

## General Guidance and FAQ on Indian Visa Application:

**General Guidance:** A travel visa is a document that shows the country you are entering that you are allowed to enter for a specific length of time to do a specific thing, for example attend a conference.

Visa applicants should ensure they have the ability to scan or copy original documents, such as the biographical page of their current valid passport, the Letter of Invitation or other required documents or photographs. GES-2017 selectees should make sure their registration to Summit has been completed prior to completing their visa application.

The Ministry of External Affairs has shared the following information:

- Once an applicant successfully registers at the GES 2017 portal, he/she receives a letter of confirmation (also called a letter of invitation) from the Government of India. The visa process commences only after receiving the letter of confirmation.
- For applicants from countries that have been qualified under the e-Visa scheme, the visa process is completely online. Applicants should opt for e-Visa (Business category).
- For applicants from countries that are not eligible for the e-Visa scheme, they must fill the application online and then file the hard printed copy of the application with the nearest visa collection center of the Indian Embassy or Indian High Commission.
- E-business visa has validity of 2 months with double entry. The e-Visa (e-Business Visa) is valid for **60 days from the date of arrival in India with double entry**. For example if an applicant applies for e-Business visa (29 September, 2017) and got online approval on 4 October, 2017, then he/she may travel to India within 4 months i.e. up to February 3, 2018. Suppose he/she arrives in India on 15 November, 2017, then validity of e-Business Visa will be 60 days from 15 November, 2017 i.e. from 15 November 2017 to 14 January, 2018). Applicants of traditional business visas may apply up to a one year visa if desired, but it is up to the Government of India to decide how long a visa is valid.
- For details on validity period of different categories of visa you may visit : <https://indianvisaonline.gov.in/visa/index.html>

### Visa Instructions for the GES 2017

Participants for the GES 2017, depending on their eligibility could apply for e-Visa, Business visa or Journalist visa.

1. **Electronic Visa (e-Visa):** Delegates registered for GES 2017 and holding passports of countries, which are eligible for the Indian e-Visa scheme, may apply for e-Visa (sub-category: e-Business visa). Family members accompanying participants may apply for an e-Visa (sub-category: e-Tourist visa) or obtain a regular Tourist visa from the Indian Embassy/High Commission/Consulate abroad. The list of countries which are covered under the e-visa scheme and other e-Visa related information could be accessed here - <https://indianvisaonline.gov.in/evisa/tvoa.html>

2. **Business Visa:** Delegates registered for GES 2017 and who belong to a country, which is **not** covered in the e-Visa Scheme may apply for a regular Business visa at the respective Indian Embassy/High Commission/Consulate in their respective countries. Information on business visa can be accessed here: <http://boi.gov.in/content/business-visa-b>. Family members accompanying participants may apply for a regular Tourist visa from the Indian Embassy / High Commission/Consulate abroad.

3. **Journalist Visa:** Media-persons (print and visual) attending the GES need to apply for Journalist Visa (J-visa) from the respective Indian Embassy/High Commission/Consulate. Information on journalist visa can be accessed here: <http://www.boi.gov.in/content/journalist-visa-j>

#### **Important Links:**

For more information related to countries covered under the Indian e-Visa scheme, e-Visa procedures, fees etc., visit: [www.indianvisaonline.gov.in](http://www.indianvisaonline.gov.in)

Link to visa form: <https://indianvisaonline.gov.in/visa/Registration>

For general visa instructions: <https://indianvisaonline.gov.in/visa/index.html>

India Visa instructions for US citizens / residents: <https://www.in.ckgs.us/visa/visa-application-guide.shtml> .

- Once an applicant successfully registers at the GES 2017 portal, he/she receives a letter of confirmation.
- The visa process commences only after receiving the letter of confirmation.
- For applicants from countries that have been qualified under the e-Visa scheme, the visa process is completely online. Applicants should opt for e-Visa (Business category).
- For applicants from countries that are not eligible for the e-Visa scheme, they must fill the application online and then file the hard printed copy of the application with the nearest visa collection center of the Indian Embassy or Indian High Commission.
- E-business visa has validity of 2 months with double entry.

