



Dear Applicant,

Thank you for choosing Key Travel to handle your visa for **India**.

Your visa pack contains:

- Embassy Information
- Visa requirements for Business and Tourist visa applications
- Guide to help with completing the online application form.
- Guidance on how to write a Business Letter
- Visa Fees
- Key Travel Booking form

Once you have gathered all the information required please send to Key Travel's visa department

Key Travel  
Visa Department  
1<sup>st</sup> Floor  
28-32 Britannia Street  
London  
WC1X 9JF

We recommend you use a secure delivery, such as Royal Mail Special Delivery, DHL or TNT

Once our visa department has received your application you will be notified by email on the process of your application in three separate stages

- Submission at the embassy
- Collection of the visa
- Despatching of the visa

Our visa department will contact you if further documentation is required.

Our visa department is committed to offering you a secure and easy service in the process of your visa.

Sincerely,

Visa Department  
Key Travel  
[www.keytravel.co.uk](http://www.keytravel.co.uk)



KEY TRAVEL

## India UK Nationals Only

High Commission of India  
India House  
Aldwych  
London  
WC2B 4NA

Website: <http://hcilondon.in>

Opening times: 09:30-13:30

### Important Information

- *As from the 16th March 2015 You must book an online appointment, which must be submitted with your application. Key Travel will only be able to submit applications on the appointment date given - Please ensure you book an appointment date at least 48 hours after sending to us. Please refer to the following website to make your appointment <http://in.vfsglobal.co.uk/track.html>. You will also need to provide an authorization letter on company headed paper and signed by the applicant giving Key Travel's courier permission to lodge and collect your visa application on your behalf*
- As from the 10th February the India embassy has requested that the full name of the applicant and passport information is to be included on the UK business letter and letter of invitation from India.
- As from the 28th November Key Travel have officially become a registered visa agent with VFS Global India Visa Centre. As a new request a duly signed authorization letter from each applicant authorizing Key Travel to submit their visa documents is now essential to all applications. This form can be found below.
- **Dual Nationality Citizens** - Applicants holding dual nationality/passports are requested to apply on the passport of the country of origin
- Please note that with effect from 12th September 2012 there will not be any Round Seal of the Issuing Office or officer's signature on the visa.
- **Please note** - In view of the spread of the Swine Influenza A (H1N1) all passengers traveling to India will be screened at the International Airports in India on their arrival. This will also involve quarantine and even hospitalization, if detected, with any symptoms connected with the flu.
- It's no longer possible to submit visa applications direct to the Indian High Commission. They have now contracted out the work to VFS Global.. Key Travel submits our applications to **Indian Visa Application Centre, 142-148 Goswell Road, London EC1V 7DU**. The contact telephone number is **09057570060**; this connects you to an Indian call centre. Calls to the premium rate number cost 95 pence per minute at all times, plus call set up charges and other network extras. The cost stated is for calls from a BT landline; calls from other landlines and mobile may vary.
- If you are travelling to Gujarat and intend to drink alcohol you will require a liquor permit.



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- ***Charity and Media Professionals*** - For applicants working in Charity or Media related profession will be referred to officials in India. As a result processing time may be extended for up to ***Twelve Weeks*** and additional consular fees may occur.
- ***Former Indian Nationals*** - Under the Indian Law, people of Indian Origin who have acquired foreign nationality, are required to surrender their Indian passport to the High Commission of India before submitting their visa application. Please contact Key Travel for further details.
- ***Applicants of Pakistani Origin*** - There are difference requirements for Pakistani Origin. Please contact Key Travel for further details
- ***Whilst Key Travel does everything possible to ensure that the visa is issued correctly we have no control over the embassies decision on the type or length of visa issued. Embassies are within their rights to refer any visa applications to the government authorities of their country.***

### **Business Visa - Requirements**

A Business Visa is given those who are doing business in India such as making sales or establishing contacts on behalf of a company outside of India. Business visas may be valid for three months to one year or more with single or multiple entries. However, the period of stay in India (for each visit) under this category is limited to six months only. Please note the validity of the visa is effective from the date of issue.

