

CHECKLIST FOR ENTRY VISA
For submission of Visa application

Type B: Application for Entry Visa

Sl. No.	Documents	To be Verified by applicant	Verification by Counter official
(a)	Checklist		
(b)	Online Application Form		
(c)	Canadian/Foreign passport* (Original and Copy)		
(d)	Proof of Address		
(e)	Photograph		
(f)	Surrender Certificate (mandatory)		

Additional documents for Entry Visa application for children

	Documents	To be Verified by applicant	Verification by Counter official
(i)	Minor Consent form signed by both parents		
(ii)	Birth Certificate showing names of both parents <i>(-Canadian Birth Certificate should be accompanied by a self declaration of parents about authenticity of the certificate; - Indian/third country birth certificate to be attested by MEA/Embassy of third country before submission)</i>		
(iii)	Marriage Certificate of parents <i>(Canadian Marriage Certificate should be accompanied by a self declaration of parents about authenticity of the certificate; - Indian/third country marriage certificate to be attested by MEA/Embassy of third country before submission)</i>		
(iv)	Indian Passport copies/Surrender Certificate of Indian origin parent(s)		
(v)	Canadian Passport copies of both the parents		
(iv)	For child having single parent-enclose copy of Divorce court order (having sole custody of the child with the parent applying for visa) / Death Certificate / Adoption document.		

Note:

- For details about the above, please see the Information Booklet, enclosed with this document. Please go through all the details mentioned in the Checklist, Information Booklet and application form carefully before submitting application.
- Please enclose the applicable Checklist page with visa application, as per Type of Visa being applied.
- In case required, more documents can be asked by the High Commission.
- While submitting application, please keep the documents with the application form as per the above serial order. The Information Booklet is not required to be enclosed.
- The fee amount, mode of payment of fee can be checked from BLS website. Fee once paid will not be returned in any case.

Details to be filled by the applicant

Name of the Applicant	
CANO No.	
BLS Center	
Date	

***I have gone through the requirements and specifications mentioned in the checklist and Information booklet with respect to submission of my above application. I am aware that in case any discrepancy is found or any of the documents/conditions are not found as per prescribed parameters, my application may be rejected and fee will not be returned.

(Signature of the applicant)

---- For official use only ----

Verified by	
Signature	
Date	

Information Booklet for Visa application submission

(b) Online Application Form:

(i) The online application for Visa must be completed and submitted online. The form can be filled up and submitting online at the below link: <https://indianvisaonline.gov.in>

(ii) While filling up the Visa form please select the type of Visa correctly e.g., Entry Visa, Business Visa, Employment visa etc.

(iii) A step wise process for filling up online Visa application can be seen at the below link:

https://www.hciottawa.gov.in/pdf/Step_wise_process_for_visa_application.pdf

(iv) Must select the correct Indian High Commission / Consulate, based on the place where you reside in Canada and the Consular jurisdiction of Indian High Commission / Consulate. The consular jurisdiction can be viewed at: <https://www.blsindia-canada.com/usefullinks.php>

(v) All the personal particulars / data entries of the Visa application should match with the current Passport.

(vi) The application form is to be signed by the visa applicant. The signature should match with the signature in passport and other documents. In case of minor, both the parents are required to sign the visa application. If parents are separated, please enclose a copy of court order having a mention about the custody of the child.

(vii) After online submission of application form, no changes can be made manually / hand written. In case of any error / changes, please fill a fresh new online application form and use that for further submission to BLS.

Please note:

- i. BLS International Employees cannot edit or make any changes to your online application form.
- ii. High commission of India, Ottawa reserves the Right to Call for Additional Documents, as considered necessary.

(c) Canadian/Foreign passport (Original and copy) (duly self attested)

Please enclose photo page of your Canadian/Foreign Passport having photographs and details of your passport. Original Passport is required to be enclosed with the application, it will be sent back with visa, once visa is issued. Please ensure the passport is valid for minimum 6 months or more.

In case of **Foreign passport** i.e., other than Canadian, please provide the following two additional documents:

(i) Status in Canada (PR / Work Permit / Study Permit / Visa)

(ii) Additional form as per link below

<https://blsindia-canada.com/forms/non-canadian-form.pdf>

(d) Proof of address in Canada

Please enclose any one of the following document as proof of your present address:

(i) Driving License

(ii) Photo ID issued by the Ontario Government

(iii) Utility Bills (like; electricity/water/hydro/phone/internet etc)-must be of recent month.

For Visa application of Minor children - Proof of address of the parent is to be submitted.

Note: Address proof must match with the address provided in the application form.

