citizenship by birth or by naturalization?

- By Birth – choose this if the applicant has held their current citizenship since they were born.
- Naturalization – choose this if the applicant became a citizen through naturalization.

Previous Nationality: If the applicant became a citizen by naturalization, please select their previous nationality.

Passport Details Section

Passport details can be found on the information/photo pages of the applicant's passport. All information entered on the application must be exactly as it appears on the passport.

Place of Issue: Enter the place of issue that is on the applicant's passport. For US citizens, this may say "US Department of State"

Date of Expiry: This is the date the passport will expire. Be sure to enter the information in **DD/MM/YYYY** format on the Indian Visa Application Form.

- The Indian government requires that a passport must be valid for at least six months in order to process the application.

Any other valid Passport/Identity Certificate(IC) held:

- If the applicant holds a US greencard or Permanent Resident Card for any country, select "Yes" and provide details.

When all of the required fields on page 1 are complete, select "Save and Continue" or "Save and Exit". Be sure that you have written down the Application ID number.

Applicant's Address Details

Note: the present (current) address is extremely important. The address must be within the jurisdiction of the Indian Mission (Indian Embassy or Consulate) where the application will be processed.

Present Address

- **Important:** the applicant will need to provide proof that this is the current residential address. Proof includes a photocopy of state issued ID (Driver License or ID), major utility bill (Water, Gas, Electric, Sewage) or a copy of

a valid/current lease. The address on these documents must be entered as the present address.

- The present address on the visa application form must match the applicant's proof of residence. A maximum of 35 letters will fit in this space.

Permanent Address

- If the Permanent Address is the same as what is entered for Present Address, click the box.
- If the Permanent Address is different, type in the permanent address including postal/zip code. Reminder: if the Present Address (where the applicant currently lives) and the Permanent Address are different, the Present Address must be the one that matches the proof of residence documents.
- **Important for non-US citizens:** the permanent address must be an address in your home country (country where you are a citizen). A relative's address may be used if you no longer maintain an address in this country.

Family Details Section

It is required to provide the applicant's father/mother/spouse's information, (if applicable).

All information relating to father, mother must be completed even if they are deceased. Information regarding father, mother, and spouse must be complete.

Were your Grandfather/ Grandmother (paternal/maternal) Pakistan Nationals or Belong to Pakistan held area? If the answer is yes for any of the applicant's grandparent's, enter the details. The answer is defaulted to yes. If the answer to this question is no, be sure to select NO.

Profession / Occupation Details of Applicant

Present Occupation

- Select the occupation that best matches your current job.
- If the applicant is a Housewife, Student or Minor, enter the spouse's or father's occupation details.

Employer Name/business: Enter the name of the company/employer of the applicant.

Designation: Enter the type of position (such as Manager, Consultant).

Address: Enter the street address for the company/employer.

Phone: Enter the phone number for the company/employer.

Past Occupation: Select a previous occupation if this is relevant to the applicant.

Are/were you in a Military/Semi-Military/Police/Security Organization? If the answer is “Yes” for the applicant, provide the Organization, Designation, Rank, and Post. Otherwise, select “No”.

When all of the required fields on page 2 are complete, select “Save and Continue” or “Save and Exit”. *Be sure that you have written down the Application ID number.

Details of Visa Sought

Type of visa: Select the type of Indian Visa needed.

- **Important:** selecting the correct type of visa is very important. The Indian Embassy or Consulate will review the application very carefully and if the visa application is not for the correct type of visa based on the activities planned in India, this will delay the process or require a new Indian visa application to be submitted

All applicants will need to provide the following information:

Duration of Visa (in Months)

- **Please note:** it is very important that the purpose of visit is appropriate for the type of visa requested. The application will be rejected otherwise.
 - **6 months**
 - **12 months**
 - **60 months (5 years)**
 - **120 months (10 years)**

No. of Entries: Select single, double, triple, multiple, entries.

- Number of entries granted will be at the discretion of the Indian Consulate.

Purpose of Visit: Select the type of activities that will be conducted while in India.

- Please Note:

Expected Date journey: Provide the planned date of departure from the United States, Canada (or home country) use the DD/MM/YYYY format.

Port of Arrival in India: Enter the city where the applicant will first arrive in India.

Previous Visit Details

Have you ever visited India before? If the answer is “Yes” provide details of the previous visit including the address where the applicant stayed and the cities visited, as well as details of the previous Indian visa including the visa number and type of visa, where and when the previous visa was issued.

Has permission to visit or to extend stay in India previously been refused? If the applicant has applied for a visa or applied to extend their stay in India in the past and has been denied, the Mention Control No. and date this occurred must be provided. Otherwise this space should be left blank.

Other Information

Countries Visited in Last 10 years: List all countries visited by the applicant in the last 10 years, separated by a comma.

Reference: The name, address and phone number must be provided for a reference in India AND a reference in the United States or Canada.

When all of the required fields on page 3 are complete, select “Save and Continue” or “Save and Exit”. *Be sure that you have written down the Application ID number.

***Important:** The next page will allow you to verify the details entered on the visa application form. Please review every question and answer on this page. If any corrections are needed, it will be possible to make changes on this page. However, once you hit continue it will NOT be possible to edit the form in any way. If a correction is needed after this point, it will be necessary to fill out a whole new application form.

If any corrections are needed select “Modify/Edit”.

Only after you are certain that everything on the application form, including the Indian Mission (where the application will be processed) and all of the detailed answers are correct, select “Verified and Continue”.

After the form is completed, verified and submitted, you will see a confirmation that includes the Applicant Name and File Number. The File Number is different from the Temporary Application ID. If you need to print another copy of this application, you must have the file number, not the temporary ID number. Be sure to write down the File Number.

The Indian Embassy or Consulate will not accept any application that has incorrect information. Handwritten corrections are not permitted. If the information on the application form needs to be corrected after the form has been printed, it will be necessary to complete a new online application.