

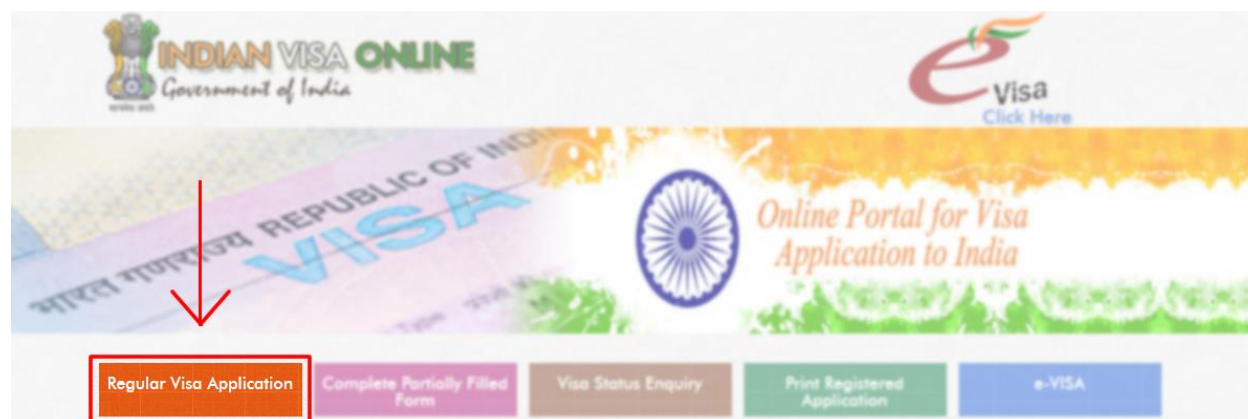
The guide below is designed to help you complete the most common questions people make mistakes on in the Indian visa application. It is important to understand that India is very particular about the application being completed correctly. Any incorrect or incomplete answers WILL cause a delay in processing.

We know this is a lot of reading, but you don't want to get this wrong. If this seems too much for you contact us and request Concierge Service and we can take care of it for you.

The actual visa application is completed online via the Indian government application web site then printed and signed. Once the application is printed no changes can be made, so be sure to follow the guide to ensure you do not have to redo the application. If you or TVP find any mistakes after the application is submitted, you will need to complete the application again from scratch.

BE AWARE: You have approximately 30 minutes in total and about 10 minutes per page to complete the application from start to finish. If you take too long the application will expire and you will be forced to start over. If the application becomes unresponsive, then your application has timed out and you must start over. The system will provide you a Temporary Application ID on the second page which you can write down in hopes that if you lose your application you can pick up where you left off, however this feature does not work all the time. Review this guide, make sure to have your passport, travel itinerary and hotel details (tourists) or business contact details (business).

After clicking the link to the application, you will click the orange "Regular Visa Application" button:



Once the application begins, you will be asked to complete a series of questions. On the following page is a screen shot and below that you will find a list of answers for these questions.

The screenshot shows a web form for an India visa application. The fields and their corresponding callout numbers are:

- 1) Country you are applying visa from* (Dropdown: UNITED STATES OF AMERICA)
- 2) Indian Mission* (Dropdown: USA-HOUSTON)
- 3) Nationality* (Dropdown: UNITED STATES OF AMERICA)
- 4) Date of Birth* (Text: 01/01/1901)
- 5) Email ID (Text: INDIA@TRAVELVISAPRO.COM)
- 6) Re-enter Email ID (Text: INDIA@TRAVELVISAPRO.COM)
- 7) Expected Date of Arrival* (Text: 01/10/2018)
- 8) Visa Type* (Dropdown: TOURIST VISA)
- 9) Purpose* (Dropdown: INDIVIDUAL TOURIST)
- 10) Please enter above text* (Text: b43yi)

A captcha image with the text 'b43yi' and a green refresh arrow is shown above the text entry field. A 'Continue' button is at the bottom.