#### ***Visa Application Form***

- One fully completed and signed application form
- This needs to be completed online at <http://indianvisaonline.gov.in/visa/>
- Be printed and signed in the spaces provided (***Black Ink Only***)
- Be submitted to the embassy within 45 Calendar Days

#### ***Passport - The applicant's actual passport - This must***

- Must be valid for at least 190 days beyond exit.
- Must have at least two blank pages.

#### ***Authorization Letter***

- As a new request an ***original*** duly signed authorization letter from each applicant authorizing Key Travel to submit their visa documents is now essential to all applications.

#### ***Declaration Letter***

- Signed declaration letter

#### ***Key Travel Courier Permission Letter***

- To be on company headed paper
- To be signed by the applicant



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- Needs to state Key Travel's Courier has permission to lodge and collect your India visa application

### *Photographs*

- Two identical passport sized photographs
- Must measure 50mm by 50mm without any borders
- Have a plain white background
- Be taken within the last six month.
- Scanned and printed photographs will not be accepted. Key Travel recommends obtaining these photos from Snappy Snaps

### *UK Business Letter - A letter from the applicant's employer.*

- Must be on company headed paper.
- This letter needs to be fully addressed to Indian High Commission. High Commission of India, India House, Aldwych, London, WC2B 4NA
- Include the applicant's full name. ( As in the Passport)
- Passport number, expiry date and issue date
- Include the name of the organisation to be visited.
- Specify the type of visa applying for.
- Include who is financially responsible for applicant.
- Signed by someone other than the applicant i.e. Company director or HR department

### *Letter of Invitation - From the person the applicant is visiting.*

- Must be on company headed paper.
- This letter needs to be fully addressed to Indian High Commission. High Commission of India, India House, Aldwych, London, WC2B 4NA
- Include the applicant's full name. ( As in the Passport)
- Passport number, expiry date and issue date
- State purpose of journey and visa request.

### *Key Travel Booking Form*

- Please ensure this form is completed.
- Please include name and email address of the person who wishes to be contacted regarding the application.
- If applicable for invoices please ensure a purchase order number is provided.

### *Processing Time*

- Standard - 2-3 working days
- Express - Next Day *This only applies for Business visas*

### *Fees*



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<i>Visa Type (Validity)</i>	<i>Cost</i>
Single Entry/Multiple entry (up to six months )	£118.80
Multiple Entry ( Twelve months)	£288.80
Next Day Service (Six months)	£271.60
Next Day Service (Twelve Months)	£441.60

Please note there are Key Travel handling charges in addition to the consular fees above. Please contact your dedicated reservations team for further information

All fees quoted are subject to alteration by the embassy concerned. The embassy has the right to ask you to provide additional documentation to support your application

The embassy and Key Travel recommends that you do not confirm your flights prior to obtaining a valid visa

### **Tourist Visa Requirements**

A tourist visa can only be granted to a foreigner who does not have a residence or occupation in India and whose sole objective of visiting India is recreation, sightseeing, casual visit to meet friends and relatives, etc. No other activity is permissible on a tourist visa. A tourist visa may be issued normally for three months to six months with single, double or multiple entries and is non-extendable and non-convertible. The duration of the visa is at the sole discretion of the Issuing Authority. All visa fees once paid are non-refundable irrespective of the outcome of the visa application and duration granted. Please note the validity of the visa is effective from the date of issue

***As per the rules and regulations set by the High Commission of India, the Visa Advisory informs that there should be a 2 months gap from your last exit from India on a Tourist Visa***

#### *Visa Application Form*

- One fully completed and signed application form
- This needs to be completed online at <http://indianvisaonline.gov.in/visa/>
- Be printed and signed in the spaces provided (**Black Ink Only**)
- Be submitted to the embassy within 45 Calendar Days

#### *Passport - The applicant's actual passport - This must*

- Must be valid for at least 190 days beyond exit.
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#### *Authorization Letter*

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### *Declaration Letter*

- Signed declaration letter

### *Key Travel Courier Permission Letter*

- To be on company headed paper
- To be signed by the applicant

### *Photographs*

- Two identical passport sized photographs
- Must measure 50mm by 50mm without any borders
- Have a plain white background
- Be taken within the last six months
- Scanned and printed photographs will not be accepted. Key Travel recommends obtaining these photos from Snappy Snaps

### *Key Travel Booking Form*

- Please ensure this form is completed.
- Please include name and email address of the person who wishes to be contacted regarding the application.
- If applicable for invoices please ensure a purchase order number is provided.

