

Dear Client,

We are pleased to present you with detailed instructions on processing your visa application with us. Within this information pack you will find:

- ✓ **A list of the required documents for your application**
- ✓ **Advisory processing times**
- ✓ **Embassy visa fees**
- ✓ **Return delivery services we offer**
- ✓ **Application form**
- ✓ **Other important information**

Once you have completed the forms please send all the documents required to our London office. We will send you a confirmation email when we have received your application.

If you have any questions, our Visa Consultants are available by email [visas@diversitytravel.co.uk](mailto:visas@diversitytravel.co.uk) or telephone 020 3544 3550 Monday – Friday 8.45am – 5.30pm.

For full terms and conditions on using our visa service please visit [www.diversitytravel.co.uk/visas/terms.pdf](http://www.diversitytravel.co.uk/visas/terms.pdf)

Thank you for choosing Diversity Travel to process your visa applications.

Sincerely,

Diversity Travel Visa Department

# Visa Application Requirements



## You Have Requested:

Country: **India**

Type of Visa: **Volunteer Visa**

## Important Information:

- Indian Visa Centre now operates on an appointment system for the submission of visa applications. Appointments are made online when completing the application form. Once you filled in the form please contact us so we can book an appointment for you. Biometric data collection has been postponed until July 2015. Business **Express** applications can still be processed daily without an appointment. Please note that visa is valid from the date of issue therefore please insure that "period of visa" stated on the form will cover entire duration of stay in India.
- **Volunteer Visas**
  - Applications for voluntary visas are processed as employment visas. They are issued to persons working for no salary with an NGO/charity in India.
- **Charity, Media, Army/Police, Priests and Pilot Job Titles**
  - We are currently experiencing long delays with applicants who list their job titles as any of the above. We strongly recommend not confirming flights until the visa and passport are back in your possession. Please contact us if this applies to you.

## Documents Required:

### 1. Passport

- The passport must be valid for 6 months beyond the visas expiry date and have at least two blank pages

### 2. Two Passport Photo

- The photos must:
  - Be 2inch X 2inch (**50mm X 50mm**) in size
  - Have a white background
  - Have been taken within the last 6 months

### 3. Letter of Invitation/Contract for voluntary work from a registered NGO

- This should include the following:
  - Name and place of work in India
  - Duration of the voluntary work
  - Be signed by both parties

# Visa Application Requirements



## 4. Business Letter

- The letter must:
  - Be addressed to the **Indian High Commission, India House, Aldwych, London, WC2B 4NA**
  - Be on company letterhead
  - Mention applicant's full name
  - Mention details of the trip ie. Dates, places/organizations to be visited
  - Indicate the length of stay
  - State that 'full financial responsibility will be taken for the applicant'
  - Be signed by the head of department/director

## 5. Copy of Registration Documents of Company in Indian Offering the Employment

## 6. Copy of Educational Qualification Certificate

## 7. Flight Itinerary

**You will need to fill out:**

## 8. Online Application Form alongside with Authorisation Form

- One fully completed and signed application form
- Please provide a photocopy of the completed application form

## 9. Additional Form (last page of the pack)

- One fully completed form

## 10. Visa Booking Form

- One fully completed visa booking form

## 11. Employment Visa Undertaking Letter

- One fully completed letter of undertaking

## 12. Declaration

- One fully completed and signed declaration

# Visa Application Requirements



## Non UK Passport Holders

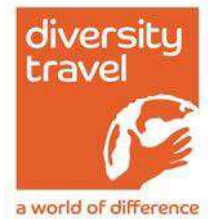
- Non UK passport holders need to prove that they have been resident in the UK for over 2 years. This has to be done with the following documents only:
  - **Stamp of indefinite stay in the passport.** This should be dated from over 2 years ago.
  - **Utility bill** (gas, electric, water, council tax and landline telephone only); 2 bills are required; 1 current month/most recently issued; 1 dated between 2 years and 2.5 years ago. Please note both bills must be from the same supplier.
- For applicants who originate from, or hold passports for the following countries there is no set processing time frame; Afghanistan, Bangladesh, China, Iraq, Iran, Nigeria, Pakistan, Somalia and Sri Lanka, please contact us as there are additional requirements.