- For details on validity period of different categories of visa you may visit : <https://indianvisaonline.gov.in/visa/index.html>

### **Frequently Asked Questions:**

#### **Q: Can I use any photograph for my visa submission or are there specifications? What about the scan of my passport or other documents?**

**A:** The digital photograph to be uploaded along with the Visa application should meet the following requirements:

Visa Photograph:

- Format – JPEG
- Size: Minimum 10 KB; Maximum 1 MB
  - The height and width of the Photo must be equal.
  - Photo should present full face, front view, eyes open and without spectacles/glasses
  - Center head within frame and present full head from top of hair to bottom of chin
  - Background should be plain light colored or white background.
  - No shadows on the face or on the background.
  - No borders on photograph.

Scanned Bio Page of the passport showing the Photograph and Details:.

- Format -PDF
- Size : Minimum 10 KB, Maximum 300 KB

Other documents for Business Purpose:

- Format -PDF
- Size : Minimum 10 K , Maximum 300 KB

#### **Q: What is the link to start the Visa application process?**

**A:** Click on or cut and paste this address into your internet browser.

<https://indianvisaonline.gov.in/visa/index.html>

#### **Q: Can you provide some general information on the Visa Application Process for GES-2017?**

**A:** After you received notification of your selection to participate in GES 2017 – India you must register via the online portal/link provided. It is recommended that as soon as possible you should start the process of applying for a Visa for entry into India. If you are coming from one of the following countries your application process will take longer and require a personal interview at an Indian Embassy/Consulate/High Commission or Indian Visa Application Center (IVAC).

- Afghanistan, Algeria, Bahrain, Bangladesh, Belarus, Benin, Burkina Faso, Central African Republic (CAR), Chad, Democratic Republic of the Congo (DRC), Egypt, Equatorial Guinea, Ethiopia, Guinea-Bissau, Iran, Iraq, Kazakhstan, Kosovo, Kuwait, Kyrgyzstan, Lebanon, Libya, Maldives, Mauritania,

Morocco, Nigeria, North Korea, Pakistan, Qatar, Republic of the Congo (ROC), Sao Tome and Principe, Saudi Arabia, Somalia, South Sudan, Sudan, Syria, Togo, Tunisia, Turkey, Turkmenistan, Uganda and Yemen.

If you are residing in another country (not listed above) you may apply for an e-Visa (electronic application). All participants in GES 2017 – India are required to submit a formal Letter of Invitation from the Government of India as part of their visa application process; **this letter will not be generated until your registration to GES-2017 has been completed.**

**Q: Can you provide some guidance on how to fill out the individual fields on Indian Visa Application for GES-2017, some of them are unfamiliar?**

A: Sure. The following are some explanations for filling out the fields of the application form, many of these fields appear in both the regular visa application form as well as the e-visa form.

First off, make sure that your passport has at least two blank visa pages; it must be machine readable and be valid for at least 180 days beyond your exit date. You must provide a photograph in the specifications detailed on the Indian Visa Application site. You can then start filling out the application. Some attendees can file electronically and others (from certain countries) must file a paper application and appear for an interview at the closest Indian Consulate or Indian Visa Application Center.

All entrepreneurs, investors, and guest speakers should apply for a **Business** Visa.

### ***The Required Application Fields***

*Surname:* Surname is the same as Family Name or Last Name. (The spelling must be exactly the same as the last name in the applicant's passport)

*Given Name:* On the Indian Visa application Form, Given Name is the same as First Name and Middle Name; please type in the First Name and any Middle Name(s) here. (The name must be exactly as it is in the applicant's passport)

For example, if John Edward Smith is the traveler:

Surname: Smith

Given Name: John Edward

*Have you ever changed your name?* If the applicant's name is different from when they were born, click the "yes" box and enter the Surname/Last Name and Given Name/First and Middle Name(s) that were previously used.

*Country of birth:* Select the country where the applicant was born. This information must match the information on the passport.

**Please Note:** Your passport will be shipped back to the address indicated on your application under "Present Address."

*Email Address:* This information is required. Even though the online form allows this field to be skipped, some Consulates do in fact require your email address. Please enter an active email address.

