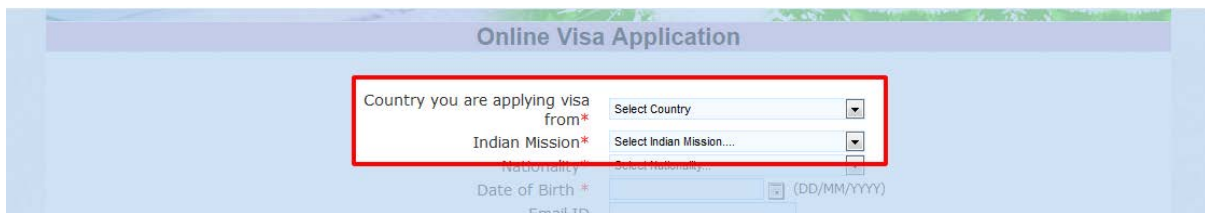


The following is a guide to completing the India visa application. The application is completed online, then printed, signed and included with the rest of applicant’s documents. **There can be no errors or manual corrections once printed. Any errors will result in rejection.** Follow instructions exactly.

Once you click the link to the application, select the orange “Regular Visa Application” button:



Once the application opens, the first question just below the banner header will ask the “Country you are applying from”. Select UNITED STATES OF AMERICA. The second question will be "Indian Mission". Select based on state of residency according to driver's license or state issued ID based on the breakdown below:



USA-Chicago	USA-Houston	USA-New York	USA-San Francisco	USA-Washington, DC	USA-Atlanta
Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, North Dakota, South Dakota and Wisconsin	Arkansas, Kansas, Louisiana, Oklahoma, Texas, New Mexico, Colorado and Nebraska	Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island and Vermont	Alaska, Arizona, California, Guam, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington and Wyoming	Bermuda, Delaware, District of Columbia, Kentucky, Maryland, North Carolina, Virginia and West Virginia	Alabama, Florida, Georgia, Mississippi, Puerto Rico, South Carolina, Tennessee and Virgin Islands

The online visa application is broken up into several different pages, each with a few questions. The application has a “session timeout” meaning that if you do not complete a page within a specified time (generally about 10 minutes) you will be logged out and will need to begin again. You can use this guide as a worksheet to gather answers prior to completing the online application so when the time comes to fill out the actual application you will not get stuck looking for answers.

Have the following information available when completing the application:

- Applicants passport
- Intended travel itinerary
- Hotel information (tourist) or business contact details (business) in India

Surname

Last name

Answer: _____

Given Name/s

First name, middle name (as printed in passport)

Answer: _____

Have you ever changed your name? If yes, check the box and give details

If applicant has ever changed name (such as by marriage) enter information, otherwise skip.

Answer: _____

Date of Birth

European format = DD/MM/YYYY. Example: December 25, 1950 = 25/12/1950

Answer: _____ / _____ / _____

Town/City of birth; Country of Birth

Answer: _____

Citizenship/National Id No.

For former Indian nationals only. Otherwise, N/A

Answer: _____

Religion

Select from drop down list or select "other" then "none"

Answer: _____

Visible Identification Marks

List birth marks or tattoos

Answer: _____

Educational Qualification

Select one of the following:

- Below Matriculation (has not completed high school)
- Graduate (has graduated college or university)
- Higher Secondary (has completed high school)
- Illiterate (adult who has not attended school)
- Matriculation (in tenth grade)
- NA Being Minor (child too young to attend formal education)
- Others
- Post Graduate (studied beyond college such as PhD, ESQ, etc)
- Professional (attended a professional or technical certification school)

Nationality

Answer: _____

Did You Acquire Nationality by Birth or Naturalization

- Birth
- Naturalization

Previous Nationality

Only answer if applicable

Answer: _____

Passport Number

Answer: _____

Place of Issue

Referring to the information page of the passport "Place of Issue" or "Issuing Authority"; some Passports will list a specific location, most will list a general "Issuing Authority" such as "US Dept of State"

Answer: _____

Date of Issue (passport)

European format = DD/MM/YYYY. Example: December 25, 1950 = 25/12/1950

Answer: _____ / _____ / _____

Date of Expiration (passport)

European format = DD/MM/YYYY. Example: December 25, 1950 = 25/12/1950

Answer: _____ / _____ / _____

Any Other Valid Passport/Identity Certificate (IC) Held

If dual citizenship with another country, answer appropriately, otherwise select radio button for "No"

Answer: _____

Present Address

MUST match ID provided EXACTLY

Street Address: _____

City, State, Zip, Country: _____

Phone Number: _____ - _____ - _____ (both numbers must be listed, even if same)

Mobile Number: _____ - _____ - _____ (both numbers must be listed, even if same)

Permanent Address

For US Citizens, check box for "Click Here for Same Address" above – regardless

For Non-US Citizens, applicant MUST list an address in country of passport. This may be a friend, family, last known, etc, but must be a complete address.

