

 www.blsindia-canada.com				REQUISITE DOCUMENTS FOR EMPLOYMENT VISA			
APPLICANT'S NAME				SUBMISSION OFFICER			
PASSPORT NUMBER				DATE			
MANDATORY DOCUMENTS REQUIRED FOR INDIVIDUAL APPLICANTS							
POSTAL APPLICATION <input type="checkbox"/>				COUNTER APPLICATIONS <input type="checkbox"/>			
PARTICULARS				Yes / NO		REMARKS	
I. Completed, printed and signed online visa application form. Please select any of the three Indian Mission in Canada only: Canada-Ottawa / Canada-Toronto / Canada- Vancouver as per your location and HCI/CGI Jurisdiction. For more info, visit our website: http://www.blsindia-canada.com/visa.php							
II. One recent photograph of size 51mm X 51mm. Refer website for photo specification							
III. Current Valid passport which has minimum validity of 190 days and 2 blank/unstamped Pages. In case of Canadian Passport, ensure that you have signed page three of the Passport.							
IV. A person who was holding previous Indian National applying for visa for the first time MUST submit the cancelled Indian passport with surrender of Indian Nationality certificate.							
V. Non-Canadian Passport holders need to submit a completed and signed 'Additional form for Non-Canadian Nationals							
VI. * Sri Lankan Nationals/Origins need to submit a completed and signed 'Additional form for Sri Lankan Origins * Sri Lankan Passport holders need to submit a photocopy of a current Photo ID & Address proof(For Toronto Jurisdiction)							

<p>VII. * Copy of the Employment Contract (Signed by the Employer & Employee). * Proof of registration/incorporation of company with the Government of India. * Letter on employer's Letterhead indicating nature of job, salary structure and duration of contract. * A copy of your resume with a copy of relevant credentials. * For teaching jobs, Letter of appointment from the school and no-objection from the Ministry of Human Resources and Development, New Delhi. * For Pilots, a letter of clearance from Directorate General of Civil Aviation.</p>		
<p>VIII. All Visa applicants' needs to submit address proof. (For Ottawa Jurisdiction only)</p>		
<p>APPLICATIONS SUBMISSION VIA POST WILL FOLLOW ADDITIONAL STEPS AS MENTIONED BELOW:</p>		
<p>IX. Attach a Bank draft or Money order in favor of BLS International Service Canada Inc. (Fees should include: HCI/CGI fees + Consular Surcharge + BLS Processing fee + Return Courier charges + Taxes (refer the website).</p>		
<p>X. Documents arranged as per the checklist. Applicant's signature on checklist</p>		
<p>ADDITIONAL DOCUMENTS (If Applicable)</p>		
<p>I have been informed and advised that the insufficient documentation mentioned in checklist may lead to a delay in the processing of visa application. However, I insist to proceed with my application.</p>		
<p>The above guidelines are defined by High commission of India, Canada and must be strictly followed. The High Commission of India, Canada reserves the right to ask for a Personal Interview or Additional Documents. The High Commission of India, Canada Information and Application Center will not accept visa applications which do not meet above specified guidelines.</p>		
<p>The documents must be arranged in the order given above BLS International have no say on whether you will be granted a visa, as this is entirely the prerogative of The High Commission of India, Canada.</p>		
<p>The Indian Mission Consular may request additional documentation, as per their discretion anytime during or after the submission of the application.</p>		
<p>Applicant's Signature</p>	<p>BLS officer's signature</p>	

Submission procedure at BLS International Canada - Centres

Walk-in application submission procedure in six simple steps:

- Select your submission center as per HCI / CGI jurisdiction location in Canada (More info visit our website).
- Provide complete documentation as per checklist.
- Request for Courier service (additional charge) or Pick up service.
- Fees payment via Cash or Debit.
- Track application status as per processing time for service selected.
- Delivery mode: Pickup or direct courier at your door step.

Walk-in Centres in Canada between Monday to Saturday

Ottawa / Toronto / Brampton / Vancouver

Submission of application: 8:00am to 2:00pm (Monday - Saturday except designated holidays).

Passport pickup: 3:00pm to 5:00pm (Monday - Saturday except designated holidays).

Walk-in Centres in Canada between Monday to Friday

Montreal / Surrey / Calgary / Winnipeg / Edmonton

Submission of application: 8:00am to 2:00pm (Monday - Friday except designated holidays).

Passport pickup: 3:00pm to 5:00pm (Monday - Friday except designated holidays).

Do not have the time to pick up your passport? No problem, we can arrange to deliver your passport at your door step for a simple courier charge (as listed on our website) with our professional secured courier service partner.

Postal application submission procedure in seven simple steps:

- Select your Postal submission center as per HCI/ CGI jurisdiction location in Canada (More info visit our website).
- Request for pick up from your door step service via our secured courier service partner.
- Provide your email address in order to obtain tracking number. (Kindly allow at least additional 3-4 working day for processing your application from the date the envelope is physical received at the BLS Postal centre in Canada. Note: After your application is processed, normal processing time would apply (for more info, visit our website).
- Return courier address information with applicant signature (letter format).
- Provide complete documentation as per checklist.
- Fees payment for your application submission + additional fees for mandatory courier return service payable only via Bank draft or Money order in favor of BLS International Service Canada Inc.
- Track application status as per processing time for service selected.

Postal Submission centre as per your location Jurisdiction in Canada:

For Ottawa Jurisdiction: Courier to BLS-Canada Ottawa Centre.

For Toronto Jurisdiction: Courier to BLS-Canada Brampton Centre.

For Vancouver Jurisdiction Courier to BLS-Canada Surrey Centre.

Note: Efforts would be made to contact the applicants via email or calls for any incomplete applications up to three business days. On the fourth business day without any prior intimation, complete application would be returned at applicant expense. Requesting Applicants to provide up-to-date contact details (phone number & email address) to avoid any communication gap during this process.