

Conference Visa Checklist



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| Applicant's Name | | Passport No. | |
| Passport Number | | Mobile No. | _ _ _ - _ _ _ - _ _ _ |



Use black ink only whilst completing your Application Form and Checklist.
Check mark all requirements below that are complied with.
Sign at the end of each page of the Checklist.

Entry to BLS International Services Canada Inc., Indian Visa Application Centres (VAC):

1. Due to the limited size of VACs, attorneys (those accompanying applicants), relatives, drivers, or friends are not allowed in the VAC.
2. An applicant may however, bring one person to assist him/her if he or she is elderly, disabled, or a minor child.
3. Applicants should bear in mind that they may stand outside the facilities for their turn, please dress according to weather conditions on the day of your visit.

Important:

1. If you cannot visit the VAC, it is recommended that you use the postal service to submit your application.
2. Alternatively, to book a pickup and/or drop via FedEx, visit <http://www.blsindia-canada.com/vas/>
3. Foreign visitors to Canada cannot apply for Indian visa services in Canada.

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| <input type="checkbox"/> | <p>Online Application Form:</p> <ul style="list-style-type: none"> - A Conference visa may be approved for up to 6 month and is valid from the date of issue. - Application must be completed and submitted online. - Visit: http://indianvisaonline.gov.in/visa/ and select 'Online Visa Application Registration.' - Be sure to select the correct Indian mission based on the place where you reside in Canada, and the mission's jurisdiction. - Mission jurisdiction can be viewed at: http://www.blsindia-canada.com/conferencevisa.php - After submission online, no changes can be made. In case of an error, please register afresh online. |
| <input type="checkbox"/> | <p>Photograph:</p> <ul style="list-style-type: none"> - One photo of size 51mm x 51 mm. Paste this on Page 1 of the Application Form. - Photo must be compliant with specifications; refer to: http://www.blsindia-canada.com/photo_spec.php - You can avail of this service at the VAC; go to: http://www.blsindia-canada.com/vas.php |
| <input type="checkbox"/> | <p>Signatures:</p> <ul style="list-style-type: none"> - Sign at Page 1, inside the box, below your photo, and at Page 2. |
| | <p>Documents: Unless otherwise stated, attach the following valid documents in original and copies:</p> |
| <input type="checkbox"/> | <p>Canadian/Foreign Passport:</p> <ul style="list-style-type: none"> - Must be valid for at least 190 days. - Must have at least two blank/unstamped pages. |
| <input type="checkbox"/> | <p>Non-Canadian Passport:</p> <ul style="list-style-type: none"> - 'Additional Form to be filled by Foreign/Non-Canadian Nationals' – duly completed and signed. - Download at: http://www.blsindia-canada.com/conferencevisa.php - Proof of work status in Canada: PR Card or Work Permit (This should be valid for at least 6 months). - Proof of address in Canada: Driver's License, Bank Statement or Utility Bill (The latter two must be less than 6 months old). |
| <input type="checkbox"/> | <p>Former Indian National Applying for a Visa for the First Time:</p> <ul style="list-style-type: none"> - Cancelled Indian passport. - Surrender of Indian Nationality Certificate. |
| <input type="checkbox"/> | <p>Sri Lankan Passport/Person of Sri Lankan Origin:</p> <ul style="list-style-type: none"> - Proof of address in Canada: Driving License, Bank Statement or Utility Bill (The latter two must be less than 6 months old). - If you hold a Sri Lankan passport: <ul style="list-style-type: none"> o 'Additional Form to be Filled by Sri Lankan Nationals/Origin' – duly completed and signed. o 'Additional Form to be Filled by Foreign/Non-Canadian Nationals' – duly completed and signed. o Download these at: http://www.blsindia-canada.com/conferencevisa.php - If you hold a Canadian/Foreign passport: <ul style="list-style-type: none"> o 'Additional Form to be Filled by Sri Lankan Nationals/Origin' – duly completed and signed. o Download at: http://www.blsindia-canada.com/conferencevisa.php |
| <input type="checkbox"/> | <p>Conference Documentation:</p> <ul style="list-style-type: none"> - Letter of invitation from the conference organizer confirming places, dates & subject. - Event clearance letter from the Ministry of Home Affairs, New Delhi. |

Signature _____

Checklist for Ottawa jurisdiction only.

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| | <ul style="list-style-type: none"> - Administrative approval letter from Nodal Ministry in India. - Political clearance from the MEA (Ministry of External Affairs), New Delhi. - Clearance letter from the concerned state government. - A Letter from Department/Organization in Canada. |
| <input type="checkbox"/> | <p>Photocopies:</p> <ul style="list-style-type: none"> - Provide copies for all of the above documents on A4 size paper; also see below. - Indian Passport: Pages 1 to 5, address page if separate, and observations, endorsements & Landing Stamp. - Canadian/Foreign Passport: Personal particulars. - Self-attest all photocopied pages. |
| <input type="checkbox"/> | <p>Proof of Address(Photocopy)</p> <p>-Bank Statement/Utility Bill/Rent Agreement/Driving License</p> |
| <input type="checkbox"/> | <p>Fees: Refer to fee schedule at: http://www.blsindia-canada.com/conferencevisa.php</p> <p>Mail In Applications:</p> <ul style="list-style-type: none"> - Enclose a certified cheque/DD/PO in favor of 'BLS International Service Canada Inc.' to include: <ul style="list-style-type: none"> o HCI Visa Fee. o ICWF Consular Surcharge Fee. - Enclose a separate certified cheque/ DD/PO in favor of 'BLS International Service Canada Inc.' to include: <ul style="list-style-type: none"> o BLS Processing Fee. - Add: Return Courier charges. <p>Walk In Applicants:</p> <ul style="list-style-type: none"> - Pay as above, at the VAC. - In cash or by debit card only |
| | Visa and Surrender can be applied simultaneously |
| | Notarized Affidavit for Change in Appearance |

The above guidelines are defined by the High Commission of India, Canada, for consular services for India, and must be strictly followed. The High Commission of India, Canada Information and Application Centre will not accept applications which do not meet above guidelines. They also reserve the right to ask for a personal interview. BLS International Services Canada Inc. have no say on whether you will be granted a visa/passport/OCI card for India, as this is entirely the prerogative of the High Commission of India, Canada. The Mission may also request for additional documentation at any time during or after the submission of the application.

Undertaking: I certify that my documents are arranged in the order given at the Checklist above. I have been informed that any insufficiency in documentation as mentioned in the Checklist may lead to a delay in the processing/rejection of my application.

Signature _____

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