*Citizenship/National Id No.:* If you do not have an additional National ID issued type NA

*Religion:* Select the religion of the applicant. If the applicant's religion is not listed, select "OTHERS" and type in the religious information in the field directly below the pull down menu.

*Visible identification marks:* If the applicant has a visible identification mark (such as birthmark or tattoo) please type in the information here. Otherwise, type "NONE".

*Educational Qualification:* Select the level of education of the applicant:

- BELOW MATRICULATION – less than 10th grade education
- GRADUATE – College or university education
- HIGHER SECONDARY – High school education
- ILLITERATE – Not formally educated
- MATRICULATION – 10th grade level education
- POST GRADUATE – advanced study beyond college or university (MA, PhD, etc.)
- PROFESSIONAL – professional /technical training or certification

*Did you acquire citizenship by birth or by naturalization?*

- By Birth – choose this if the applicant has held their current citizenship since they were born.
- Naturalization – choose this if the applicant became a citizen through naturalization.

*Previous Nationality:* If the applicant became a citizen by naturalization, please select your previous nationality.

### **Passport Details Section**

Passport details can be found on the information/photo pages of the your (the applicant's) passport. All information entered on the application **must be exactly** as it appears on the passport.

*Place of Issue:* Enter the place of issue that is on the applicant's passport. For US citizens, this may say "US Department of State".

*Date of Expiry:* This is the date the passport will expire. Be sure to enter the information in DD/MM/YYYY format on the Indian Visa Application Form.

- The Indian government requires that a passport must be valid for at least six (6) months in order to process the application.

Pakistani Passport Holders will also be asked to provide: Booklet No., Tracking No., Previous Passport No. (This does not apply to any other applicants).

*Any other valid Passport/Identity Certificate(IC) held:*

- If the applicant holds a passport for any country or national identity card, select “Yes” and provide details.
- When all of the required fields on page 1 are complete, select “Save and Continue” or “Save and Exit”. Be sure that you have written down the Application ID number.

### **Applicant's Address Details**

Note: the present (current) address is extremely important. The address must be within the jurisdiction of the Indian Mission (Indian Embassy or Consulate) where the application will be processed. If you are required to a Visa Interview (non e-Visa eligible applicants) please read the following and make sure to have the appropriate documents on your person when you arrive for your interview.

#### *Present Address*

- Important: the applicant will need to provide proof that this is the current residential address. Proof includes a photocopy of government issued identification (Driver License or ID), major utility bill (Water, Gas, Electric, and Sewage) or a copy of a valid/current lease. The address on these documents must be entered as the present address.
- The present address on the visa application form must match the applicant’s proof of residence. A maximum of 35 letters will fit in this space.
- Your passport will be shipped back to the address indicated on your application under "Present Address."

#### *Permanent Address*

- If the Permanent Address is the same as what is entered for Present Address, click the box.
- If the Permanent Address is different, type in the permanent address including postal/zip code. Reminder: if the Present Address (where the applicant currently lives) and the Permanent Address are different, the Present Address must be the one that matches the proof of residence documents.
- The permanent address must be an address in your home country (country where you are a citizen). A relative's address may be used if you no longer maintain an address in this country.

### **Family Details Section**

It is required to provide the applicant’s father/mother/spouse’s information, (if applicable).

All information relating to father, mother must be completed even if they are deceased. Information regarding father, mother, and spouse must be complete.

*Were your Grandfather/ Grandmother (paternal/maternal) Pakistan Nationals or Belong*

to Pakistan held area? If the answer is yes for any of the applicant's grandparent's, enter the details. The answer is defaulted to yes. If the answer to this question is no, be sure to select NO.

### Details of Visa Sought

*Type of visa:* Select the type of Indian Visa needed.

- Important: Selecting the correct type of visa is very important. The Indian Embassy or Consulate will review the application very carefully and if the visa application is not for the correct type of visa based on the activities planned in India, this will delay the process or require a new Indian visa application to be submitted. Participants to GES should apply for a **Business Visa**.

All applicants will need to provide the following information:

*Duration of Visa:* (in Months)

- Please note: it is very important that the purpose of visit is appropriate for the type of visa requested. The application will be rejected otherwise.
- Select: 2 months to 1 year for e-Visas, up to a year for Traditional Business Visas
- No. of Entries: Select: double entry for e-Visas, multiple entry for Traditional Business Visas.

