



CONSULATE GENERAL OF INDIA
 3 EAST 64TH STREET
 (Bet. Madison and Fifth Avenue)
 NEW YORK, NY 10021
 TEL (212) 774-0600. Fax (212) 570-9581
 E-mail: visa@indiacgny.org
 For more information visit our website:
www.indiacgny.org

PASTE
 ONE PASSPORT SIZE
 PHOTOGRAPH HERE

Please sign in the box
 below



VISA APPLICATION FORM

- PLEASE READ INSTRUCTIONS before filling up this form. Instructions can be obtained from the Consulate General of India, New York or from our web site.
- Applications are accepted from 9.15 A.M. to 12:15 P.M. on working days and serviced passports are delivered between 4:30 to 5:15 P.M.
- **VALIDITY OF VISA STARTS FROM THE DATE OF ISSUE. This form is also for transfer of visa**

- Enclose passport in Original valid for a minimum of six months
- Send exact amount of FEE in the form of MONEY ORDER/CERTIFIED CHECK payable to **CONSULATE GENERAL OF INDIA** or in CASH in bills no larger than \$50/-. **WE DO NOT ACCEPT PERSONAL CHECKS.** Use only one mode of payment for the entire fee.
- Please DO NOT SEND CASH IF APPLYING by mail. Also enclose payments (US \$ 5 for certified mail or US \$ 15 for Express mail) for return of serviced documents by mail.
- Effective 1 February, 2003. *This form is to be used by all applicants residing in the following states: CT, ME, MA, NH, NJ, NY, OH, PA, PR, RI, VT, USVI*

1. Full Name: _____
(First) (Middle) (Last)

2. Last Name at Birth (if different): _____

3. Marital Status: Married Unmarried

4. If married, give maiden name: _____

5. Date of Birth: _____ 6. Sex: Male Female
mm/dd/yyyy

7. Place of birth: _____ 8. Current Nationality: _____

9. Are you a permanent/long-term resident in USA? Yes No
 If yes, please attach copy of Green Card/Long-Term Visa (Non-US passport holders only)

10. Nationality at birth: _____

11. Any other nationality held at present or in the past: _____
 (Are you in possession of any other passport?)

12. Present Address: _____

13. Phone: _____ (Home) _____ (Work)

14. Permanent Address: _____

15. Profession: _____

16. Employer's Name and Address: _____

17. Passport Number: _____ 18. Valid Till: _____

19. Issued At: _____ 20. Issue Date: _____

21. Name & Nationality of Father: _____
22. Name & Nationality of Spouse: _____
23. Name & Nationality of Mother: _____
24. Type of Visa required: Tourist, Business, Student, Entry, Transfer
 Transit (for short stopover when traveling to a 3rd country), Journalist, Other
 Period of Visa: Days (for Transit with confirmed onward ticket only), Six Months,
 One year, Five years (for persons of **Indian origin** only, 6 months each
 visit/Continuous stay), Ten years (for U.S. Citizens only).
25. Have you ever visited India before? If yes, give address and dates of your stay:

26. Has Indian visa or its extension of ever been refused to you previously?
 Yes No If yes, give details: _____
27. Are you holding a valid No objection to return to India endorsement?
 Yes No If yes, give details (for foreigners resident in India only):

29. Purpose of Journey: _____
30. Are you traveling on behalf of a company? Yes No
31. If yes, give name and address of company: _____

32. Expected date of departure from USA: _____
33. Expected date of arrival in India: _____

34. Port of arrival in India: _____

35. Are any children included in your passport accompanying you? Yes No
 If yes, give details:
- | Full name | Date of Birth | Sex |
|-----------|---------------|-------|
| (a) _____ | _____ | _____ |
| (b) _____ | _____ | _____ |

36. Name and address of references:
- (a) In India: _____

- (b) In applicant's country: _____

I, _____, (name of the applicant)
 hereby undertake that I shall utilize my visit to India for the purpose for which the visa has
 been applied for and shall not, on arrival in India, try to obtain employment or set up business
 or extend my stay for any other purpose.

