

BUSINESS VISA - UNITED STATES - ADULT

Sr No.	Original/Copy	Document	Instructions
1	01 Original	Checklist	<ul style="list-style-type: none"> • 1 Checklist to be printed. • The boxes must be ticked off against the required documents. • Confirm the number of documents which must be 'enclosed' in your envelope for CKGS.
2	01 Original	Online Visa Application Form (from Government of India website)	<ul style="list-style-type: none"> • Duly FILLED and SIGNED. • 2 Signatures of applicant required <ul style="list-style-type: none"> ◦ First signature on page 1 in the box below the photograph. ◦ If the signature is OUTSIDE of the box on page 1, then the application will be REJECTED. ◦ Second signature on page 2 1. Applicants must not submit additional photographs than required. 2. Photographs must be affixed. • 1 Photograph. Paste the photo on page 1 on the relevant place on the online form. • Valid phone numbers and email addresses must be entered in the online application. • If incorrect contact details are entered, it will cause a delay in processing of the application.
3	01 Original	Invitation letter from the Company in India	<ul style="list-style-type: none"> • On Company letter head from the Company in India indicating nature of applicant's business, duration of stay, the validity of visa applied for, places and organisations to be visited during stay. • Detailed company profile.
4	01 Original	Letter from the Applicant's Company in the US	<ul style="list-style-type: none"> • On company letter head from the Company in USA stating expenses will be paid for by the company & indicate the nature of applicant's business, duration of stay, [Sales turnover certificate (For Pakistani Passport Holders only)] the validity of visa applied for, places and organisations to be visited during stay.
5	01 Copy	Letter of Incorporation from the Company in India	<ul style="list-style-type: none"> • Letter of Incorporation from the Company in India • This is not required if the applicant is visiting Government of India institutions for meetings, etc.

6	01 Original	Additional Particulars Form	<ul style="list-style-type: none"> • Duly FILLED and SIGNED • It is mandatory to answer all questions in YES or NO. • Forms not filled completely or filled with N/A shall be considered incorrect and application will not be processed.
7	01 Copy	Proof of Address	<p>Proof of address to match with present address as per application. Only one of the following:</p> <ul style="list-style-type: none"> • State Issued ID (with address) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Driving license (validity for at least 6 months pending) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Utility Bill - Water OR Electricity OR Gas (should be recent, no more than 3 months old) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Valid lease signed by landlord and tenant (No monthly lease documents allowed, only Year to Year) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Mortgage <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Tax return • For College / University Students living on campus in University housing / dormitories, a letter from your institution on the institution letterhead explaining the exact address that you presently reside in. <p>NOTE : Do NOT cut your driver's license copy down to a smaller size</p> <p>If proof of address is not in the applicant's name then documents pertaining to establish proof of relationship is required</p> <ul style="list-style-type: none"> • Marriage Certificate - If proof of address is in spouse's name • Birth Certificate of Child - If applicant is elderly and staying with his/ her children <p><u>Important:</u> PO BOX number is NOT ACCEPTABLE as valid Proof of address.</p>