### *Please note if travelling with children (under the age 16) the following will be required.*

- A copy of the child's birth certificate showing both the parents names.
- Consent letter addressed to the HCl, London OR its respective consulates signed by both the parents
- Photocopy of Parent's passports along with the copy of their current Indian Visa, if already holding one. If parents are Indian citizens a copy of the resident status in the UK would be required.
- In case of Divorce, Child Custody Letter from court in respect of the child is required.
- In case of Single Parent, Solicitor's Letter and Child Benefit letter will be required.

### *Processing Time*

- Standard – 2-3 working Days
- **No Express Service**



## KEY TRAVEL

### Fees

<i>Visa Type (Validity)</i>	<i>Cost</i>
Single/Multiple Entry (Up to 6 months)	£93.80
Multiple Entry (Up to 12 months) *	£288.80

***\*An additional fee may occur if you select on the application form to receive updates about your visa application via text message from VFS global.***

***\* If applying for a twelve month tourist visa then a letter from the passenger will need to be provided to explain why a twelve month visa is necessary. (even with this is not guaranteed to be issued.)***

Please note there are Key Travel handling charges in addition to the consular fees above. Please contact your dedicated reservations team for further information

All fees quoted are subject to alteration by the embassy concerned. The embassy has the right to ask you to provide additional documentation to support your application

The embassy and Key Travel recommends that you do not confirm your flights prior to obtaining a valid visa



KEY TRAVEL

## How to complete your online visa application form for India

Below are instructions on how to complete your online visa application form for India. If you have any problems please contact Key Travel

There have been some important changes to the Indian Visa procedure. The Indian High Commission has outsourced the handling of visa applications to an outside agent VFS Global. One of the requirements is that all application forms should be filled in online and then printed and sent with the rest of the application.

Please see the instructions below and please follow the instructions carefully.

Click here to begin your online application form <https://indianvisaonline.gov.in/visa/>

### *Things to remember!*

- Parents full names, their places of birth and their previous & present nationalities.
- Spouses full names, their places of birth and their previous & present nationalities.
- Whether a visa was refused earlier and reason
- Name and address & telephone number of one UK and Indian reference.
- ***Please also ensure you have the correct size passport photos, These need to be 50mm x 50mm The embassy does not except standard size photo anymore.***





The screenshot shows the Indian Visa Online portal. At the top left is the Government of India logo and 'INDIAN VISA ONLINE'. At the top right is the 'Tourist Visa On Arrival' logo with 'Enabled by ETA' and a 'Click Here' link. The main banner features the Indian national flag and the text 'Online Portal for Visa Application to India'. Below the banner is a navigation menu with five buttons: 'Online Visa Application' (highlighted in orange), 'Complete Partially Filled Form', 'Visa Status Enquiry', 'Print Registered Application', and 'Tourist Visa On Arrival'. The main content area is titled 'OVERVIEW' and contains several paragraphs of text. On the left side, there is a 'VISA INFORMATION' sidebar with a list of links: Overview, Online Visa Application, Tourist Visa on Arrival, Visa Categories, Visa Processing Time, Photo Requirements, Fee for Indian Visa, Foreigners Act, Visa Provision, Technical Info, Instructions for form, and Useful Web links. A red arrow points from a text box on the left to the 'Online Visa Application' button.

Click on the online application form link to begin completing your online application form.

