

## REQUISITE DOCUMENTS FOR EMPLOYMENT VISA

APPLICANT'S NAME		SUBMISSION OFFICER	
PASSPORT NUMBER		DATE	
MANDATORY DOCUMENTS REQUIRED FOR INDIVIDUAL APPLICANTS			
S.NO	PARTICULARS	YES / NO	REMARKS
	POSTAL APPLICATION	COUNTER APPLICATION	
1	<ul style="list-style-type: none"> <li>i. Completed, printed and signed online visa application form.</li> <li>ii. In case Applicant is planning to travel to restricted area, protected area permit form is required.</li> </ul>		
2	<ul style="list-style-type: none"> <li>i. One recent photograph of size 51mm X 51mm</li> <li>ii. Photos should be of good quality high resolution with 80% coverage of the face. The photos should be taken against a white background without borders, showing the shot up to the shoulders (not close up of the face) and the ears have to be visible with full frontal view of the face with extra light on face. Photos that do not conform to these standards will be rejected</li> </ul>		
3	CKGS Order Form		
4	Additional Particular Form		
5	Current Valid passport with minimum of 180 days validity and two blank pages. Last two observation pages are not considered.		
6	<p>All Applicants need to submit a photocopy with proof of residence/address that matches the present address on the visa application.</p> <p><b>For Minors:</b> Proof of address from both parents and a legal guardian may be submitted.</p> <p><b>For College/University students:</b> Letter from your institution on the institution's letterhead explaining the exact address that you presently reside on campus in university housing/dormitories should be submitted.</p>		
7	<ul style="list-style-type: none"> <li>i. Pakistani citizens who have also acquired US citizenship must apply for a visa on their Pakistani passport only.</li> <li>ii. In case No Pakistani Passport, please provide following documents: <ul style="list-style-type: none"> <li>a. Proof of renouncing Pakistani citizenship along with copy of renunciation certificate.</li> <li>b. Absence of Pakistani passport or an expired Pakistani passport is not considered proof of renunciation of Pakistani nationality.</li> <li>c. For Pakistani passport holder, separate form need to be filled</li> </ul> </li> </ul>		
8	<p><b>For Sri Lankan Passport holders/Person of Sri Lankan origin:</b> Dully Filled Sri Lankan Additional Form.</p> <p><b>for Bangladeshi Passport Holders</b> Citizen of Bangladesh are required to fill special Bangladeshi form (2 copies with 2 photos).</p>		
9	<ul style="list-style-type: none"> <li>i. Copy of the Employment Contract (Signed by the Employer &amp; Employee).</li> <li>ii. Appointment letter from company with salary details, salary should be minimum USD 25,000per Year.</li> <li>iii. Proof of registration/incorporation of company with the Government of India.</li> <li>iv. A copy of your resume with a copy of relevant credentials</li> <li>v. A tax liability letter from the company in India which must certify that the Indian company should be liable/take responsibility for paying taxes on behalf of the applicant</li> <li>vi. copy of the Employee Details Form</li> <li>vii. Letter from the employer in India certifying that applicant is a skilled and qualified professional, technical expert, senior executive or in a managerial position and applicant skills are not available to India.</li> <li>viii. Applicant intending to do volunteer, work with charities or non-profit organizations must include a letter from the sponsoring organization in India on letterhead indicating the nature and the duration of the visit</li> </ul>		

	and place of work and the same letter signed by authorized signatory.		
10	Participants from Afghanistan, China, Iran, Pakistan, Iraq, Sudan, foreigners of Pakistani origin and Stateless persons should fill out the additional conference form		
11	<b>Visa Status</b> Non-US citizen needs to provide a copy of one of the following documents: i. Permanent Resident Card (both sides), ii. Employment authorization card or copy of page showing H1 / H4, L1/L2, F1/F2, J1/J2 etc.		
12	All Applicants need to submit a photocopy with proof of residence/address that matches the present address on the visa application. <b>For Minors:</b> Proof of address from both parents and a legal guardian may be submitted. A copy of the vital page(s) containing the picture and signature page of both parents Signed passports. Non-US passport holder parents who are applying for their kids must also provides US Visa status. <b>For College/University students:</b> Letter from your institution on the institution's letterhead explaining the exact address that you presently reside on campus in university housing/dormitories should be submitted.		
<b>APPLICATIONS COMING THRU POST WILL SUBMIT FOLLOWING ADDITIONAL DOCUMENTS</b>			
13	Attach a Demand draft or Postal Order favouring <b>COMPANY DETAILS:</b> <b>Cox &amp; Kings Global Services USA LLC</b>		
14	Documents arranged as per the checklist. Applicant's signature on checklist		
	<b>ADDITIONAL DOCUMENTS (If Applicable)</b>		
	<i>I have been informed and advised that the insufficient documentation mentioned in checklist may lead to a delay in the processing of visa application. However, I insist to proceed with my application.</i>		

**Applicant's Signature.....**

The above guidelines are defined by Embassy of India, Washington D.C and must be strictly followed. The Embassy of India, Washington D.C reserves the right to ask for a Personal Interview or Additional Documents. The Embassy of India, Washington D.C Information and Application Centre will not accept visa applications which do not meet above specified guidelines.

The documents must be arranged in the order given above *CKGS USA LLC have no say on whether you will be granted a visa, as this is entirely the prerogative of*The Embassy of India, Washington D.C.

**Applicant has to sign the first and second page of the Online Indian Visa Application Form (IVFRT). In case of Minor the parents has to sign second page of the visa application form and should be duly notarized.**