8	01 Original	Photograph	<ol style="list-style-type: none"> 1. Applicants must not submit additional photographs than required. 2. Photographs must be affixed. <ul style="list-style-type: none"> • Photograph for Visa cannot be the same photograph that is already in your passport • Recent Passport photo taken within the past 6 months, showing current appearance • 2 inches by 2 inches size • Photographs NOT to be stapled and must NOT be adhesive taped • Must be in color. • NO Scanned / Color printed photograph • Must be against white background • Must show full face, front view • Must be taken in normal street attire. • Photograph has to be an original and printed on GLOSSY PHOTO PAPER ONLY • Uniforms should not be worn in photographs except religious attire that is worn daily. • If you normally wear prescription glasses, a hearing device, wig or similar articles, they should be worn for your picture. • Dark glasses or non-prescription glasses with tinted lenses are not acceptable unless you need them for medical reasons. A medical certificate may be required. • Glare on eyeglasses should be avoided with a slight upward or downward tilt of the head. • Do not wear a hat or headgear that obscures the hair or hairline. Head coverings are not permitted except for religious reasons, but the facial features from bottom of chin to top of forehead and both edges of the face must be clearly shown.
9	01 Original & Copy	Current US Passport	<ul style="list-style-type: none"> • Applicants who have dual citizenship with the US and another country must apply only on their US passport if they are applying in USA. • Actual original signed passport. • The passport must be valid for 6 months from the proposed date of entry in India. • The Passport must have at least 2 blank Visa pages available for India Visa stamp. • Amendment pages in back of the passport are not suitable for Indian Visa. • Passport / Pages must not be torn, separated, frayed or altered. • Photocopy of passport pages that contain passport information and signature of the applicant.
10	01 Copy	Foreign Diplomat/Official on a private (non-official) visit to India (If applicable)	<ul style="list-style-type: none"> • Proof of Diplomatic / official status

11	01 Copy	<p>Prepaid Envelope for assured dispatch of your documents</p> <p>(Applicable only if you are using own prepaid for return shipping)</p>	<ul style="list-style-type: none"> • Provide a prepaid envelope with Shipment Number and Service Provider Name. • FedEx / USPS prepaid self-addressed envelopes / shipping labels will NOT be accepted by CKGS. • Do not bring handwritten return envelopes as they will NOT be accepted by CKGS. • Prepaid label with UPS Store address is not acceptable Kindly note that the prepaid label should match the proof of address document submitted
12	01 Original	Payment Instrument	<ul style="list-style-type: none"> • The Money Order / Cashier's Check / Banker's Check should be in favor of 'Cox & Kings Global Services USA LLC' <p>The payable amount should be as per the amount mentioned on the CKGS order form.</p> <p>Note: Personal checks are not allowed.</p>

- I confirm that all the documents are as stated in the checklist and agree to proceed with my application as is. I take responsibility of completeness of application and I will be solely liable if my application is delayed/rejected due to insufficient documents by the Mission.



IMPORTANT NOTES

- ✓ The Documents in the Checklist are mandatory for the application to be processed.
- ✓ The Indian Embassy / Consulates have the right to request for additional documentation.
- ✓ Missing document notification is sent by CKGS post verification of postal applications by CKGS.
- ✓ Original must be sent only when it is asked.
- ✓ 1 Copy of this checklist must be submitted with your documents.
- ✓ Applicants are advised that they **DO NOT** print the document on both the sides of the paper as "DOUBLE SIDED PRINTED DOCUMENTS ARE NOT ACCEPTED".
- ✓ Check the number of Documents required.
- ✓ CKGS Center will not be able to process your application in case details on the form do not match with the details on the US/Foreign passport.
 - ✓ Given name of the applicant must be exactly the same as stated (it may be a combination of first name and middle name) in the US/Foreign passport.
 - ✓ Surname of the applicant must be exactly the same as stated in the US/Foreign passport.
 - ✓ Sex of the applicant must be exactly the same as stated in the US/Foreign passport.
 - ✓ Date of birth of the applicant must be exactly the same as stated in the US/Foreign passport.
 - ✓ Place of birth of the applicant must be exactly the same as stated in the US/Foreign passport. **For example** : If in US/ foreign passport the place of birth is stated as "**India**" then ensure on the government form it has to be India only.
 - ✓ Date of issue of passport of the applicant must be exactly the same as stated in the US/Foreign passport.
 - ✓ Passport number of the applicant must be exactly the same as stated the US/Foreign passport.
 - ✓ Place of issue of US passport must be USDOS (in case of US passport holders). Foreign passport holders use place of issue exactly as stated in their passport.
 - ✓ Father, Mother and spouse name (if any) must be exactly the same as stated in the supporting document. No abbreviation or additions/deletions are allowed.