Complete the below information



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Online Indian Visa Form - Windows Internet Explorer  
https://indianvisaonline.gov.in/visa/info1.jsp

Online Indian Visa Form

INDIAN VISA ONLINE  
Consent to Apply

**Online Visa Application**

Country you are applying visa from\*   Select UK

Indian Mission\*

Nationality\*

Date of Birth\*  (DD/MM/YYYY)

Email ID

Re-enter Email ID

Expected Date of Arrival\*  (DD/MM/YYYY)

Visa Type\*

Access Code

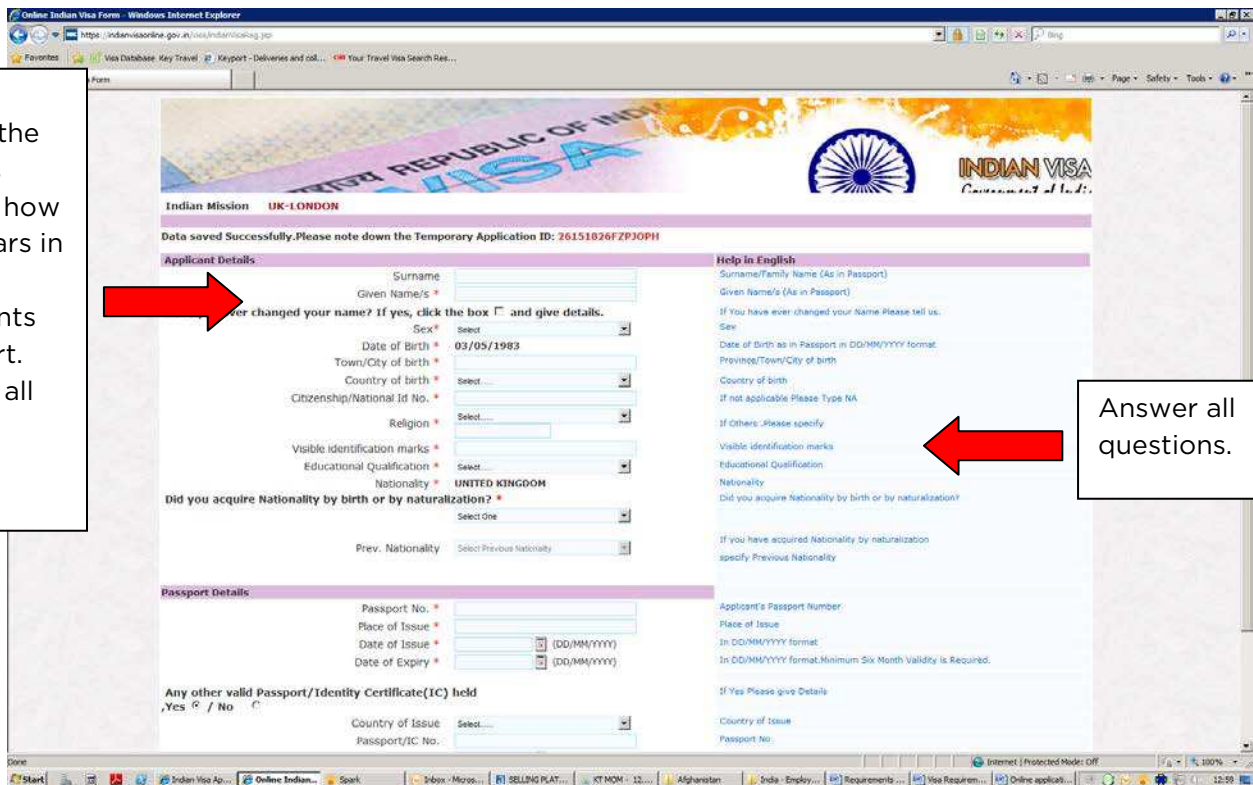
Enter Access Code

**Online Visa Application**

Done

Start | Endian Visa Ap... | Online Indian... | Spark | Inbox - Micros... | SELLING PLAT... | KT MCM - 12... | Afghanistan | India - Employ... | Requirements... | Visa Requirem... | Online applicat... | 100% | 12:57

Please ensure the name is exactly how it appears in the applicants passport. Include all middle names.