## Minor (Under 16 Years old)

When children under 16 are applying please provide the following:

- A copy of the child's birth certificate showing both parents names
- Consent letter addressed to HCI London signed by both parents
- Photocopy of parent's passports along with the copy of their current Indian visa, if already holding one. If parents are Indian citizens, 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 parents, solicitor's letter and child benefit letter will be required
- In case of minor' application/declaration either of the parents can sign the application form

# Visa Application Requirements



## Processing Times and Fees

Processing Time	Country	Embassy Fee (£)	
		Up to 6 Months Validity	Up to 1 Year Validity
Normal Service 2- 3 Working Days*	USA	95.88	120.88
	Canada	110.88	140.88
	UK	295.88	320.88
	Ireland	120.88	145.88
	France	95.88	130.88
	Italy	80.88	110.488
	Denmark	95.88	120.88
	Portugal	70.88	100.88
	Austria	70.88	95.488
	Norway	70.88	95.88
	Australia	130.88	160.88
	New Zealand	110.88	135.88
	Thailand	120.88	145.88
	UAE	260.88	290.88
	Turkey	80.88	105.88
	Israel	680.88	705.88
Iran	170.88	195.88	
Mozambique	160.88	210.88	

\*The processing time is advisory and the embassy reserve the right to refer any application to the authorities in India or other Indian High Commissions. If this is done then the processing time will be extended.

Other visa fees can be found by following: [http://in.vfsglobal.co.uk/employmentvisa\\_fees.html](http://in.vfsglobal.co.uk/employmentvisa_fees.html)

# Visa Application Requirements



## Diversity Travel Processing Fees

Please contact us if you require details of our processing fees.

## Dispatch and Delivery Methods

### To Diversity Travel

We recommend that items be sent to us by Royal Mail Special Delivery service or other secure and traceable delivery services. Our opening hours to receive applications are between 8.45am – 5.30pm Monday – Friday.

### From Diversity Travel

We can return the passport to you by Royal Mail Special Delivery, DHL or UPS. There is no consequential loss coverage for next day couriers (Special Deliver, DHL and UPS).

We also have a same day bike service or it is possible to collect from our office.

For urgent applications or if there would be a significant financial loss should the passport be delayed we recommend using the same day bike service or collecting from our office.

The fees for returning your passport are listed below. Please clearly indicate your preferred return delivery method on the Visa Booking Form.

[www.diversitytravel.co.uk/visas/despatch.pdf](http://www.diversitytravel.co.uk/visas/despatch.pdf)

# Visa Application Requirements



**Please send your documents to our London Office address:**

**Diversity Travel  
Ground floor  
9/10 Staple Inn  
Holborn  
London  
WC1V 7QH**

**Once we have received your application we will send you a confirmation email with a quote and breakdown of the costs.**

**Your application will be submitted, at the Embassy, on the next available day. To have your application submitted on the same day we receive it in our office, please contact us.**

**If we have any questions or if we need additional information we will contact you directly**

## Indian Visa – Online Form Instructions

**Before Completing the form please ensure you have the following information to hand:**

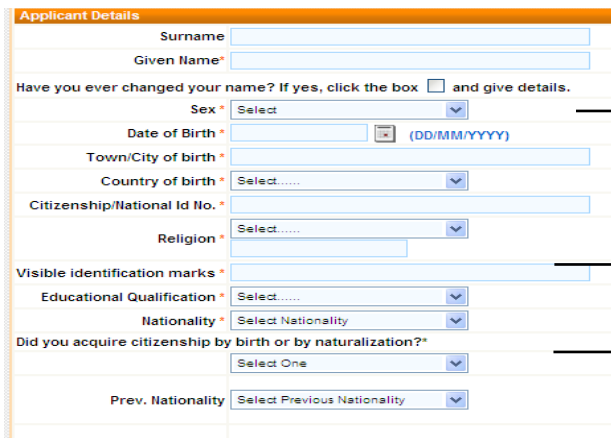
1. Passport
2. UK reference address and contact number – this can be a friend or parents address
3. Indian Reference address and contact number:
  - This should be the address of the conference
4. Previous Indian Visa details if you have been before
  - Address where you stayed in India
  - Cities you visited
  - Visa Number
  - Where it was issued
  - Visa Type ie. Tourist, Business