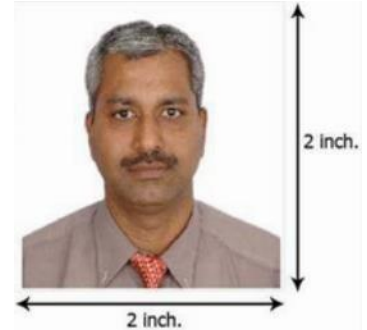
(e) Photograph

One color photo as per below specification is required to be uploaded online with the visa application. Photograph uploaded online must be the same as the one pasted on the physical copy of visa application:

- (i) Size – 2 inch x 2 inch(51 mm x 51 mm)
- (ii) Background –Background should be plain white color without borders
- (iii) Clothes – Dark colour
- (iv) Eyes – Open

Please see the below link for the correctness of the Photograph. Cross check each and every example to confirm if it is matching with the required parameter of the Photograph.

https://www.hciottawa.gov.in/pdf/Photo_Specification.pdf



(f) Surrender / Renunciation Certificate (copy)

All the applicants who earlier held Indian Passport are required to surrender the Indian Passport after obtaining foreign / Canadian citizenship. Person of Indian origin must enclose the copy of Surrender / Renunciation Certificate of old Indian passport.

The Surrender Certificate is required only in respect of the Indian origin visa applicants, who obtained foreign/Canadian citizenship after June, 2010. Such applicants who obtained foreign / Canadian citizenship prior to June, 2010 may please enclose copy of old Indian Passport or other documents to establish the Indian origin.

Please note that **Entry Visa** is only issued to foreign nationals having Indian origin. The surrender / renunciation certificate is required to prove this.

In case the visa applicant has not surrendered the Indian passport and having the original passport, he/she may submit the application for Surrender / Renunciation Certificate and enclose copy of the payment receipt of submission of the surrender certificate application with the visa application.

Type B : Application for Entry Visa

Entry visa is applicable only for persons of Indian origin, spouse / children of an Indian citizen/person of Indian origin.

Copy of surrender / renunciation certificate is mandatory for Entry visa application.

Type C : Application for Business Visa

(g) Business invitation letter from Indian Organization / Company

Please attach letter from the Business organization / company who has invited the visa applicant for visiting India. Letter of Invitation from Indian organization should indicate the nature of applicant's business, duration of stay, and places and companies to be visited in India.

(h) Certification of Incorporation of Indian Organization/Company with copy of PAN Card

Please enclose copy of the registration of the company / organization (employer) with Government of India e.g. Letter of Incorporation, registration certificate. Also, enclose PAN card copy of the organization / company.

(i) Business letter from Canadian Organization / Company with original signatures

Please attach a letter from your present employer / organization in Canada stating credentials of the visa applicant mentioning reason for visiting India having brief details of Business meetings, workshop, survey, etc. Letter from Canada and India should be on company letter head indicating company name, address, name of sponsor, telephone number, web address, email address and sponsor for financial expenses.

(j) Certification of Incorporation of Canadian organization/Company

Please enclose copy of the registration of the company / organization (employer) with Government of Canada e.g. Letter of Incorporation, registration certificate.

(k) Business Information Sheet

Please enclose the details about Business in Canada in the prescribed format. The format can be downloaded from the link below:

<https://blsindia-canada.com/forms/HCI-CGI-Business-Information-sheet.pdf>

(l) Undertaking about expenditure on travel of the visa applicant

(i) For company/organization sponsoring the visit – The company / organization is required to submit an undertaking about bearing the expenditure of the visa applicant on his/her visit to India. If, the certification is already included in the business letter, no separate undertaking is required.

(ii) For individuals - In case any individual is applying business visa for his own visit (on freelance basis or otherwise), he / she need to provide copies of bank statements with the visa application, as a proof of adequate financial standing for the expenditure on visit to India.

Type D : Application for Employment Visa

(m) Employment Contract / Offer of Employment

Please enclose copy of employment contract / offer of employment on the basis of which the visa applicant is planning to visit India for employment purpose. The employment contract should be signed by the employer and employee (i.e., visa applicant). The employment contract should also fulfill the following criteria:

(i) The salary must be at least US\$ 25,000.00 per annum;

(ii) The employment contract / offer of appointment letter must indicate nature of job, salary structure and duration of contract;

(iii) Resume of visa applicant with a copy of relevant credentials

(iv) For Pilots: Letter of clearance from Directorate General of Civil Aviation.