Indian Mission **UK-LONDON**

Data saved Successfully. Please note down the Temporary Application ID: 26151826FZPJOPH

**Applicant Details:**

Surname

Given Name/s \*

Ever changed your name? If yes, click the box  and give details.

Sex \*

Date of Birth \* 03/05/1983

Town/City of birth \*

Country of birth \*

Citizenship/National Id No. \*

Religion \*

Visible identification marks \*

Educational Qualification \*

Nationality \* UNITED KINGDOM

Did you acquire Nationality by birth or by naturalization? \*

Prev. Nationality

**Passport Details:**

Passport No. \*

Place of Issue \*

Date of Issue \*  (DD/MM/YYYY)

Date of Expiry \*  (DD/MM/YYYY)

Any other valid Passport/Identity Certificate(IC) held  
Yes  / No

Country of Issue

Passport/IC No.

**Help in English**

Surname/Family Name (As in Passport)

Given Name/s (As in Passport)

If you have ever changed your Name Please tell us.

Sex

Date of Birth as in Passport in DD/MM/YYYY format

Provinces/Town/City of birth

Country of birth

If not applicable Please Type NA

If Others..Please specify

Visible identification marks

Educational Qualification

Nationality

Did you acquire Nationality by birth or by naturalization?

If you have acquired Nationality by naturalization specify Previous Nationality

Applicant's Passport Number:

Place of Issue

In DD/MM/YYYY format

In DD/MM/YYYY format.Minimum Six Month Validity is Required.

If Yes Please give Details

Country of Issue

Passport No.

Answer all questions.

Go on to complete all questions.

when you get to the bottom of your application form, you **DO NOT** have to upload the passport photo.



# KEY TRAVEL

Other Information

Countries Visited in Last 10 years

SAARC Country Visit Details

Have you visited SAARC countries (except your own country) during last 3 years? Yes  / No

Reference

Reference Name in India*	<input type="text" value="DELHI PALACE HOTEL"/>	Reference Name and Address (In case of Tourist Visa you can provide your Hotel details in Reference)
Address*	<input type="text" value="NEW DELHI"/>	
Phone*	<input type="text" value="911 255455"/>	
Reference Name in UNITED KINGDOM*	<input type="text" value="KEY TRAVEL"/>	Reference Name and Address KINGDOM
Address*	<input type="text" value="28-32 BRITANNIA STREET"/>	
Phone*	<input type="text"/>	

To upload Photo click "PHOTO UPLOAD" .Click "Continue to Next Page" to directly proceed without photo upload

**PHOTO UPLOAD**

References in India can be the name of your inviter (if business) or the name of your hotel (if tourist)



Then Click continue to next page

*You will then need to verify your details, This is the last point of the application that you can change any information. So please check through carefully, ensuring you have completed all questions.*




# KEY TRAVEL

**Online Indian Visa Form**

The applicant is requested to verify the particulars filled in the application Form. The applicant may face legal action (including refusal to enter India or deportation) in case of provision of wrong information.

Please verify your Registration Details. If all details are correct please Press "Verified and Continue".  
For any corrections press "Modify/Edit".

Please notedown the Temporary Application ID: **44222313AT4VSXH.**



**Applicant Details**

Surname	ROACH
Name	NICOLE ROACH
Previous Surname	
Previous Name	
Sex	FEMALE
Marital Status	UN-MARRIED
Birthdate	03/05/1983
Religion	CHRISTIAN
Place of Birth	SIDCUP

No of Entries	SINGLE
Duration	6
Journey Date	15/04/2013
Entry Point	DELHI
Exit Point	DELHI
Purpose	TOURISM

**Previous Visit Details**

Old Visa Type	
Old Visa No	
Old Visa Issue Place	
Old Visa Issue Date	
Previous Visit Address	

**Visited Cities Details**

Countries Visited	SPAIN
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**Refuse Details**

**Reference**

Name of Sponsor in India	DELHI PALACE HOTEL
Address of Sponsor in India	NEW DELHI
Phone of Sponsor in India	911 255455
Name of Sponsor in UNITED KINGDOM	KEY TRAVEL
Address of Sponsor in UNITED KINGDOM	28-32 BRITANNIA STREET
Phone of Sponsor in UNITED KINGDOM	456777

To edit your application click Modify/Edit

If your happy with your application select Verified & Continue.