Date: _____

Place: _____ Signature of applicant (parent can sign for minors)

(UNSIGNED APPLICATION MAY REMAIN UNPROCESSED)

INSTRUCTIONS FOR VISA APPLICANTS

I. JURISDICTION

JURISDICTION of the Consulate General of India, New York extends to the following states: Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Puerto Rico, Rhode Island, Vermont and the Virgin Islands. If you are a resident outside this area, please apply for your visa services, depending on the location of your residence as per details below:

- a. **Embassy of India, Washington DC:** Address: 2107 Massachusetts Ave., Washington DC 20008, Tel. 202-939-7000, Fax: 202-265-7532. Jurisdiction: Delaware, Washington D.C., Kentucky, Maryland, North Carolina, South Carolina, Tennessee, Virginia, West Virginia, The Bahamas, Florida, Georgia.
- b. **Consulate General of India, Chicago:** Address: Consulate General of India, Chicago, 455 N. Cityfront Plaza Drive, Suite 850, NBC Tower, Chicago, Illinois - 60611, Tel. 312-595-0405, Fax: 312-595-0416 and 312-595-0418. Jurisdiction: Illinois, Indiana, Iowa, Michigan, Minnesota, N.Dakota, S.Dakota, Wisconsin, and Missouri
- c. **Consulate General of India, San Francisco:** Address: 540 Arguello Boulevard, San Francisco, CA -94118 Tel. 415-668-0662, Fax: 415-668-9764. Jurisdiction: Alaska, Arizona, Hawaii, Nebraska, New Mexico, Nevada, Oregon, Utah, Washington, Wyoming, Colorado, Montana, Idaho, California
- d. **Consulate General of India, Houston:** Address: Suite 600, 6th floor, 3 Post Oak Central, 1990 Post Oak Boulevard, Houston, Texas - 77056, Tel. 713-626-2148, Fax: 713-626-2450. Jurisdiction: Alabama, Arkansas, Kansas, Louisiana, Mississippi, Oklahoma, Texas

II. Requirements for Visa Application

1. Application form for visa duly filled in. Special forms have to be filled by citizens of Pakistan (4 copies with 5 photos) and Bangladesh (2 copies with 3 photos).
2. Passports in original valid for a minimum of six months beyond date of intended departure from India should accompany visa applications.
3. One photo pasted firmly on the form.

Specific additional requirements, if any, are mentioned in the section on different types of visas.

Applicants holding other than United States passports should submit proof of long term-stay (at least three years)/ permanent residence (copy of green card) in the United States to expedite issuance of visa. Such applicants as well as US passport holders ordinarily receive visas the same day in the evening if the application has been received earlier in the day (before 1215 hrs) and if the application does not fall in the category where clearances are required from authorities in India or elsewhere.

For Applicants, who do not normally stay in the U.S., references have to be made to their country of residence for which an additional \$20 fee over and above normal visa fee is applicable. These applications take five to seven working days processing time after receipt in the Consulate. Please refrain from making inquiries about the status of such applications during this time.

Chinese, Pakistani, Bangladeshi and Sri Lankan nationals who are not permanent residents of U.S.A. have to apply for visa in the country of their residence. Application from Pakistani/Pakistani origin passport holders may take about 3 months to process. Applications of Chinese nationals may take one-three months time to process depending on the purpose of the visit. Bangladesh and Sri Lankan passports (including persons of Sri Lankan origin) **will take 7 working days to process. A reference fee of \$20.00 is to be paid by all categories/nationalities in this para also.**

Visas are issued valid from the date of issue, for period applied for by the applicant. It is the responsibility of the applicant to apply in time and for validity as per their requirement. Visas once issued cannot be changed into another type of visa. **Parents can sign for minor children.**

III. TYPES OF VISAS AVAILABLE:

TOURIST VISA: Tourist visas valid for six-month and one year (six months stay each time) are available. Ten-year Tourist visas permitting a stay of maximum of six-month on each visit are available to U.S. citizens who are frequent visitors to India. A person desirous of visiting India frequently but not intending to stay for more than six months at a time is advised to apply for this type of visa. Please note that it is not possible to extend your stay in India beyond 6 months if you are visiting India on this visa. For non-US nationals, who are permanent residents of US 5 year tourist visa with six months stay each visit is available.

