

# Volunteer 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><b>Online Application Form:</b></p> <ul style="list-style-type: none"> <li>- A Volunteer visa may be approved for up to 6 months and is valid from the date of issue.</li> <li>- Application must be completed and submitted online.</li> <li>- Visit: <a href="http://indianvisaonline.gov.in/visa/">http://indianvisaonline.gov.in/visa/</a> and select 'Online Visa Application Registration.'</li> <li>- Whilst completing your online application, a drop down menu will offer you a choice of visas; be sure to select: '<b>Employment.</b>'</li> <li>- Be sure to select the correct Indian mission based on the place where you reside in Canada, and the mission's jurisdiction.</li> <li>- Mission jurisdiction can be viewed at: <a href="http://www.blsindia-canada.com/volunteervisa.php">http://www.blsindia-canada.com/volunteervisa.php</a></li> <li>- After submission online, no changes can be made. In case of an error, please register afresh online.</li> <li>- Once done, print your form, put your application and documents together, and submit it to BLS.</li> </ul>
<input type="checkbox"/>	<p><b>Photograph:</b></p> <ul style="list-style-type: none"> <li>- One photo of size 51mm x 51 mm. Paste this on Page 1 of the Application Form.</li> <li>- Photo <b>must</b> be compliant with specifications; refer to: <a href="http://www.blsindia-canada.com/photo_spec.php">http://www.blsindia-canada.com/photo_spec.php</a></li> <li>- You can avail of this service at the VAC; go to: <a href="http://www.blsindia-canada.com/vas.php">http://www.blsindia-canada.com/vas.php</a></li> </ul>
<input type="checkbox"/>	<p><b>Signatures:</b></p> <ul style="list-style-type: none"> <li>- Sign at Page 1, inside the box, below your photo, and at Page 2.</li> <li>- Minor Applicants (Below 18 Years):                             <ul style="list-style-type: none"> <li>o Signature must match with the valid passport.</li> <li>o If a minor cannot sign, using only black or blue ink, apply left hand thumb impression for boys &amp; right for girls at Pages 1 &amp; 2.</li> <li>o In this case, both parents must also sign below the applicant's signature, at Pages 1 &amp; 2.</li> </ul> </li> </ul>
	<p><b>Documents:</b> Unless otherwise stated, attach the following <b>valid documents in original:</b></p> <p><b>Address proof:</b>                      A copy of 'address proof' must be attached with the application. It can be a copy of the utility bill, bank statement, rental Agreement, copy of Driver's license.</p> <p><b>References:</b>                      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><b>Canadian/Foreign Passport:</b></p> <ul style="list-style-type: none"> <li>- Must be valid for at least 190 days.</li> <li>- Must have at least two blank/unstamped pages.</li> </ul>
<input type="checkbox"/>	<p><b>Non-Canadian Passport:</b></p> <ul style="list-style-type: none"> <li>- 'Additional Form to be filled by Non-Canadian Nationals' – duly completed and signed.</li> <li>- Download at: <a href="http://www.blsindia-canada.com/volunteervisa.php">http://www.blsindia-canada.com/volunteervisa.php</a></li> <li>- Proof of work status in Canada: PR Card or Work Permit (photocopies).</li> </ul>
<input type="checkbox"/>	<p><b>Sri Lankan Passport/Person of Sri Lankan Origin:</b></p> <ul style="list-style-type: none"> <li>- If you hold a Sri Lankan passport:                             <ul style="list-style-type: none"> <li>o 'Additional Form to be Filled by Sri Lankan Nationals/Origin' – duly completed and signed.</li> </ul> </li> </ul>

Signature \_\_\_\_\_

**Checklist for Vancouver jurisdiction only**

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Email ID		Mobile No.	_ _ _ - _ _ _ - _ _ _

	<ul style="list-style-type: none"> <li>○ 'Additional Form to be filled by Foreign/Non-Canadian Nationals' – duly completed and signed.</li> <li>○ Download these at: <a href="http://www.blsindia-canada.com/volunteervisa.php">http://www.blsindia-canada.com/volunteervisa.php</a></li> <li>- If you hold a Canadian/Foreign passport:             <ul style="list-style-type: none"> <li>○ 'Additional Form to be Filled by Sri Lankan Nationals/Origin' – duly completed and signed.</li> <li>○ Download at: <a href="http://www.blsindia-canada.com/volunteervisa.php">http://www.blsindia-canada.com/volunteervisa.php</a></li> </ul> </li> </ul>
<input type="checkbox"/>	<p><b>Volunteer Documentation:</b></p> <ul style="list-style-type: none"> <li>- Letter of invitation from the organizer of the institute seeking volunteers, confirming their Government Registration number and mentioning dates and places of activity.</li> <li>- Proof of registration/incorporation of the organization with the Government of India.</li> <li>- Profile/background information related to the NGO.</li> <li>- Evidence of financial arrangements made for maintenance in India. Such documents must be less than 6 months old.</li> <li>- Applicant's resume.</li> </ul>
	<p><b>Minor Applicant (Below 18 Years):</b></p> <ul style="list-style-type: none"> <li>- Minor Consent Form:             <ul style="list-style-type: none"> <li>○ Duly completed and signed by both parents.</li> <li>○ Download at: <a href="http://www.blsindia-canada.com/entryvisa.php">http://www.blsindia-canada.com/entryvisa.php</a></li> </ul> </li> <li>- Passports: both parents (Copies).</li> <li>- Both parents to sign at Page 2 of scanned copy of online Volunteer visa application.</li> <li>- Minor travelling without parents:             <ul style="list-style-type: none"> <li>○ Notarized Affidavit indicating consent to travel. Both parents to sign.</li> </ul> </li> <li>- If either parent is out of the country whilst applying, that parent to provide the following in addition:             <ul style="list-style-type: none"> <li>○ Minor Consent Form – duly completed and signed.</li> <li>○ Notarized Affidavit indicating consent to spouse to travel with minor.</li> <li>○ Notarized photocopy of passport from Notary Public.</li> <li>○ Sign at Page 2 of scanned copy of online Volunteer visa application.</li> </ul> </li> </ul>
<input type="checkbox"/>	<p><b>Photocopies:</b></p> <ul style="list-style-type: none"> <li>- Provide copies for <b>all of the above documents on A4 size paper</b>; also see below.</li> <li>- Indian Passport: Pages 1 to 5, address page if separate, and observations &amp; endorsements.</li> <li>- Canadian/Foreign Passport: personal particulars.</li> <li>- Self-attest all photocopied pages.</li> </ul>
<input type="checkbox"/>	<p><b>Fees:</b> Refer to fee schedule at: <a href="http://www.blsindia-canada.com/volunteervisa.php">http://www.blsindia-canada.com/volunteervisa.php</a></p> <p><b>Mail In Applications:</b></p> <ul style="list-style-type: none"> <li>- Enclose a certified cheque, in favor of 'BLS International Service Canada Inc.' to include:             <ul style="list-style-type: none"> <li>○ HCl/CGI Visa Fee.</li> <li>○ ICWF Consular Surcharge Fee.</li> </ul> </li> <li>- Enclose a <b>separate</b> certified cheque, in favor of 'BLS International Service Canada Inc.' to include:             <ul style="list-style-type: none"> <li>○ BLS Processing Fee.</li> <li>○ Add: Return Courier charges.</li> </ul> </li> </ul> <p><b>Walk In Applicants:</b></p> <ul style="list-style-type: none"> <li>- Pay as above, at the VAC.</li> <li>- In cash or by debit card only</li> </ul>

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 \_\_\_\_\_  
Rev4.0.

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