

VISA APPLICATION CHECKLIST

Sr. No.	Documents
1	All Visa Types
a)	Completed latest Visa Application Form signed by the applicant. (Date & Places of travel with flight details)
b)	Original passport with validity of at least six months beyond the date of application. (Passport copy of the pages with the personal particulars. Two blank pages available to stamp the visa.)
c)	One latest passport-sized coloured photograph to be pasted on the visa application form.
d)	Requisite Fees in Cash only (Please check the website for details on fees.)
e)	Copy of valid Hong Kong/Macau ID card. Non ID cardholders will have to be referred as part of process.
f)	Non-Hong Kong/Macau applicants have to provide copies of their valid Hong Kong Visa pages (with extension details) in their passports. All such applicants who have been resident for less than 2 years will have to be referred with an additional Referral Fee payment and Personal Particulars Form.
	Additional Documents as per Visa Category
2	Tourist Visa
a)	Applicants may be requested for certain documents on a case-to-case basis after lodgment of application. Applicants will be advised at the centre for the same.
b)	Copy of valid HK/Macau ID card for residents of Hong Kong & Macau. Non-Hong Kong/Macau passport holders need to provide a copy of their Hong Kong visa page.
c)	Leave letter from office and tour package details (in case of any tours booked through travel agents)
3	Business Visa
a)	Recommendation Letter from the HK/Macau company mentioning the profile of the company and complete details of the profile & passport of the applicant. It should also mention exact purpose of visit along with dates/durations of the same along with reasons for requesting multiple entry visas.
b)	A letter of invitation from the Indian company which should be compatible with the local company letter in terms of all details.
c)	Copy of Business Registration certificate of the local company. A separate letter may be required from the HK/Macau company in case company profile is not clear in the recommendation letter.
d)	Applicants who are non-resident in HK or Macau or who hold a HK ID card for less than 2 years have to fill in the Personal Particulars Form. The process for such applications will take minimum 5 working days.
e)	Copy of valid HK/Macau ID card for residents of Hong Kong & Macau. Non-Hong Kong/Macau passport holders need to provide a copy of their Hong Kong visa page.
4	Student Visa (Documents to be submitted prior to lodgment of application)
a)	Letter of admission from the recognised Indian institution where they have secured admission.
b)	Copy of Birth Certificate.
c)	Letter from parent regarding financial support along with his/her ID copy and/or Bank Guarantee, in case of minor.
d)	Proof of fees paid.
e)	Letter of approval from the concerned India Government body/institution/school/university stating that admission can be granted to foreign students.
5	Employment Visa (Documents to be submitted prior to lodgment of application)
a)	Copy of Employment Agreement/Contract to be signed by both parties. Agreement should specify nature of job, type of emoluments and taxation responsibility. Salary break-up with taxation details must be mentioned in Indian Rupees (INR).
b)	Copies of documents relating to the company's incorporation in India.
c)	Resume/CV of the applicant including copies of certificates of technical expertise in relevant field of work.
d)	Letter from the Indian employer stating reasons for the applicant's qualifications for this position
e)	Copies of all previous visas to India
f)	Copy of valid HK/Macau ID card which has been valid for at least 2 years. Applicants will need to be referred prior to issuance of visa. An additional referral fee along with the personal particulars form must also be submitted.
g)	(For Dependents) - An entry visa can be issued on production of sufficient proof (marriage/birth certificates) along with a

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	letter from the employer confirming personal details of the dependents.
6	<u>Conference Visa (Documents to be submitted prior to lodgment of application and sufficient time to be provided)</u>
a)	Letter of invitation giving the nature of conference as it should be an International conference.
b)	Sponsorship letter from the applicant's organization in Hong Kong/Macau.
c)	Clearances from the Government of India and other state departments to the organiser to hold the International Conference along with all other documents proving necessary clearances as specified.
7	<u>Transit Visa</u>
a)	Copy of confirmed tickets of onward journey from India.
8	<u>Journalist Visa/Visa for Filming/Producing Documentaries in India (Documents to be submitted prior to lodgment of application)</u>
a)	Sponsorship letter from the local company giving purpose of visit/details of the project, etc.
b)	A letter of invitation from the Indian company/sponsor (wherever applicable).
c)	Declaration in respect of equipment being carried.
d)	Declaration in respect of engaging an Indian liaison officer (wherever applicable).
e)	Any other documents required (which may vary from case to case). Applicants will be called for an interview with the issuing officer.
9	<u>Research Visa (Documents to be submitted prior to lodgment of application)</u>
a)	A detailed resume of the proposed project.
b)	Declaration in respect of equipment carried.
c)	Letters from local and Indian sponsors.
d)	Relevant permissions from the concerned Government Ministry in India.
10	<u>Medical Visa (Documents to be submitted prior to lodgment of application)</u>
a)	Doctor's certificate for ongoing treatment in India along with other relevant documents pertaining to the treatment.
11	<u>Visa for domestic helpers working in Hong Kong</u>
a)	Copies of the passport profile pages and HK ID cards for the employer as well as the domestic helper.
b)	Combined travel itinerary/tickets for the domestic helper to state travel along with employer/employer's family.
c)	Letter of undertaking from the employer claiming responsibility for the well being of the domestic helper.
d)	A copy of the employment contract between the employer and domestic helper.
12	<u>Entry Visas for Persons of Indian Origin</u>
a)	Applicable for people of Indian origin seeking 6-months to 5-year visas. Require valid proof of Indian origin.
b)	A copy of old/cancelled Indian passport and Surrender Certificate is required.

***IMPORTANT:** Please be informed that submission of mandatory documents is important and proceeding with the application with insufficient documents is the sole responsibility of the applicant. The Consulate reserves the right not to process the application if any of the requirements are not met. The Visa authorities of the Consulate General of India may call the applicant for an interview with the issuing officer or for additional documentation. Visa fees and Service charges are not refundable. Please note that this checklist is not exhaustive and the Consulate/Application Centre may request for additional documents at any time during the application process. Please contact the Visa Application Centre if you need assistance in ascertaining the documents required for your visit.