



## Visa Guidelines

As a participant in the India Trade Mission, you will need to secure a visa in order to enter the country. We suggest you apply for a Business Visa, which is good for up to six months and multiple entries. You may apply for a Conference Visa, but it is only good for three months from the date of issue and is a single entry visa. Both visas are assessed the same fee (\$60).

The visa application form is included in your welcome package. You must include a copy of the welcome letter you received from Under Secretary Lavin when you submit your application. Once your visa application is completed, please send it to the Indian Consulate serving your region. If you are outside the Washington, DC consular jurisdiction, please DO NOT send your application to the Embassy of India in Washington, DC. Below is a list of the U.S. consulates and their jurisdictions:

### **Embassy of India, Washington, DC**

Consular Wing

2536 Massachusetts Avenue, NW

Washington, DC 20008

Tel: (202) 939-9839/9806

<http://www.indianembassy.org>

Consular Jurisdiction: Delaware, District of Columbia, Kentucky, Maryland, North Carolina, South Carolina, Tennessee, Virginia and West Virginia

### **Consulate General of India - New York**

3 East 64<sup>th</sup> Street

New York, NY 10021

Tel (212) 774-0600

<http://www.indiacgny.org>

Consular Jurisdiction: Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Puerto Rico, Rhode Island, Vermont, Virgin Islands

### **Consulate General of India - San Francisco**

540 Arguello Blvd., San Francisco, CA 94118

Tel: (415) 668-0662/0683

<http://www.cgisf.org/>

Consular Jurisdiction: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nebraska, New Mexico, Nevada, Oregon, Utah, Washington, Wyoming

### **Consulate General of India - Chicago**

455 North City Front Plaza Dr., #850

Chicago, IL 60611

Tel: (312) 595-0405

<http://chicago.indianconsulate.com>

Consular Jurisdiction: Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, North Dakota, South Dakota, Wisconsin

### **Consulate General of India – Houston**

1990 Post Oak Boulevard

Houston, TX - 77056

Tel: 713-621-5576, 713-621-8408

<http://www.cgihouston.org>

Consular Jurisdiction: Alabama, Arkansas, Florida, Georgia, Kansas, Louisiana, Mississippi, Oklahoma, Texas

### **Visa Processing Time**

Applications submitted in person between 9:30 a.m. and 12:30 p.m. are normally processed the same day and serviced documents can be collected from the counter between 4:30 p.m. and 5:30 p.m. **Please allow a minimum of at least two weeks for visa applications submitted by mail to be processed.** This time schedule does not apply to services where prior approval is required from authorities in India, or other Indian embassies for non-US Resident applicants. During this period the applicants are advised to refrain from making telephone/written/email inquiries about the status of the application.

The following documents are required to be submitted for your visa:

1. **Completed Visa Application Form**
  - a) Visa application form should be filled in legibly and clearly, in bold letters in black/blue ink only. Incomplete and illegible applications may not be processed.
  - b) Name and other relevant particulars should be filled in as per details in the passport in expanded form.
  - c) Item 36 of the application requests references. For the India reference, you may list Ms. Ranjana Khanna, Federation of Indian Chamber of Commerce & Industry, New Delhi 110001. The second reference may be anyone of your choice.
2. **Passport:** Your passport should have a minimum validity of six months on the date of application with at least two blank pages.
3. **Photographs:** 2 recent identical passport size photographs (black/white or color) depicting front pose against light background
4. **Supporting Documents:** You must include a copy of the welcome letter you received from Under Secretary Lavin when submitting your application

[export.gov/indiamission](http://export.gov/indiamission) 1-800-USA-TRADE, option #21

5. **Visa Fee:** Please see fee schedule below. The visa fee must be paid by Cashier's Check/Certified Check or Money Order made payable to your regional consulate ("Consulate General of India, Houston" or "Embassy of India, Washington", etc.) Cash is accepted only at the Consular Counter. Personal checks and credit cards are not accepted.

Type of Visa	US Nationals	Other Nationals
All types of Visa other than transit Visa valid up to 6 months (Multiple Entry)	\$60	\$40

6. Persons of Indian Origin applying for a visa for the FIRST time on US passport must submit their Indian passport along with the application form for cancellation and return. If the visa is required on a new US passport booklet, either previous US passport or photocopy of Indian visa is to be submitted with the application.

### Non-US Citizens: Additional Requirements

1. Applicants who are not Citizens of USA, but hold long term US visa or a Green Card should submit a copy of the visa or the Green Card.
2. Applicants who are not citizens/ residents of the USA and hold a tourist or other short-term visa for USA should normally apply for Indian visas in the countries of their permanent residence. In case of emergency or special circumstance, an application could be made at the Indian Embassy in Washington DC or Consulates General of India in the US. In addition to the relevant visa fee they should remit an additional US \$20 for reference to be made to the country of their original residence. The processing time in such cases is usually 5-7 working days.