### Instructions

1. Go to <https://indianvisaonline.gov.in/visa/> and select UK-London in the Indian Mission bar.



2. Applicants details



→ Please tick and enter your maiden name if you are married

→ Please put NA

→ Please put NA if this does not apply to you

3. Once you have completed the passport details section press save and continue.



4. You will need to enter your parent's details even if they are deceased.

Family Details	
<b>Father's Details</b>	
Name *	<input type="text"/>
Nationality *	UNITED KINGDOM <input type="button" value="v"/>
Previous Nationality	Select..... <input type="button" value="v"/>
Place of Birth *	<input type="text"/>
Country of Birth *	Select..... <input type="button" value="v"/>
<b>Mother's Details</b>	
Name *	<input type="text"/>
Nationality *	UNITED KINGDOM <input type="button" value="v"/>
Previous Nationality	Select..... <input type="button" value="v"/>
Place of Birth *	<input type="text"/>
Country of Birth *	Select..... <input type="button" value="v"/>
Applicant's Marital Status *	Select One... <input type="button" value="v"/>
<b>Spouse's Details</b>	
Name *	<input type="text"/>
Nationality *	Select..... <input type="button" value="v"/>
Previous Nationality	Select..... <input type="button" value="v"/>
Place of Birth *	<input type="text"/>
Country of Birth *	Select..... <input type="button" value="v"/>
Were your Grandfather/ GrandMother (paternal/maternal) Pakistan Nationals or Belong to Pakistan held area.	
	Yes <input checked="" type="radio"/> No <input type="radio"/>
if Yes, give details	<input type="text"/>

5. We are currently experiencing long delays for applicants who list their job title as 'charity worker/social worker, media, police/armed forces, commercial pilots, or priests' or if they are travelling on behalf of a charity or NGO. If this applies to you please select 'Other' in the Present Occupation box and put your job title in the Designation section.

Profession / Occupation Details of Applicant	
Present Occupation *	Select..... <input type="button" value="v"/>
Employer Name/business *	<input type="text"/>
Designation	<input type="text"/>
Address *	<input type="text"/>
Phone	<input type="text"/>
Past Occupation, if any	Select..... <input type="button" value="v"/>
Are/were you in a Military/Semi-Military/Police/Security. Organization? Yes <input checked="" type="radio"/> / No <input type="radio"/>	
Organisation	<input type="text"/>
Designation	<input type="text"/>
Rank	<input type="text"/>
Place of Posting	<input type="text"/>

6. Press save and continue once all the sections have been completed.

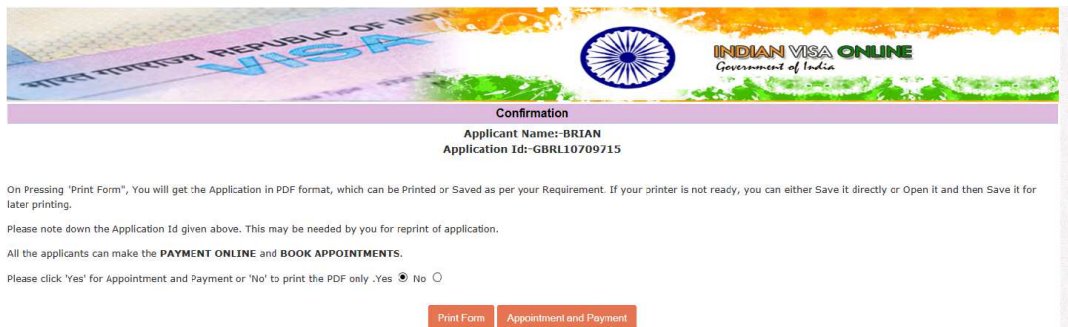
7. For Type of Visa please select **Employment**.

Details of Visa Sought	
Type of visa *	Select.....
Duration of Visa (in Months) *	0
No. of Entries *	Select One
Purpose of Visit*	Select.....
Expected Date journey *	<input type="text"/> (DD/MM/YYYY)
Port of Arrival in India *	<input type="text"/>

- 8. Indian Reference - Volunteer Visa –Please state the address of the company you will be volunteering for.
- UK Reference - Please state either employers or relative’s address.

Reference	
Reference Name in India*	<input type="text"/>
Address*	<input type="text"/>
Phone*	<input type="text"/>
Reference Name in UNITED KINGDOM*	<input type="text"/>
Address*	<input type="text"/>
Phone*	<input type="text"/>

9. Once you have completed the form you will see the message below. Please click No as we will pay at the Embassy and will book the appointment for you. This will bring up your application form as a pdf format, we recommend you print this twice and send both copies to us.



10. The application form needs to be signed in two places:

- a. Below the photo on the first page
- b. At the bottom of the second page

11. Once you filled in the form please contact us before sending the paperwork so we can schedule an appointment for you.



## VISA BOOKING FORM

Please complete this form and send it with your visa application. The form will provide us with important information about your application such as who we need to contact and the urgency of your application.