ENTRY VISA: Valid for six months to one-year stay with multiple entries for legitimate purposes only. Five-year long-term stay visas are available only for US citizens of Indian origin. The five-year entry visa allows the holder to stay in India for up to 5 years after they have registered themselves with the authorities in India. This visa is advisable for people who intend to live in India on a long-term basis and for more than six months at a time. There is no Ten-year entry visa.

BUSINESS VISA: Valid for six months and one year with multiple entries. A letter from Sponsoring Organization indicating the nature of applicant's business, probable duration of stay, places and organizations to be visited incorporating therein a guarantee to meet maintenance expenses, etc. may accompany the application. Ten-year Business visas are available to U.S passport holders. A business letter from India or US may accompany the application.

STUDENT VISA: Depending upon the duration of the course, multiple entry student visas for bonafide students to pursue regular studies at recognized institution in India are available. Visa is valid for up to five years or the duration of the course whichever is less. A letter confirming admission from such an institution along with evidence of financial arrangements for stay in India should accompany the application. In case of admission in medical or para-medical courses in India, a letter of approval or No Objection Certificate from Ministry of Health, Government of India, New Delhi, is mandatory. Likewise for admission in graduate or post-graduate courses in Engineering or Technical Institutions in India, a letter of approval or a No Objection from Ministry of Human Resources Development (Dept. of Education), Government of India, New Delhi, should be submitted. **For research purposes** detailed synopsis of the research project, countersigned by the sponsoring institution in India should be submitted. Processing of applications for research may take about three months.

TRANSIT VISA: Valid for single/double entry for short stop over for travelling to a third country is available. Confirmed onward tickets must accompany the applications.

MISSIONARIES: Valid for single entry and duration as permitted by the Government of India. A letter in triplicate, from sponsoring organization indicating intended destination in India, probable length of stay, and nature of duties to be discharged should be submitted along with guarantee for applicant's maintenance while in India. **Processing of applications for missionaries may take up to three months.**

JOURNALIST VISA: Journalist visas are given to professional journalists and photographers for three months stay in India.

EMPLOYMENT VISA: Employment visas are initially issued for one-year stay. A copy of the contract with the employer has to be enclosed. Kindly note that Employment Visa is given only for jobs that require very high level of skills and expertise. This can be extended by Foreigners Regional Registration Office in India, if the job contract continues. Spouses and children are granted co-terminus entry visas on request.

CONFERENCE VISA: Letter of invitation from the organizer of the conference and approvals of Indian authorities are to be submitted along with the visa application.

TRANSFER OF VISAS: To transfer visas from an expired passport to the new passport, visa application form duly filled in along with one photo and the required fees. It is possible to travel with expired old passport with valid Indian visa and valid new passport issued subsequent to issue of Indian visa. Besides the above-mentioned categories, visas are also available for learning Yoga, Music and Dance in India from the institutions approved by the Government of India.

For visit to Restricted or Protected Areas, a request in the form of a letter should accompany the application.

IV. VISA FEES: (This fee also applies to minor children)

Type of Visa	For US Nationals	For Other Nationals
Transit Visa (Single/Double Entry)	\$30	\$10
Six months tourist / entry /Business visa	\$60	\$40
One year tourist/business/ entry visa	\$85	\$65
Student visa Multiple Entry	\$95	\$75
Five year Entry/Business/Tourist visa	\$150	\$130
Ten year Business/Tourist visa	\$150	Not available
Transfer of five year / ten year visa to new passport	\$25	\$5

All fees should be paid either in cash or through money orders or certified cheques drawn in favour of CONSULATE GENERAL OF INDIA, NEW YORK. PERSONAL CHEQUES ARE NOT ACCEPTED.

Special rates of fee as applicable to the following countries: Pakistan: \$2 for all types of visas; Sri Lanka: \$3 (Transit Visa for 15 days; Business/Employment/Tourist visa for six months with single entry), \$6 (Tourist/Employment visa for 6 months with multiple entry), \$9 (Business/Employment visa for 1 year with multiple entry). Japan: \$1 (Transit visa), \$8 (other visas); Romania:\$8; Russia: \$40, Hungary 6 months (single/double/multiple entry - \$40/75/180) one year (single/multiple entry - \$65/180).

Nationals of following countries are granted visa GRATIS: Afghanistan, Argentina, Bangladesh, Jamaica, Maldives, Mauritius, Mongolia, DPRK (North Korea), Poland, South Africa, Slovak Republic, Uruguay and Tibetan refugees holding Indian Identity Certificates.

