

REQUISITE DOCUMENTS FOR BUSINESS VISA

APPLICANT'S NAME		SUBMISSION OFFICER	
PASSPORT NUMBER		DATE	
MANDATORY DOCUMENTS REQUIRED FOR INDIVIDUAL APPLICANTS			
S.NO	PARTICULARS	YES / NO	REMARKS
	<input type="checkbox"/> POSTAL APPLICATION <input type="checkbox"/> COUNTER APPLICATION		
1	i. Completed, printed and signed online visa application form. ii. In case Applicant is planning to travel to restricted area, protected area permit form is required.		
2	i. One recent photograph of size 51mm X 51mm ii. Photos should be of good quality high resolution with 80% coverage of the face. The photos should be taken against a white background without borders, showing the shot up to the shoulders (not close up of the face) and the ears have to be visible with full frontal view of the face with extra light on face. Photos that do not conform to these standards will be rejected		
3	CKGS Order Form		
4	Additional Particular Form		
5	Current Valid passport with minimum of 180 days validity and two blank pages. Last two observation pages are not considered.		
6	Applicants who have dual citizenship with the US and another country must apply on their US passport		
7	i. Pakistani citizens who have also acquired US citizenship must apply for a visa on their Pakistani passport only. ii. In case No Pakistani Passport, please provide following documents: a. Proof of renouncing Pakistani citizenship along with copy of renunciation certificate. b. Absence of Pakistani passport or an expired Pakistani passport is not considered proof of renunciation of Pakistani nationality. c. For Pakistani passport holder, separate form need to be filled		
8	For Sri Lankan Passport holders/Person of Sri Lankan origin: Dully Filled Sri Lankan Additional Form. for Bangladeshi Passport Holders Citizen of Bangladesh are required to fill special Bangladeshi form (2 copies with 2 photos).		
9	i. Invitation letter from the company in India on company letter head indicating the nature of applicant's business, duration of stay, the validity of visa applied for 1 Year, 5 Year or 10 Year, places and organizations to be visited.. ii. Letter from the applicant company on company letter head in USA stating that expenses would be paid by company. It should indicate the nature of applicant's business, probable duration of stay, the validity of visa applied and organizations to be visited.		
10	Visa Status Non-US citizen needs to provide a copy of one of the following documents: i. Permanent Resident Card (both sides), ii. Employment authorization card or copy of page showing H1 / H4, L1/L2, F1/F2, J1/J2 etc.		
11	All Applicants need to submit a photocopy with proof of residence/address that matches the present address on the visa application. For Minors: Proof of address from both parents and a legal guardian may be submitted. A copy of the vital page(s) containing the picture and signature page of both parents Signed passports. Non-US passport holder parents who are applying for their kids must also provide US Visa status. For College/University students: Letter from your institution on the		

	institution's letterhead explaining the exact address that you presently reside on campus in university housing/dormitories should be submitted.		
APPLICATIONS COMING THRU POST WILL SUBMIT FOLLOWING ADDITIONAL DOCUMENTS			
12	Attach a Demand draft or Postal Order favouring COMPANY DETAILS: Cox & Kings Global Services USA LLC		
13	Documents arranged as per the checklist. Applicant's signature on checklist		
	ADDITIONAL DOCUMENTS (If Applicable)		
	<i>I have been informed and advised that the insufficient documentation mentioned in checklist may lead to a delay in the processing of visa application. However, I insist to proceed with my application.</i>		

Applicant's Signature.....

The above guidelines are defined by Embassy of India, Washington D.C and must be strictly followed. The Embassy of India, Washington D.C reserves the right to ask for a Personal Interview or Additional Documents. The Embassy of India, Washington D.C Information and Application Centre will not accept visa applications which do not meet above specified guidelines.

The documents must be arranged in the order given above *CKGS USA LLC have no say on whether you will be granted a visa, as this is entirely the prerogative of The Embassy of India, Washington D.C.*

Applicant has to sign the first and second page of the Online Indian Visa Application Form (IVFRT). In case of Minor the parents has to sign second page of the visa application form and should be duly notarized.