*Name of the Company in India/Street:*

Please enter the following information:

Name: Global Entrepreneurship Summit 2017

Address: Hyderabad International Convention Centre (HICC)

Novotel & HICC Complex, Hyderabad, Telangana 500081

Phone: +91-40-66824422

Website: <http://www.ges2017.gov.in/>

*Purpose of Visit:* Select the type of activities that will be conducted while in India. It is suggested that you fill in "Entrepreneur for GES 2017 India" in this field if you are an entrepreneur, "Investor for GES 2017" for Investors, "Guest Speaker for GES 2017 India" for Speakers.

*Expected Date Journey:* Provide the planned date of departure from your home country, use the DD/MM/YYYY format.

*Port of Arrival in India:* Enter the city where the applicant will first arrive in India. This would be the site where you first step foot on Indian soil or your Point of Entry.

### Profession / Occupation Details of Applicant

*Present Occupation*

- Select the occupation that best matches your current job.
- If the applicant is a Housewife/Homemaker, Student or Minor, enter the spouse's or father's occupation details.

*Employer Name/business:* Enter the name of the company/employer of the applicant.

*Designation:* Enter the type of position (such as Manager, Consultant).

*Address:* Enter the street address for the company/employer.

*Phone:* Enter the phone number for the company/employer.

*Past Occupation:* Select a previous occupation if this is relevant to the applicant.

*Are/were you in a Military/Semi-Military/Police/Security Organization?* If the answer is “Yes” for the applicant, provide the Organization, Designation, Rank, and Post. Otherwise, select “No”.

### **Details of Two References**

You are required to list two references on your application, one in India and one in your country.

\*For India please enter the following name and address: U.K. Sharma, Room 226, NITI Aayog, Sansad Marg, New Delhi 110001 Telephone +91-11-23096758 .

\*When all of the required fields on page 2 are complete, select “Save and Continue” or “Save and Exit”. \*Be sure that you have written down the Application ID number.

### **Additional information needed, depending on the type of India visa required:**

*Indian Business Visa:* Name, address, phone number and email of the Company in India.

### **Previous Visit Details**

*Have you ever visited India before?* If the answer is “Yes” provide details of the previous visit including the address where the applicant stayed and the cities visited, as well as details of the previous Indian visa including the visa number and type of visa, where and when the previous visa was issued.

*Has permission to visit or to extend stay in India previously been refused?* If the applicant has applied for a visa or applied to extend their stay in India in the past and has been denied, the Mention Control No. and date this occurred must be provided. Otherwise this space should be left blank.

### **Other Information**

*Countries Visited in Last Ten (10) Years:* List all countries visited by the applicant in the last 10 years, separated by a comma.

*Reference:* The name, address and phone number must be provided for a reference in India AND a reference in your home country.

\*When all of the required fields on page 3 are complete, select “Save and Continue” or “Save and Exit”. \*Be sure that you have written down the Application ID number.

\*Important: The next page on the application process will allow you to verify the details entered on the visa application form. Please review every question and answer on this page. If any corrections are needed, it will be possible to make changes on this page. However, once you hit continue it will NOT be possible to edit the form in any way. If a correction is needed after this point, it will be necessary to fill out a whole new application form.

If any corrections are needed select “Modify/Edit”.

Only after you are certain that everything on the application form, including the Indian Mission (where the application will be processed) and all of the detailed answers are correct, select “Verified and Continue”.

After the form is completed, verified and submitted, you will see a confirmation that includes the Applicant Name and File Number. The File Number is different from the Temporary Application ID. If you need to print another copy of this application, you must have the file number, not the temporary ID number. **Be sure to write down the File Number.**

The Indian Embassy or Consulate will not accept any application that has incorrect information. Handwritten corrections are not permitted. If the information on the application form needs to be corrected after the form has been printed, it will be necessary to complete a new online application.