- 1) United State of America – NOT India (it is asking where you are applying from)
- 2) Indian Mission – **this is a critical element** that reflects the jurisdiction you reside in; it is based off the stat of your drivers license or state ID; please see the chart below for the answer
- 3) Nationality
- 4) Date of birth – note the European date format (DD/MM/YYYY)
- 5) Email address
- 6) Confirm email address
- 7) Expected Date of Arrival – the date that you expect to land in India, not depart from the US
- 8) Visa Type – for most applicants you will select either Business Visa (the first option) or Tourist Visa (one of the last options)
- 9) Purpose – the options listed are based on the previous selection; for Business Visas, generally the correct answer is “Business Visit for Small and Medium Business” or “Business Visit for Large Business”; for Tourist Visas, select “Individual Tourist”
- 10) Enter “captcha” text from box above; if you cannot read the letters/numbers, press the green arrow icon which will provide you a new set of letters/numbers

USA-Chicago	USA-Houston	USA-New York	USA-San Francisco	USA-Washington, DC	USA-Atlanta
Illinois	Arkansas	Connecticut	Alaska	Bermuda	Alabama
Indiana	Kansas	Maine	Arizona	Delaware	Florida
Iowa	Louisiana	Massachusetts	California	District of Columbia	Georgia
Michigan	Oklahoma	New Hampshire	Guam	Kentucky	Mississippi
Minnesota	Texas	New Jersey	Hawaii	Maryland	Puerto Rico
Missouri	New	New York	Idaho	North Carolina	South Carolina
North Dakota	Mexico	Ohio	Montana	Virginia	Tennessee
South Dakota	Colorado	Pennsylvania	Nevada	West Virginia	US Virgin Islands
Wisconsin	Nebraska	Rhode Island	Oregon		
		Vermont	Utah		
			Washington		
			Wyoming		

Travel Visa Pro

From this point on the application is a series of questions and answers broken up over several pages. Each page should be completed in less than 10 minutes or else the application will time out. We do not address every questions on the application as most are self-explanatory, however the ones identified below are the most common questions that applicants answer incorrectly requiring a new application.

Application Question	Answer
Surname	Last name as printed in your passport including any suffixes such as Jr, Sr or III
Given Name/s	First AND Middle name as printed in your passport . If no middle name is listed in the passport, then just your first name
Citizenship/National Id No.	Provide this ONLY if formerly an Indian national, otherwise answer "N/A"
Religion	You may select from the list provided or select "Other" from the list, if selecting "Other" a text field will be provided where you can enter a different religion or enter "None"
Visible identification marks	List any birth marks, tattoos or similar marks
Educational Qualification	<p>Below Matriculation has not completed high school</p> <p>Graduate has graduated college or university</p> <p>Higher Secondary has completed high school</p> <p>Illiterate adult who has not attended school</p> <p>Matriculation completed tenth grade</p>

NA Being Minor

child too young to attend formal education

Post Graduate

studied beyond college such as PhD, ESQ, etc

Professional

attended a professional or technical school

Any other valid Passport/Identity Certificate(IC)

This question is asking if the applicant holds any other citizenships, if so answer accordingly, else check “No”

Present Address

It is VERY important that the address provided is complete and matches the address on your drivers license or state ID EXACTLY. For instance, if the address on your drivers license reads “123 Any Street” and you enter it as “123 Any St” it may be rejected.

Phone No.

This is a required field

Mobile No.

This is ALSO a required field even though it is not indicated that it is. You must first select “United States of America” from the drop down then enter a phone number – it can be the same phone number as provided in the field above

Permanent Address

For US citizens, check off the box for “Same as Present Address”

For non-US citizens, you MUST list an address in the country of your passport. This may be your address, a friend, family, last known, etc, but must be a complete address.

Were your Grandfather/ Grandmother (paternal/maternal) Pakistan Nationals or Belong to Pakistan held area.

A lot of people miss this question, answer Yes/No accordingly

Travel Visa Pro

Profession / Occupation Details of Applicant

You will first select from a list of occupations then you must enter COMPLETE work address and contact details; certain selections (such as Student or Housewife) will require you to enter COMPLETE work address and contact details for your father

[Business Visa Applicants]

Name of the Company in India/Street

Business applicants will be asked for the name of the company in India and its full address; this can be a challenge as the entry field will only allow about 50 characters and complete Indian address can be much longer; you must abbreviate wherever possible or get creative

Duration of Visa (In Month)

IMPORTANT – IMPORTANT – IMPORTANT

You MUST answer this question correctly or the application WILL be rejected:

