

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 8.0 or newer, or, Google Chrome. Apple's Safari browser is not recommended as it fails and many users cannot print the completed application.



Step 1: Follow this link

<http://indianvisaonline.gov.in/visa/> and click the orange button "Regular Visa Application" on the left, seen here circled in red.

Clicking this button will open a new visa application.

The image shows a screenshot of the 'Online Visa Application' form. The form has several fields: 'Country you are applying visa from*' (dropdown menu), 'Indian Mission*' (dropdown menu), 'Nationality*' (dropdown menu), 'Date of Birth*' (text field with a date picker), 'Email ID' (text field), 'Re-enter Email ID' (text field), 'Expected Date of Arrival*' (text field with a date picker), 'Visa Type*' (dropdown menu), 'Access Code' (text field containing '9dxc27' and a refresh icon), and 'Enter Access Code' (text field). A red arrow points to the 'Country you are applying visa from*' dropdown, and another red arrow points to the 'Access Code' field. A 'Continue' button is at the bottom.

Step 2: Select the correct India Consulate. Match the consulate with the address on the envelope checklist in your application kit.

Step 3: Select your visa purpose type. 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.

Step 4: On the next screen, record your unique application identification separately.

You will need this ID if you need to edit or save and return to your visa application.



Step 5: 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 Names" 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 blank 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."

Step 6: Complete all the required fields (marked with an asterisk) on this page. When finished, click "Save and Continue."

Your passport will be shipped back to the address indicated on your application as your "Present Address."

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

Details of Visa Sought		Help
Type of visa *	TOURIST VISA	Select visa types you are applying for
Places likely to be visited *	<input type="text"/>	Places to be visited
Duration of Visa (in Months) *	0	Duration of visit (in months)
No. of Entries *	Select...	No. of Entries
Purpose of Visit *	Select...	Purpose of visit (Visa validity will start from the Visa Issue Date)
Expected Date Journey *	20122014	Port of arrival in India
Port of Arrival in India *	<input type="text"/>	Expected Port of Exit from India
Expected Port of Exit from India *	<input type="text"/>	
Previous Visa/Currently valid Visa Details		
Have you ever visited India before? *	Yes / No	If Yes Please give Details
Address *	<input type="text"/>	Enter the address of stay during your last visit
Cities previously visited in India *	<input type="text"/>	Cities in India visited (comma separated)
Last Indian Visa No/Currently valid Indian Visa No. *	<input type="text"/>	Last Indian Visa no / Currently valid Visa no
Type of Visa *	Select...	Type of Visa
Place of Issue *	<input type="text"/>	Place of Issue
Date of Issue *	<input type="text"/> (DD/MM/YYYY)	Date of Issue
Has permission to visit or to extend stay in India previously been refused? *	Yes / No	Refuse Details Yes /No
If so, when and by whom (Mention Control No. and date also)	<input type="text"/>	If so, when and by whom (mention Control no and date)
Other Information		
Countries Visited in Last 10 years	<input type="text"/>	Countries visited in last 10 years (comma separated)
SAARC Country Visit Details		
Have you visited SAARC countries (except your own country) during last 3 years? *	Yes / No	Have you visited "South Asian Association for Regional Cooperation" (SAARC) countries (except your own country) during last 3 years? Yes /No
Name of SAARC country *	Select...	
Year *	Select...	
No. of visits *	<input type="text"/>	
Add Row		
Reference		
Reference Name in India *	<input type="text"/>	Reference Name and Address in India
Address *	<input type="text"/>	
Phone *	<input type="text"/>	Phone no
Reference Name in UNITED STATES OF AMERICA *	<input type="text"/>	Reference Name and Address in UNITED STATES OF AMERICA
Address *	<input type="text"/>	Address
Phone *	<input type="text"/>	Phone no
To upload Photo click "Upload Image". Click "Save and Continue" to directly proceed without photo upload		
PHOTO UPLOAD		
Upload Image		
Save and Continue		Save and Temporarily Exit

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:

- Please provide an answer to the question: "Expected Port of Exit from India." While it is not a required field the consulate will reject you application if this field is not complete
- 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 be granted and refunds of consular fees are not possible

Step 8: Enter your Indian Reference information

Helpful Hints:

- 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 contact you list much match the contact in your Business Introduction Letter
- Reference in USA may be next of kin or a co-worker

To upload Photo click "Upload Image". Click "Save and Continue" to directly proceed without photo upload

PHOTO UPLOAD

Upload Image

Step 9: Upload your photo following the guidelines on the online application form

Helpful Hint:

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

Confirm Details

Please refer to the Temporary application ID: **ASDF000123456789**

Applicant Details:

Surname	ASDF
Name	ASDF
Previous Surname	
Previous Name	
Sex	MALE
Marital Status	SINGLE
Religion	CHRISTIAN
Place of Birth	INDIA
Country of Birth	UNITED STATES OF AMERICA
Citizenship/National ID No.	123456789
Educational Qualification	PROFESSIONAL
Visa Identification Mark	ASDF

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 to make changes. Select "Print Form" from the next screen.