Father's Details

Name: _____

Nationality: _____

Previous Nationality (only answer if applicable): _____

Place of Birth (city/state): _____

Country of Birth: _____

Mother's Details; Previous Nationality

Only answer if applicable

Name: _____

Nationality: _____

Previous Nationality (only answer if applicable): _____

Place of Birth (city/state): _____

Country of Birth: _____

Marital Status

- Un-Married
- Married (if selected, supply the following)

Name: _____

Nationality: _____

Previous Nationality (only answer if applicable): _____

Place of Birth (city/state): _____

Country of Birth: _____

Were Your Grandfather/Grandmother (paternal/maternal) Pakistan Nationals or Belong to Pakistan Held Area

Answer if applicable, otherwise select radio button for "No"; note that applicants of Pakistani heritage often encounter lengthy delays in application processing

Answer: _____

Occupation Details

Employer Name: _____

Designation (job title): _____

Employers Address: _____

Employers Phone: _____

Ar Are/Were You in a Military/Semi-Military/Police/Security Organization

Answer if applicable, otherwise select radio button for "No"

Answer: _____

Details of Visa Sought

Typically either "TOURIST VISA" or "BUSINESS VISA"

Answer: _____

Duration of Visa (in months)

For US citizen **tourist** visas, THE ONLY VALID OPTION IS:

120 - for 10 year visa

For US citizen business visas, THE ONLY VALID OPTIONS ARE (select one):

12 - for 1 year visa

60 - for 5 year visa

MAKE SURE NOT TO SELECT THE DEFAULT, 1 MONTH / SIGNLE ENTRY

For **non-US citizen tourist** visas, THE ONLY VALID OPTION IS:

6 - for 6 month visa

For **non-US citizen business** visas, THE ONLY VALID OPTION IS:

12 - for 1 year visa

No. of Entries

THE ONLY VALID OPTION IS "Multiple" (do NOT select Single or Double)

Expected Date Journey

European format = DD/MM/YYYY; Example: December 25, 2012 = 25/12/2012

Answer: _____ / _____ / _____

Has Permission to Visit or to Extend Stay in India Previously Been Refused?

Answer if applicable, otherwise answer "N/A"

Answer: _____

Reference

If traveling as tourist - list the name of the hotel you have reserved or "plan" to stay at. The address must be complete.

Answer: _____

If traveling on business - list contact at host company. The address must be complete. When entering the address information you may be restricted on number of characters. Abbreviate where you can (for instance "building" becomes "blg").

Answer: _____

Verify Registration Details page allows applicant to review data. **Review carefully.** If changes need to be made, use "modify/edit" button in lower left. Once user presses "Verify and Continue", no changes can be made. **If even one response is not correctly answered the application may be rejected**, so applicant should take time to review before continuing. If errors are discovered after this step, a new application must be created from scratch. No manual corrections can be made to the final document.

Final page provides "Print Form" button on lower right. Press button (**single sided printing only**).

Print and sign form ON BOTH page 1 (on top right) and page 2. The signature should be similar to that in the passport.

- Child India Visa Applications -

Signatures

If child is old enough to sign their name (generally 10 years old and above), the child signs their name in the signature box in the upper right of page one of the completed, printed application. On page two of the completed, printed application the mother and the father sign in the signature area.

If child is NOT old enough to sign their name (generally less than 10 years old), the child provides a thumb print in the signature box in the upper right of page one of the completed application. On page two of the completed, printed application the mother and the father sign in the signature area.

In order to provide a thumbprint, you may either use a proper fingerprint ink pad or scribble on a piece of paper with a pencil and roll the finger in the graphite, rub a felt tip pen on the child's finger or use other ink source (it is recommended that permanent marker is avoided for both the obvious reason as well as the toxic nature of permanent ink). The article located here gives a good demonstration (however place the print directly on the application instead of on the tape).

Notarizations

The above step regarding signatures must be done in the presence of, and sealed by, a public notary.

Additional Documents

Although child's application may be submit along with other family members, when submitted to an embassy or consulate, applications are treated individually. Therefore, children's applications must be accompanied by each of the following:

- Color copies of parent's valid passports - there are no exceptions to this regulation. If either or both parents do not have valid passports, we cannot process the application request. If either, or both, parents are not US citizens, include copies of passports and copies of US visa or permanent

resident card (Green card).

- Color copies of parent's valid driver's license or state ID - there are no exceptions to this regulation. If either or both parents do not have valid ID, we cannot process the application request.
- A copy of the child's birth certificate (not the original document) and notarized translation if applicable.