For US citizen Tourism

The ONLY valid entry is “120”

For US citizen Business

The ONLY valid entries are 12 or 60

For non-US citizen Tourist

The ONLY valid entry is “6”

For non-US citizen Business

The ONLY valid entry is 12

No. of Entries

IMPORTANT – IMPORTANT – IMPORTANT

You MUST answer this question correctly or the application WILL be rejected:

In ALL cases

The ONLY valid entry is “Multiple”

Port of Arrival in India

This is a required field and is generally the airport you arrive in India

Travel Visa Pro

Expected Port of Exit from India

This is ALSO a required field even though it is not indicated to be - it is generally the airport you depart India from (and is generally the same as the answer above)

Have you ever visited India before?

If you have been issued an Indian visa, you **MUST** complete this section, otherwise select “No”

Have you visited SAARC countries (except your own country) during last 3 years?

SAARC countries are:

- Afghanistan
- Bangladesh
- Bhutan
- India
- Maldives
- Nepal
- Pakistan
- Sri Lanka

If you answer “Yes” to this question you may not be approved for an Indian visa

Reference Name in India

Business applicants should enter a person at the the company in India and the company’s full address

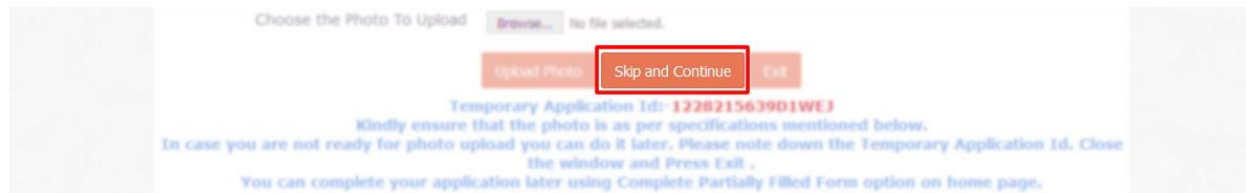
Tourist should enter their hotel name and complete address

In either case, this can be a challenge as the entry field will only allow about 50 characters and complete Indian address can be much longer; you must abbreviate wherever possible or get creative

Reference Name in UNITED STATES OF AMERICA

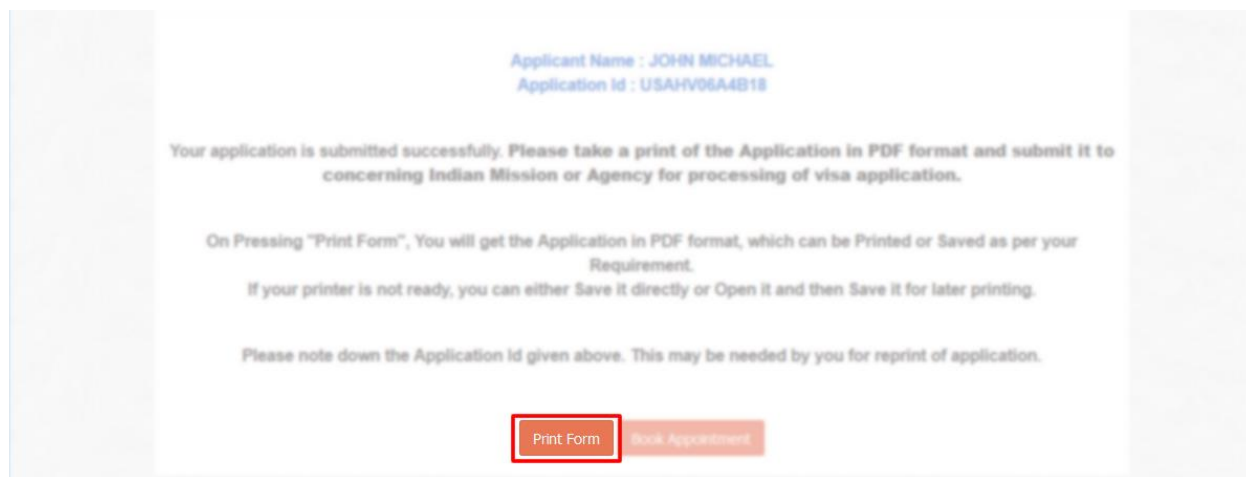
This can be a friend, co-worker or family member; the address **MUST** be complete – many people forget to include City, State and Zip Code

There are a few more pages that you have to navigate through. The first will ask you to upload a photo – you can simply click the “Skip and Continue” button.

