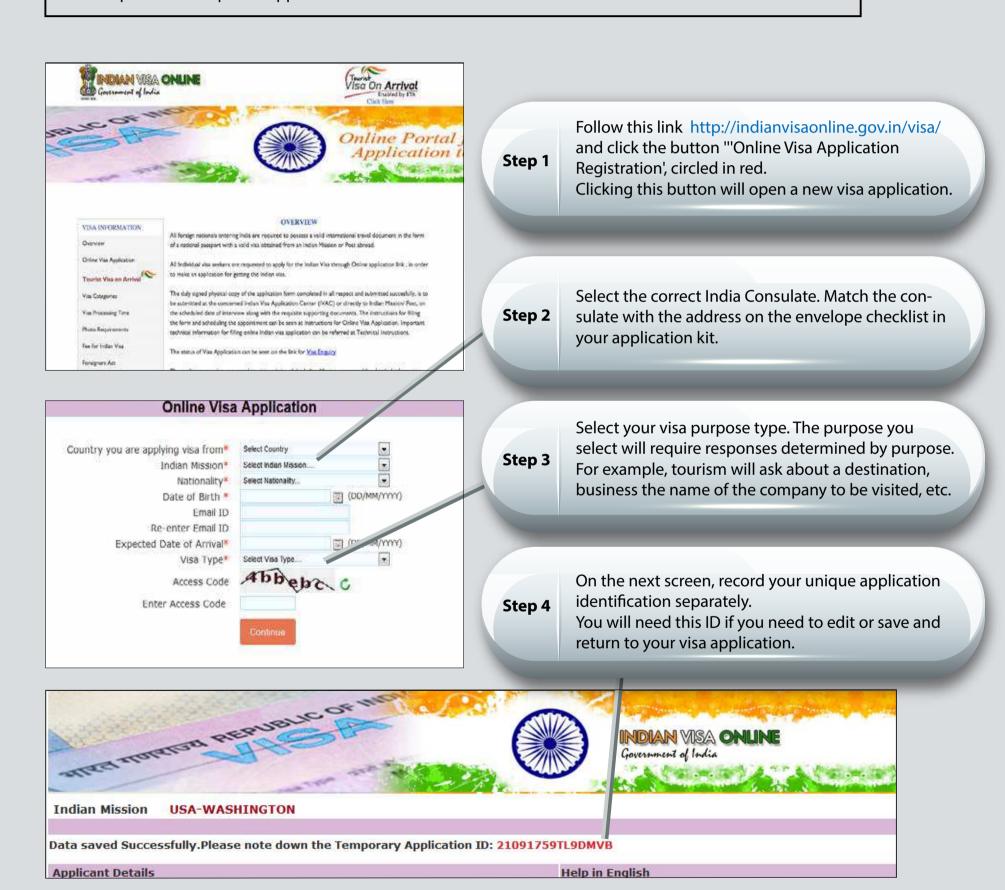
India Application Guide

The online visa application For India presents a number of unique challenges. This guide can assist you with completing the India visa application properly, saving you valuable time and expense.

This guide is divided into two parts! step by step instructions and a checklist of common errors to avoid.

Ready? Let's get started:

The Indian government recommends that the visa application be completed with Internet Explorer B.D or newer, Or, Google Chrome. Apple's Safari browser is not recommended as it fails and many users cannot print the completed application.



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Complete all the required fields (marked with an asterisk) on this page. When finished, click "Save and Continue."

Helpful Hints:

 Your "Surname" is your last name, write exactly as in your passport

- Your "Given Name" are your first and middle name, write exactly as in your passport
- Do not use punctuation marks. If your name is hyphenated then use a black space instead. Do not use a period if your name has a suffix such as "Jr."
- "Citizenship/National ID No is your Driver's License number
- Answer "Visible Identification Marks" with "None."

Complete all the required fields (marked with an asterisk) on this page. When finished, click "Save and Continue."

Helpful Hints:

- Your "Present Address" must match your address on your driver's license
- For "Father's" and "Mother's Details" you must list their first, middle, and last name; and, you must list the city and state of their birth
- If married you must list your spouse's first, middle, and last name; and, you must include their city and state of birth

Step 5

Step 6

Other Information		
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Step 7

Complete the details related to your travel visa purpose. The purpose you select will require responses determined by purpose. For example, tourism will ask about a destination, business the name of the company to be visited, etc,

Helpful Hints:

- All travelers should request a visa validity that **extends beyond your date of departure from**India in the event of unforeseen circumstances that may delay departure
- Business travelers—the company you list much match the company in your Business Introduction Letter
- Non-US citizens should only select **6-month or 1-year validity visas.** Longer-validity visas are unlikely to he granted and refunds of consular fees are not possible

Enter your Indian Reference information

Helpful Hints:

Step 8

- Cruise and Tour clients should refer to the cover letter on their application kit for their reference information
- General tourists may use their hotel information
- Business travelers—the company you list much match the company in your Business Introduction Letter
- Reference in USA may be next of kin or a co-worker
- The reference form cannot be of a 'close relative' (like parents, children & spouse) staying under the 'same roof'.