Helpful Hint:

- 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

Consulate General of India
San Francisco
www.cgsef.org

Paste your unexpired recent color photograph (Size: 2" X 2")

Signature

A. Personal Particulars (As in Passport)

Surname (As in Passport) ASDF
Given Name (As in Passport) ASDF
Previous/Other Name (If any)

Sex Male Marital Status Un-Married Religion CHRISTIAN
Date of Birth 11-NOV-1981 Place of Birth City ASDF Country of Birth UNITED STATES OF AMERICA
Citizenship/National ID No 213212131441 Educational Qualification PROFESSIONAL
Visa Identification Mark NONE
Current Nationality UNITED STATES OF AM Nationality by Birth Naturalization BY BIRTH
Any Other Previous/Past Nationality

B. Passport Details

Passport No. 2122121 Date of issue (dd/mm/yyyy) 11-NOV-2011
Place of issue ASDF Date of expiry (dd/mm/yyyy) 11-NOV-2018
Any other Passport/Identity Certificate held (If yes, please fill in the following) NO
Country of issue Place of issue
Passport/IC No. Date of issue (dd/mm/yyyy)

C. Applicant's Contact Details

Present address ASDF Phone No 14142214
Address ASDF Mobile Cell No
ASDF, UNITED STATES OF AMERICA 22121213 Email address

D. Family Details

Relation	Name	Nationality	Prev. Nationality	Place/Country of Birth
Father's	ASDF ASDF ASDF	UNITED STATES OF AMERICA	INDIA	UNITED STATES OF AMERICA
Mother's	ASDF ASDF ASDF	UNITED STATES OF AMERICA	INDIA	UNITED STATES OF AMERICA
Spouse				

Were your Grandfather/Grandmother/Paternal/Maternal Pakistani National Or belong to Pakistan held area : NO

E. Details of Visa Sought (Date and to be valid from the Date of issue and to the Date of expiry)

Type Of Visa Requested TOURIST VISA No. of Entries Single
Period of Visa (Months) 6 Months Expired Date of Expiry 31-OCT-2013
Port Of Arrival ASDF Port of Exit

Sign exactly as in Passport

Required Detail of: TOURIST VISA

How to be Valid: YES

Purpose of Visit Tourism
F. Previous Visit Details
Have You Ever visited India? NO
Address where You stayed in India

Class in India Visited	Type of Visa	Visa Number

Visa issued Place Date of Issue
Countries visited in last 10 years

Have you been refused an Indian Visa or extension of the same previously or deported from India? If yes above mention when and by whom with control No/Date

G. Profession/Occupation Details

Present Occupation BUSINESS-DESIGNER Designation/Rank
Employer name/Business ASDF
Employer Address ASDF
Phone Number ASDF

Full occupation (If any)
Are/Have you worked with Armed forces/Policar/Para Military forces? NO
Organization Designation Rank
Place of Posting
H. Address of Place of Stay / Hotel
Apartment Name Address of Place / Hotel State Phone No.

I. Details of Two Reference

Name	In India	In UNITED STATES OF AMERICA
Address ASDF	ASDF	12321
Phone Number 12345	12345	12345

J. DECLARATION:

- I do not hold any other passport(s) other than those detailed above.
- I have read and understood all the conditions for the visit to India and I am willing and able to abide fully by them.
- I declare that the information given in the form is complete and correct and the visit to India will be undertaken for the purpose indicated in the application.
- I understand that in case the information provided in the form is found to be incorrect, I will be liable for denial of visit entry or deportation and/or other penalties during the visit as provided by Indian law.

Date: 05-OCT-2013
Applicant's signature (as in Passport)

Common Mistakes to Avoid:

- **NAMES DO NOT MATCH THOSE IN YOUR PASSPORT**—The names that you enter on the application must match exactly that which is printed in your passport. Names that deviate in any way will cause a rejection of the visa application
- **SHIPPING OF YOUR PASSPORT** Your passport will be shipped back to the address indicated on your Application as your "Present Address". Please input your address correctly
- **SIGNATURES**--You must sign your name, exactly as in your passport, on the first page and second page of the visa application. This signature must match the signature in your passport. Differences between the signatures will cause a rejection of the visa application
- **USE OF PUNCTUATION**—Do not use punctuation marks of any kind in your application. This will cause a rejection. If your name has a suffix, such as Jr. or Sr., write it exactly as in your passport, without punctuation
- **INCOMPLETE ADDRESS**—Make sure that the Reference Addresses for India shows the complete city and state. The form will not always accommodate a complete address so ensure that the city and state is listed
- **CROPPED PRINTING**—Make sure that you print the entire application. Some browsers will "crop" the top and bottom of the form. "Cropped" forms will be rejected
- **SINGLE SIDED PRINTING**—Ensure that you print the application on single sided pieces of paper. Double-side printed applications will be rejected. You must fully print the bar code on the bottom of page 1.