# KEY TRAVEL

**Online Indian Visa Form**

Applicant Name:-**NICOLE ROACH**  
File Number:-**GBRL11856513**

On Pressing "Print Form", You will get the Application in PDF format, which can be Printed or Saved as per your Requirement. If your printer is not ready, you can either Save it directly or Open it and then Save it for later printing.

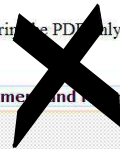
Please note down the File Number given above. This may be needed by you for reprint of application.

All the applicants can make the **PAYMENT ONLINE** and **BOOK APPOINTMENTS**.

Please click 'Yes' for Appointment and Payment or 'No' to print the PDF only .Yes  
 No  Yes

You do not need to select the appointment or payment option.

Just select Print Form





# Letter of Authorisation

Date: \_\_\_\_\_

Dear Sir/Madam,

This letter is to confirm that I, \_\_\_\_\_

(Full Name of Applicant)

Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_, Passport number \_\_\_\_\_

give permission to the \_\_\_\_\_

agency to submit and collect my processed passport for Indian Visa from **India Visa Application**

**Centres** operated by VFS.

Yours faithfully,

\_\_\_\_\_ (*Applicant's Signature*)

\_\_\_\_\_ (*Applicant's Name*)



## DECLARATION

I \_\_\_\_\_ hereby undertake that I shall utilise my visit only for the purpose of which, Visa has been applied, and shall not on arrival in India try to extend my stay for any other purpose. I also declare that I am present in the UK on the date of making this application and that all the information given by me here is true, accurate and complete.

I understand that my visa application is being handled through VF Services (UK) Limited (VFS), service providers in the United Kingdom appointed by High Commission of India, London. I am aware that the grant or refusal of visa is at the sole discretion of the High Commission of India and VFS is not responsible for the same or for any delay in the receipt of the visa. The processing of your application including processing time is subject to the procedures and timescales of the Indian High Commission over which VFS has no control I hereby agree to the VF Services (UK) Terms and Conditions including Disclaimer and VFS Data Protection Policy current at the date of my application (downloadable from <http://in.vfsglobal.co.uk>). I accept that application fees are not refundable, except as covered by VFS's refund policy, and are payable even if a visa is not granted. I accept that VFS limits its liability for replacement of lost passports or other travel documents, to refund of my application fee, and reimbursement of government fees in accordance with the VFS refund policy. I am responsible for the accuracy of my application form, and I accept that if VFS checks my application form, it does not guarantee that it will find any errors, and does not verify information I have provided. I accept that VFS excludes all other liability in relation to my application and advice or information given to me, including for breach of contract or negligence.

I acknowledge and agree that my application and associated data will be processed in accordance with the VFS Data Protection Policy (downloadable from <http://in.vfsglobal.co.uk>), and that my data may be processed by an affiliated company which may be a part of the VFS group of companies or a sub-contractor for VFS, and that such processing may take place in India but subject to the same standards as apply in the United Kingdom.

**Important Note:** Suppression of facts or furnishing misleading/false information will result in denial of visa without assigning any reason. Visa fee once tendered is non-refundable and subject to change without notice. After receipt of visa ensure name, spellings, passport number, type and validity visa is given correctly. Visa is valid from date of issue. It is advisable to make travel arrangements after obtaining appropriate visa.

**I agree and acknowledge that VFS will not be able to assist me in tracking or escalating any misplaced Royal Mail self-addressed envelope which I have provided with my application, I agree and take responsibility of the Royal Mail envelope, its Tracking number and payment receipt, I further confirm that in an event of lost/damaged/delayed/misplaced or untraceable self-addressed Royal Mail envelope, I will be solely responsible in tracking and taking up the matter with Royal Mail without any assistance from VFS.**

PLACE & DATE \_\_\_\_\_ Signature of the Applicant \_\_\_\_\_



## KEY TRAVEL

# Example

## Example of a Business Letter

When applying for a business visa, consulates usually require a letter from the applicant's company. This letter should be as specific as possible, so please include all the details available to you. The main points are listed here and an example of business letter follows.