NO REFUNDS: Visa fee once received cannot be refunded, even if the application is withdrawn, visa is refused or the type of visa applied for has not been granted.

V. EMERGENCY SERVICE:

An amount of \$35 is charged over and above the normal fee for rendering emergency service. This service is available only in cases of genuine emergency such as death or serious illness in the family and if the case does not fall under reference categories. Applications for such service can be submitted between 9:30 a.m. and 1:00 p.m.; 2:00 p.m. and 5:00 p.m. on all working days. This service is also available between 11:00 a.m. and 2:00 p.m., on Saturdays, Sundays and holidays. This service is available at the counter only and requests received by mail for emergency services are not entertained.

VI. RECEIPT & DELIVERY OF PASSPORTS:

At the Consulate premises: Applications are received at the counter between 9:15 a.m. and 12:15 p.m. Normally, U.S. passports are processed the same day. Passports with valid visas affixed can be collected between 4:30 p.m. and 5:15 p.m. Both passports and visas must be checked immediately on receipt and any error in details entered on visas pointed out immediately.

By Mail: Applications in straightforward cases received by mail normally take two days to process. This is in addition to the time taken in mail (one to two weeks in case of certified mail). This time schedule does not apply to services for which REFERENCE HAS TO BE MADE TO COMPETENT AUTHORITIES IN INDIA. Please do not make telephone or written enquiries unless reasonable amount of time for processing and dispatch of documents have passed. The Consulate will get in touch with applicants in cases where the applications are incomplete/incorrect, the fee sent are not adequate or not paid in an acceptable manner or where there are other deficiencies. THE CONSULATE IS NOT RESPONSIBLE FOR DOCUMENTS LOST OR DELAYED IN MAIL. Please do not send pre-paid envelopes such as FedEx, UPS, AirBorne, etc., as we do not return documents through these services.

Serviced passports are returned by mail only by Certified & Express Mail and following additional return mail charges should be sent for this purpose.

For Certified mail: \$5 per passport and \$1 for each additional passport.

For Express mail: \$15 for up to four applications if they are to be delivered at the same address.

Fee should be paid only in money orders, bank drafts or certified cheques drawn in favour of Consulate General of India, New York. NO PERSONAL CHEQUES OR CASH FOR APPLICATIONS RECEIVED BY MAIL ARE ACCEPTED. Use only one form of payment. You may send one check or money order for the visa service as well as for mail service.

VII. GENERAL

Incomplete /false information: Application forms should be filled in fully, legibly and accurately and submitted with passport. Misrepresentation of facts may result in denial of visa. Application received with incomplete details would remain unprocessed.

General inquiries or supply of application forms: Please write or send fax to Consulate General of India, 3 East 64th Street, New York, New York 10021. Tel. (212) 774-0600, (212) 774-0610, Fax (212) 570-9581, E-mail: visa@indiacqny.org.

Web site: <http://www.indiacqny.org> (also has application forms, which can be downloaded or printed online).

Tourist information to India: Please contact: Government of India Tourist Office. 1270 Avenue of Americas, Suite 1808, New York, NY 10020, Tel: (212) 586-4901, Fax (212) 582-3274.

Information on air travel to India: Please contact: AIR INDIA, 345 Park Avenue (32nd floor), New York. Tel: (212)751-6200 and (718) 632-0121. Fax (212) 838-9533.

VIII. HOLIDAYS

The Consulate General of India would observe following holidays during the year 2003: Republic Day (January 26), Idu'l Zuha (February 12), Muharram (March 14), MahavirJayanti (April 15) Good Friday (April 18), Milad-Un-Nabi (May 14), Buddha Purnima (May 16), American Independence Day (July 4), Independence Day (August 15), Labour Day (September 1), Mahatma Gandhi's Birthday (October 2), Dussehra (October 04), Diwali (October 25), Guru Nanak's Birthday (November 08), Idu'l Fitr (November 26), Thanksgiving Day (November 27), Christmas Day (December 25).

NOTE: This information is subject to change from time to time. Facilities exist on Consulate premises for Pay telephones, taking photographs and making photocopies of documents on payment.