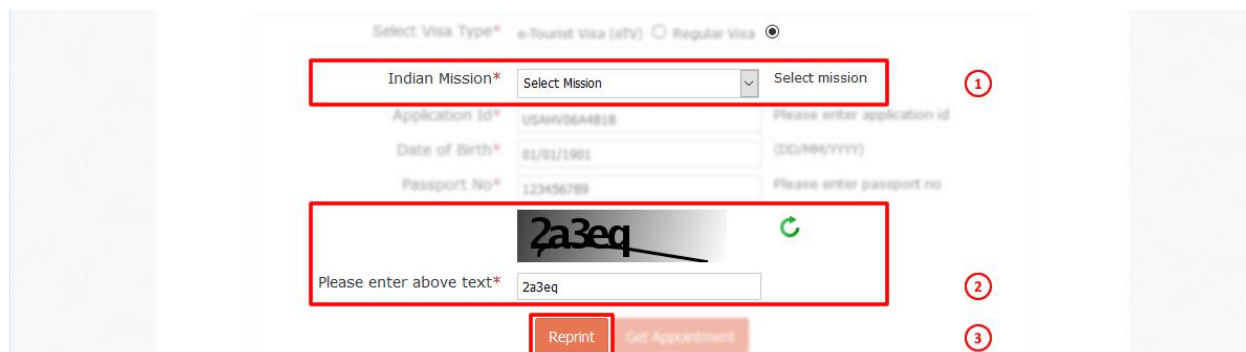


The next screen will ask you to review your application details – PLEASE review everything, once you proceed past this page you can not make any changes.

After continuing, you will be asked to “Print Form” or “Make Appointment”, click “Print Form”



Finally you will need to confirm the Indian Mission (from the chart of states on page two of this guide), enter the secret letters/numbers and then click “Reprint”. This will open a PDF of your visa application.



IMPORTANT - IMPORTANT – IMPORTANT

You must print your visa application (single sided only) and sign it. After printing, check the lower left side of the first page for a small barcode (indicated in the picture below by the blue box). If this bar code is not visible you will need to alter your printer settings so that it shows when printed.

There are two places you must sign (indicate in the picture below by the red boxes). On the top of the first page you MUST stay within the rectangular box. On the second page keep the signature on the line. In both cases – make sure the signature is very similar to the one in the passport.

Page 1: Visa Application Form

Signature [Red Box]

Page 2: Required Details of BUSINESS VISA

Applicant's signature (as in Passport) [Red Box]

Barcode [Blue Box]

IF APPLICANT IS UNDER 16 CONTINUE TO NEXT PAGE

Children's Signatures

If child is old enough to sign their name (generally 10 years old and above), the child signs their name in the signature box in the upper right of page one of the completed, printed application. On page two of the completed, printed application the mother and the father sign in the signature area.

If child is NOT old enough to sign their name (generally less than 10 years old), the child provides a thumb print in the signature box in the upper right of page one of the completed application. On page two of the completed, printed application the mother and the father sign in the signature area.

In order to provide a thumbprint, you may either use a proper fingerprint ink pad or scribble on a piece of paper with a pencil and roll the finger in the graphite, rub a felt tip pen on the child's finger or use other ink source (it is recommended that permanent marker is avoided for both the obvious reason as well as the toxic nature of permanent ink).

Notarizations

The above step regarding signatures must be done in the presence of, and sealed by, a public notary.

Additional Documents

Although child's application may be submit along with other family members, when submitted to an embassy or consulate, applications are treated individually. Therefore, children's applications must be accompanied by each of the following:

- Color copies of parent's valid passports - there are no exceptions to this regulation. If either or both parents do not have valid passports, we cannot process the application request. If either, or both, parents are not US citizens, include copies of passports and copies of US visa or permanent resident card (Green card).
- Color copies of parent's valid driver's license or state ID - there are no exceptions to this regulation. If either or both parents do not have valid ID, we cannot process the application request.
- A copy of the child's birth certificate (not the original document) and notarized translation if applicable

Travel Visa Pro