### Main Points

- Must be addressed to the consulate for which the application is being made
- Must be on company headed paper
- Be dated, which a date of no older than 1 month from date of submission
- Name of the employer (as stated on passport) travelling on behalf of the company
- Length of stay in the country with dates of entry and exit
- Type of visa and number of entries that are required
- Specific purpose of travel
- Name and address of the company or companies to be visited, and contact details of the host  
Travel arrangements (if known)
- Statement of financial responsibility for expenses incurred during the trip

Please note that Consulates prefer the original Business Letter. For Example:

Visa section  
Kenya Consulate  
London

Date:

Dear Visa Officer,

Re: *Name of traveller*

Would you kindly grant a (single/double/multiple entry) business visa for our employee MR JOE BLOGGS, who is required by this company to travel to -----on the (day/month/year?)

**The Purpose of his/her journey is to conduct business discussion with MR SMITH in our Nairobi office, the address of which is -----**

He/she intends to stay for approximately (number of days). He will be in receipt of a return ticket and all expenses for his journey will be met by us.

Should you wish to discuss this application further please do not hesitate to contact me.

Yours faithfully  
A Wright



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## Visa Booking Form

Please ensure that this form is thoroughly completed for your visa to be processed. **All Fields must be completed.**

Country & Type of Visa Required	
---------------------------------	--

### Important Travel Dates

*Date Passport must be back in your Possession		Date of next Trip	
--	--	-------------------	--

**\*Express/Normal Processing** I understand that the visa will be processed to meet the date above and will incur express or emergency surcharges. Delete where applicable?

Do you have a flight reference number ? YES / NO

if yes please provide reference number \_\_\_\_\_

### Traveller Information

Name (As in Passport)	
1	
2	
3	
4	

**Contact Information**—Who do we contact in connection with your application?

Name of Organisation	Contact name	Contact Email	Contact Tel

**Form of Payment. Please tick relevant option and provide details. Please note that if payment details are not provided, this will result in a delay in the release of the passport and visa.**

**Option 1 - Invoice**  Please note that we can only send an invoice if you hold a credit account with Key Travel

Please provide the applicable codes

Purchase Order	Budget Code	Cost Centre	Authority Code	Other Please name and provide



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**Option 2 - Credit/Debit Card**

Credit Card

Debit Card

Name on card	Card Number	Start Date	Expiry Date	Issue no	Security No

**Return Instructions - Send my passport and visa to the following address**

**Please provide full delivery address.**

**Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Postcode:** \_\_\_\_\_

**By the following method**

Delivery Option	Information	Please select one option
Bike	Fees vary depending on postcode	
Royal Mail Special Delivery <i>Next working day by 1pm</i>	We only send passports by Special Delivery if we have 3 clear working days. This is a next working day service	
Royal Mail Special Delivery	<b>Saturday Service by 9AM</b>	
DHL Overnight service	By 9:00 By 12:00 By 17:00	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
DHL Overseas service	Please contact us for a quote	<a href="mailto:visa@keytravel.co.uk">visa@keytravel.co.uk</a>
Collect from Key Travel London office	Office hours are 8.45am - 17:30pm	



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- We will always endeavour to process your application within the permitted timescales, however, we are subject to passport office / embassy approval and conditions / requirements can change without any prior warning. We recommend you confirm your flights after obtaining your visa to avoid any cancellation penalties for which Key Travel cannot be held responsible.
- Key Travel shall not be held liable for any of the following:
- Any loss, damage or delay to any documents whilst in the possession of any embassy, consulate or government office.
- The refusal of any embassy, consulate or government office to accept documents presented.
- The issue of incorrect visas, dates and terms, by any embassy, consulate of government office.
- Any loss, damage or delay caused by subcontractors (e.g. DHL, Royal Mail) in the delivery of documents.

I have read and agreed to the above selected options:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_