### Please send all applications to:

Diversity Travel  
Ground Floor  
9/10 Staple Inn  
Holborn  
London  
WC1V 7QH

### Contact Details:

Telephone: 020 3544 3550  
Website: [www.diversitytravel.co.uk/visas](http://www.diversitytravel.co.uk/visas)

Opening hours: Monday – Friday, 8.45am – 5.30pm  
Email: [visas@diversitytravel.co.uk](mailto:visas@diversitytravel.co.uk)

### Applicant details and visas required:

Name of applicant(s)	
Please list the countries that you require visa(s) for	

### Which organisation are you travelling with and who should we contact about the application?

Name of the organisation that the applicant is travelling with			
Contact name			
Telephone		Email	

### Flight details/deadline:

Diversity Travel flight reference		Date of travel	
Date that the passport must be in your possession *		Express Service †	

\*We will use this date to determine whether it is necessary to place the application on an express service.

†Our visa pack will detail whether an express service is available for the respective embassy. Please view the visa pack and then detail the speed of service you require.

**Please note:** The decision on whether or not a visa is issued is at the discretion of the respective embassy. We strongly recommend that you do not commit to any non refundable costs for your trip until your visa and passport are in your possession. For full terms and conditions please view [www.diversitytravel.co.uk/visas/terms.pdf](http://www.diversitytravel.co.uk/visas/terms.pdf)

**Delivery Method** – For clients based outside of London we normally send the passport back on a next day delivery with Royal Mail Special Delivery. For clients based within London it can be cost effective to have the passports returned using a same day bike courier. For full details of the associated delivery charges and Royal Mail consequential loss coverage please view [www.diversitytravel.co.uk/visas/despach.pdf](http://www.diversitytravel.co.uk/visas/despach.pdf)

**Next day delivery within the United Kingdom:**

**Other delivery options :**

Royal Mail Special Delivery 9am		Same day bike courier	
Royal Mail Special Delivery 1pm		International delivery - DHL	
Royal Mail Consequential Loss Coverage (£1K, £2,5K, £5K, £7.5K £10K)*		I will come to collect the passport from your office	
DHL		Please contact me once the visa issued to confirm the delivery method	

\*Royal Mail offer coverage on items that are sent using their Special Delivery service. Please view the information on [www.diversitytravel.co.uk/visas/despach.pdf](http://www.diversitytravel.co.uk/visas/despach.pdf) and detail your required coverage in the box. This coverage is subject to Royal Mail's terms and conditions.

**Delivery address:**

Name:	
Company:	
Address:	
Address:	
Address:	
Postcode:	
Telephone number at delivery address:	

**Payment details :**

**Please tick :**

We hold a credit account with Diversity please invoice	<input type="checkbox"/>	If applicable please provide payment codes/purchase order †	<input type="checkbox"/>
Please call me I will pay by debit/credit card‡	<input type="checkbox"/>		

†If you hold a credit account with Diversity Travel and your organisation requires payment codes (purchase order numbers, costs centres etc.) we will require this before returning the passport

‡A surcharge of 2% is added to credit card transactions and 3% for American Express. There is no surcharge for debit cards.

**Please enter any additional instructions here:**

## Letter of Authorisation

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

Dear Sir/Madam,

This letter is to confirm that I, \_\_\_\_\_  
(Full Name of Applicant)

Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_, Passport number \_\_\_\_\_ authorise my nominee

(Name of the authorised nominee with full details) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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.

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

**EMPLOYMENT VISA UNDERTAKING**

To:

The High Commission of India, London

I, .....,  
holding passport no ..... would like to go to  
India for Employment and will be working with the below company.

I will be working for (*company name*) .....  
.....  
at (*location*) .....  
.....  
.....

Yours Faithfully,

Name:.....

Date:.....

Signature:.....

**HIGH COMMISSION OF INDIA  
(Visa Section)  
LONDON.**

**Additional Information form for grant of Employment Visa.**  
(Please fill in BLOCK LETTERS)

**1. Name & Address of the Employer:**

**2. Complete address of the place in India during Employment tenure:**

**3. Details of Gross emoluments per month in USD:**

**4. Details of the Visa Applications:**

Sr. No	Name (As in Passport)	Date of Birth	Educational qualification (school, College, University)	Technical / Professional qualification (Engg. Medical Management etc.)	Specific details of skill (e.g Mechanical, Chemical Electronic Engineer, Management Degree)	Exact job description that the applicant will perform in India.	Lenght of on-the-job experience on similar assignments
1	2	3	4	5	6	7	8

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**PLEASE NOTE:**

- Fill in all details do not leave any column blank
- Please use additional sheet if required for detailed information for the fields above