

Employment Visa Checklist



Applicant's Name		Passport no.	
Email ID		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 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"> - An Employment visa may be approved for up to 1 year 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/employmentvisa.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>Address proof:</p> <ul style="list-style-type: none"> - A copy of 'address proof' must be attached with the application. It can be a copy of the driver's license, utility bill, bank statement (The latter two must be less than 6 months old) <p>References:</p> <p>Please ensure that references (both in India and in Canada) in Column (I) on page-2 of the visa application form are mentioned in full with name, complete address and phone number.</p>
<input type="checkbox"/>	<p>Documents: Provide photocopies unless otherwise stated; attach the following valid documents in photocopies.</p> <ul style="list-style-type: none"> - Provide copies for all the documents on LETTER size paper. - All photocopies have to be self-attested.
<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>Additional documents for Non-Canadian Passport: To be eligible to apply, you must have stayed in Canada for at least 1 year:</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/employmentvisa.php - Proof of work status in Canada: PR Card or Work Permit (photocopies)
<input type="checkbox"/>	<p>Additional documents for Former Indian National applying for Visa:</p> <ul style="list-style-type: none"> - Cancelled Indian passport. - Surrender of Indian Nationality certificate (if issued by an Indian Mission).
<input type="checkbox"/>	<p>Additional documents for Sri Lankan Passport/Person of Sri Lankan Origin:</p> <ul style="list-style-type: none"> - 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/employmentvisa.php - If you hold a Canadian/Foreign passport and are of a Sri Lankan origin:

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 at: http://www.blsindia-canada.com/employmentvisa.php
<input type="checkbox"/>	<p>Employment Documentation: 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. - Acceptance of the offer duly signed by the 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. - Copy of degree/diploma/certification/training - Resume of applicant with a copy of relevant credentials. - For Teaching Jobs: Letter of appointment from the school and No-objection Certificate from the Ministry of Human Resources and Development, New Delhi. - For Pilots: Letter of clearance from Directorate General of Civil Aviation.
<input type="checkbox"/>	<p>Fees: Refer to fee schedule at: http://www.blsindia-canada.com/employmentvisa.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"> - 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 _____