

Employment Visa Checklist



Applicant's Name		Passport no.	
Email ID		Mobile no.	

PLEASE ATTACH A COPY OF THIS CHECKLIST WITH YOUR APPLICATION AND CHECK MARK ACROSS THE DOCUMENTS THAT YOU ARE SUBMITTING WITH THIS APPLICATION, ALONG WITH YOUR SIGNATURE ON EACH PAGE.

PLEASE NOTE

- **AN EMPLOYMENT VISA MAY BE APPROVED FOR UP TO 1 YEAR AND IS VALID FROM THE DATE OF ISSUE. THE DURATION OF THE VISA IS SUBJECT TO THE DISCRETION OF THE CONSULATE GENERAL OF INDIA.**
- **THE CONSULATE RESERVES THE RIGHT TO CALL FOR ADDITIONAL DOCUMENTS, AS CONSIDERED NECESSARY**

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. If you cannot visit the VAC, it is recommended that you use the postal service to submit your application. To book a pickup and/or drop via FedEx, visit <http://www.blsindia-canada.com/vas/>

<input type="checkbox"/>	<p>ONLINE APPLICATION FORM:</p> <ul style="list-style-type: none"> - The Application must be completed and submitted online by visiting http://indianvisaonline.gov.in/visa/ and selecting 'Regular Visa Application.' - 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 - Please note: Online applications are only accepted if filled out in the current year. - Please fill the online application form based as per your passport. After submission online, no changes can be made. In case of an error, please fill a new online application form. Please note: BLS International employees cannot edit or make any changes to your online application form.
<input type="checkbox"/>	<p>PHOTOGRAPH SPECIFICATIONS:</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>SIGNATURE INSTRUCTIONS:</p> <ul style="list-style-type: none"> - Sign on Page 1, inside the box, below your photo and on page 2. Signature must match with your current passport.
<p><u>DOCUMENTS</u></p> <p><i>Provide photocopies, unless otherwise stated, of the below documents on A4 size paper. If applying in person at a BLS Center, you are also requested to carry the original of the photocopies provided for verification purposes only.</i></p>	
<input type="checkbox"/>	<p>Canadian/Foreign Passport (Original):</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 / Other Foreign Passport holders and Sri –Lankan Passport holders:</p> <ul style="list-style-type: none"> - 'Non-Canadian form'. Please visit - http://www.blsindia-canada.com/forms/HCI-CGI_Addition%20reference%20form%20for%20Non-Canadian%20National.pdf - 'Sri-Lankan form' to be filled up by both -former and current Sri-Lankan nationals. http://www.blsindia-canada.com/forms/HCI-CGI_SRI%20LANKAN%20REFERENCE%20FORM.pdf - Proof of work status in Canada: PR Card, Work Permit or Student Permit (The latter two must be valid for at least 6 months). - Proof of address in Canada: Bank Statement or Utility Bill (6 months old or less) Or Driver's license copy
<input type="checkbox"/>	<p>VISA DOCUMENTATION</p> <p>To be eligible to apply, your salary offer must be at least US\$25,000.00 per annum:</p> <ul style="list-style-type: none"> - Employment contract duly signed by the employer and employee - Employment contract must be on a non-judicial stamp paper - 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. - Resume of applicant with a copy of relevant credentials - For Teaching Jobs: Letter of appointment from the school and a No-objection Certificate from the Ministry of Human Resources and Development, New Delhi.

Signature _____

Employment Visa Checklist



Applicant's Name		Passport no.	
Email ID		Mobile no.	- - - - -

	- For Pilots: Letter of clearance from Directorate General of Civil Aviation.
<input style="width: 30px; height: 30px;" type="checkbox"/>	<p>FEES: Refer to fee schedule at: http://www.blsindia-canada.com/employmentvisa.php</p> <p>For Mail In / Postal Applications:</p> <ul style="list-style-type: none"> - Enclose a certified cheque, in favor of 'BLS International Service Canada Inc.' to include: <ul style="list-style-type: none"> o HCI/CGI Visa Fee. o ICWF Consular Surcharge Fee. - Enclose a separate certified cheque, 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>For Walk In Applicants:</p> <ul style="list-style-type: none"> - Payment can be accepted by cash or debit card only

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/PIO card/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 _____