Step 9

Upload your photo following the guidelines on the online application NMI

Helpful Hints:

 A visa specialist can upload your photograph for you after you have completed you application



Step 10

Review your application for accuracy. If satisfied that your responses are accurate and correct, press 'Verified and Continue".

Press "Modify/Edit" if you need tomake changes. Select" Print Form" from the next screen.

Helpful Hints:

If you need to edit your response then press
 Edit/Modify" and you will be directed to the first
 page of application. Your information will be
 preserved but you will need to redo each screen.



Step 11

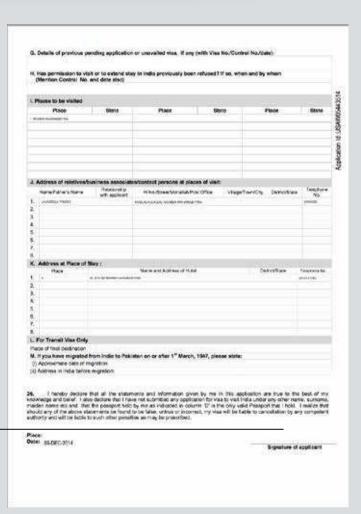
Signing Your Visa Application—you must sign your visa application is **two** locations. On the upper-right side of the first page, in the box marked "Signature,' and, on the lower right side of the second page, on the dotted line marked" Applicant's Signature."

Helpful Hints:

- You must keep you signature within the box on the first page; writing outside the box will cause a rejection
- Your signatures must match those in your passport

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Sign Exactly as in Pasport



COMMON MISTAKES TO AVOID:

Country you are applying Visa from	United States of America	
Indian Mission	 Don't choose the Mission based solely on driving distance. Each Indian Mission in the US has certain States under its jurisdiction. You must choose the mission depending on where you are currently living and your proof of address (i.e. if your permanent address is in Chicago but you are living and working in Boston, choose the New York mission). Please review our website to know which Mission you need to apply. 	
Passport Number	Details are required for the passport on which you intend to travel. Please be sure to enter the information as Date/Month/Year.	
Issue date of Passport	Details are required for the passport on which you intend to travel. Please be sure to enter the information as Date/Month/Year.	
Expiry date of Passport	Details are required for the passport on which you intend to travel. Please be sure to enter the information as Date/Month/Year.	
Applicant's name to match passport name exactly	 Given names are your 'first and middle names" exactly as they apper in your passport. Surname is your last name exactly as it appears in your passport. If your name has changed after your passport was issued, then you will need additional documentation for name change. If your name has a suffix such as Jr. or Sr., write exactly as in your passport. 	
Duration of visa	 Each visa category has a different duration. There are many rules that govern the visa duration. For example: NON US nationals must only apply for 6 months visa duration, if applying from from the US. Your fees may change because the fees are different for different visa type & duration. 	
Visa Type	 You must be very sure about the purpose of your visit to India and choose your visa type accordingly. Choosing the wrong visa type may result in rejection of your application without refund of any fees. 	
Email Address	 Must be the applicants' and must be reachable. Do not put your agent's email. CKGS/Consulate of India may need to contact you regarding your India visa application. CKGS will send regular updates to you regarding the status of your India visa application via email, therefore entering incorrect email address may result in delay in the application. 	
Mobile/Telephone Number	 Must be applicants' and must be contactable. Do not put your agent's telephone numbers. CKGS/Consulate of India may need to contact you regarding your India visa application. Therefore entering incorrect phone number may result in delay in the application process. 	
Date of Birth	Should match the details on your passport. Please be sure to enter the information as Date/Month/Year.	
Present Address	 Present address must be within the jurisdiction of the India Mission you choose at the top of the form. A proof of address is required to be submitted with your visa application. Present address should match the address on the proof of address that you will be submitting along with your visa application. 	
Permanent Address	Can be within the US or outside the US	
Reference in USA	Please list a neighbour, employer or colleague as a local reference.	
Reference in India	 Your reference in India can be your first hotel where you intend to stay. You cannot leave the field blank. For Business Travellers, contact should match as given in the Business introduction letter. The reference addresses for India should show the complete city address. 	
Signatures	 Signatures must be in 2 places. Sign on the first page under the photo on the upper right side and Also on the second page on the lower right side marked as "Applicant's signature". Ensure that your passport is signed as well. Signature on the passport and application form should match. 	