(n) Incorporation Letter of employer/organization/company/ NGO in India

Please enclose copy of the registration of the company / organization / NGO (employer) with Government of India e.g. Letter of Incorporation, registration certificate. Also, enclose PAN card of the organization / company.

(o) Undertaking from the Company/Employer in India about non-availability of qualified candidate in India for the job

Employment visa shall not be granted for jobs for which qualified Indians are available. Employment Visa shall also not be granted for routine, ordinary or secretarial/clerical jobs.

While requesting for employment visa, the employer in India is required to submit an undertaking about non-availability of qualified Indian for the job offered to visa applicant.

In case, the above is incorporated in the letter from employer for issuing employment visa, there is no need for submission of this undertaking separately.

(p) Letter from employer for issuing employment visa

Please enclose a letter from employer in India addressed to the High Commission for issuing employment visa. The letter should also indicate reason for employing foreign national and non availability of similar capable person in India / locally.

(q) Copy of Educational Qualification Certificate of applicant

The employment visa applicant is required to enclose copy of his educational qualification certificates with the visa application.

(r) Experience Certificate of applicant from the employer

The employment visa applicant is required to enclose Experience certificate from the existing / previous employer.

Type E: Application for Student Visa / Research Visa

(s) Admission Letter from Recognized Educational Institution

Please provide copy of admission letter from the Educational Institute where you wish to go for study in India. The Educational Institute may provide a letter addressed to the High Commission for issue of a student visa to the applicant.

(t) Certificate of Registration of Educational Institution

Please provide copy of the Certificate of Registration of Indian Educational Institution with Indian Government Authorities viz., with Ministry of Human Resource Development, Govt of India; AYUSH Ministry; State Govt Authorities, etc.

(u) Financial Arrangement letter


Please provide a letter explaining about the fee, accommodation and other expenditure involved in the study program. Please elaborate the source / mechanism for bearing this expenditure. Also, enclose copy of the bank statements and other documents in support of your claim.

(v) Letter for Student Exchange Program

In case the visa applicant is going to India for study under 'Student exchange program', please enclose letter in this regard from both the institutions (from Canada and India) involved in the student exchange program.

(w) Additional form- for research scholar visa

The applicant for research visa is required to provide two sets of form as available at the link below:

Please download the Research Visa Information Form by clicking [here](#) 

The student visa for research scholar is required to be submitted at BLS for pre-approval, with this form. Once, the research scholar visa is approved, the applicant can submit the visa application with prescribed forms, documents, passport and fee to BLS.

Type F: Application for Medical Visa
(Including Medical attendant Visa)

(x) Medical invitation letter from the hospital

The visa applicant is required to enclose medical invitation letter from the hospital / Doctor establishing the need for taking medical treatment in India.

(y) Copies of medical reports / documents regarding treatment

The visa applicant is required to enclose medical reports, documents regarding the disease / illness for which he / she wishes to undertake medical treatment in India.

(z) Documents establishing adequate financial standing for expenditure on treatment and travel in India

The visa applicant is required to submit documents (Bank statements, Income Certificate, etc) reflecting the adequate financial standing for treatment and travel in India.

Additional documents for Minor children – Visa application

(i) Minor Consent form

For visa application of minor children, the applicants are required to provide minor consent form signed by both parents name. The format of the minor consent form can be downloaded from link below:

https://blsindia-canada.com/forms/HCI-CGI_Minor%20consent%20form.pdf

If either parent is out of the country, please provide the following additional documents;

- Notarized Affidavit indicating consent given to spouse to travel with minor.
- Notarized passport photocopy in original of the parent who is abroad. This can be obtained from Notary Public

(ii) Birth Certificate

For visa application of minor children, the applicants are required to provide copy of Birth Certificate of visa applicant/ minor child having both parents name.

For those born in Canada, please provide 'Statement of Live Birth' Certificate.

(iii) Passport copies of both the parents

For visa application of minor children, the applicants are required to provide passport copy of both the parents. The name of the parent(s) in the Birth Certificate and in the passport should be identical.

In case Parents are holding Indian Passport, please also provide (i) Status in Canada (PR / Work Permit / Study Permit / Visa)

(iv) For child having single parent

Either of the following documents (as applicable to be enclosed with the visa application of minor child)

- (i) Divorce order / Certificate issued by concerned court (having sole custody of the child with the parent applying for visa)
- (ii) Death Certificate of deceased parent
- (iii) Adoption document.

Note: For Minor travelling without parents, please provide;

- (i) Notarized Affidavit indicating their consent to travel. Both parents need to sign on the affidavit.
- (ii) Passport photocopy of the person travelling with the minor.