**Q: What is the Official Invitation? How do I get one to submit with my application package?**

A: You need to submit the Letter of Selection from GES-2017 (which would be your email notification from the U.S. Department of State) as well as the official letter of invitation from the Government of India. The official Letter of Invitation is required to receive a visa. This letter is generated after you have completed your registration to GES-2017, it will be transmitted to you by email by the Government of India.

**Q: Is it possible for me to save the incomplete application and resume it later?**

A: Yes, just make sure to save and exit and ensure that you have correctly written down the temporary ID number. This number will enable you to go back and edit or add to your application.

**Q: What can I do if I am having trouble completing the online visa application?**

A: Make sure that Javascript and cookies are enabled on your computer. Make sure the date/time on your computer is set correctly. You cannot have a date/time set in the future.

**Q: Should I confirm all my travel bookings before getting the visa?**

A: We recommend that travel arrangements or bookings should not be confirmed until a visa decision has been made. So the earlier you apply and submit your visa application the better.

**Q: Are there any specific holidays where Indian Visa Application Centers or Consulates are closed?**

A: The Centers are scheduled to be closed on October 2 and October 19, 2017.

**Q: How do I find out if I must apply for my visa in person at an Indian Consulate or Embassy in my country?**

A: If you hold a passport from of any of the following countries you may apply for an e-Visa:

Albania, Andorra, Angola, Anguilla, Antigua & Barbuda, Argentina, Armenia, Aruba, Australia, Austria, Azerbaijan, Bahamas, Barbados, Belgium, Belize, Bolivia, Bosnia & Herzegovina, Botswana, Brazil, Brunei, Bulgaria, Burundi, Cambodia, Cameroon Union Republic, Canada, Cape Verde, Cayman Island, Chile, China, China- SAR Hongkong, China- SAR Macau, Colombia, Comoros, Cook Islands, Costa Rica, Cote d'Ivoire, Croatia, Cuba, Cyprus, Czech Republic, Denmark, Djibouti, Dominica, Dominican Republic, East Timor, Ecuador, El Salvador, Eritrea, Estonia, Fiji, Finland, France, Gabon, Gambia, Georgia, Germany, Ghana, Greece, Grenada, Guatemala, Guinea, Guyana, Haiti, Honduras, Hungary, Iceland, Indonesia, Ireland, Israel, Italy, Jamaica, Japan, Jordan, Kenya, Kiribati, Laos, Latvia, Lesotho, Liberia, Liechtenstein, Lithuania, Luxembourg, Madagascar, Malawi, Malaysia, Mali, Malta, Marshall Islands, Mauritius, Mexico, Micronesia, Moldova, Monaco, Mongolia, Montenegro, Montserrat, Mozambique, Myanmar, Namibia, Nauru, Netherlands, New Zealand, Nicaragua, Niger Republic, Niue Island, Norway, Oman, Palau, Palestine, Panama, Papua New Guinea, Paraguay, Peru, Philippines, Poland, Portugal, Republic of Korea, Republic of Macedonia, Romania, Russia, Rwanda, Saint Christopher and Nevis, Saint Lucia, Saint Vincent & the Grenadines, Samoa, San Marino, Senegal, Serbia, Seychelles, Sierra Leone, Singapore, Slovakia, Slovenia, Solomon Islands, South Africa, Spain, Sri Lanka, Suriname, Swaziland, Sweden, Switzerland, Taiwan, Tajikistan, Tanzania, Thailand, Tonga, Trinidad & Tobago, Turks & Caicos Island, Tuvalu, UAE, Ukraine, United Kingdom, Uruguay, USA, Uzbekistan, Vanuatu, Vatican City-Holy See, Venezuela, Vietnam, Zambia and Zimbabwe.

If you hold a passport from any other country must apply with a paper application and request an in person interview at an IVAC or the closest Indian Consulate/Embassy or High Commission.

**Q: Where can I find my closet Indian Embassy or Consulate? Their contact information and hours of operation?**

A: We suggest you “google” it, using a variety of search words like Indian Consulate or Indian Visa Application Center. The following link may prove helpful to you from the Ministry of External Affairs. <http://www.mea.gov.in/indian-missions-abroad-new.htm> .

**Q: My spouse or children will be traveling with me, what type of visa should they select?**

A: Your family members should apply for a tourist visa.