

Volunteer Visa Checklist



Applicant's Name		Passport No.	
Email ID		Mobile No.	_____ - _____ - _____

THE FOLLOWING IS A LIST OF DOCUMENTS TO BE SUBMITTED FOR APPLYING FOR A VOLUNTEER VISA. THE CONSULATE RESERVES THE RIGHT TO CALL FOR ADDITIONAL DOCUMENTS, AS CONSIDERED NECESSARY. Please check the 'Sample Form' available on www.blsindia-canada.com for assistance on filling up your application.

Entry to BLS International Services Canada Inc., Indian Visa Application Centers (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.

<input type="checkbox"/>	<p>Online Application Form:</p> <ul style="list-style-type: none"> - A Volunteer visa may be approved for up to 6 months and is valid from the date of issue. - Application must be completed and submitted online by visiting http://indianvisaonline.gov.in/visa/ and selecting 'Online Visa Application Registration.' - When completing your online application, a drop down menu will offer you a choice of visas; be sure to select: 'Employment.' - 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/volunteervisa.php - 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.
<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 on page 1, inside the box, below your photo and on page 2. - Minor Applicants (Below 18 Years): <ul style="list-style-type: none"> o Signature must match with the valid passport. o If a minor cannot sign, using only black or blue ink, apply left hand thumb impression for boys & right for girls on pages 1 & 2. o Both parents must also sign below the applicant's signature on pages 1 & 2.
	<p>Documents: Unless otherwise stated, attach the following valid documents in original:</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 Non-Canadian Nationals' – duly completed and signed. Download the form by visiting: http://www.blsindia-canada.com/volunteervisa.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>Sri Lankan Passport/Person of Sri Lankan Origin:</p> <ul style="list-style-type: none"> - Proof of address, e.g., Driving License, Bank Statement, 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. <p>Download these forms from http://www.blsindia-canada.com/volunteervisa.php</p> <ul style="list-style-type: none"> - If you hold a Canadian/Foreign passport:

Signature _____

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	<ul style="list-style-type: none"> ○ 'Additional Form to be Filled by Sri Lankan Nationals/Origin' – duly completed and signed. ○ Download link: http://www.blsindia-canada.com/volunteervisa.php
<input type="checkbox"/>	<p>Volunteer Documentation:</p> <ul style="list-style-type: none"> - Letter of invitation from the organizer of the institute seeking volunteers, confirming their Government Registration number and mentioning dates and places of activity. - Proof of registration/incorporation of the organization with the Government of India. - Profile/background information related to the NGO. - Letter from Company in India on Company's letterhead stating that they will cover expenses of the applicant for up to Rupees 10,000 minimum. Such documents must be less than 6 months old. - Contract of Employment / Internship between Company in India (on Indian Company's letterhead) and the Applicant signed by both parties. - Applicant's Resume.
	<p>Minor Applicant (Below 18 Years):</p> <ul style="list-style-type: none"> - Minor Consent Form: <ul style="list-style-type: none"> ○ Duly completed and signed by both parents. Download the same by visiting: http://www.blsindia-canada.com/entryvisa.php - Passports: both parents (Copies). - Both parents to sign on Page 2 of scanned copy of online Volunteer visa application. - Minor travelling without parents: <ul style="list-style-type: none"> ○ Notarized Affidavit indicating consent to travel. Both parents to sign on the affidavit as well as page 2 of the online Volunteer Visa application. - If either parent is out of the country whilst applying, that parent has to provide the following additional documents; <ul style="list-style-type: none"> ○ Notarized Affidavit indicating consent to spouse to travel with minor. ○ Notarized photocopy of passport from Notary Public. ○ Signature of both parents on page 2 of scanned copy of online Volunteer visa application.
<input type="checkbox"/>	<p>Fees: Refer to fee schedule at: http://www.blsindia-canada.com/volunteervisa.php</p> <p>Mail In 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"> ○ HCI/CGI Visa Fee. ○ 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"> ○ 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

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 _____

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