

CHECKLIST

For submission of Visa application

Application for Conference Visa

Sl. No.	Documents	To be Verified by applicant	Verification by Counter official
(a)	Checklist		
(b)	Online Application Form		
(c)	Canadian/Foreign passport* (Original and Copy)		
(d)	Proof of Address (Original and Copy)		
(e)	Photograph		
(f)	Copy of Invitation Letter from the organizer of Conference / event in India		
(g)	Letter from organization in Canada sponsoring the applicant		
(h)	Fee		

Note:

- For details about the above, please see the Information Booklet**, enclosed with this document. Please go through all the details mentioned in the Checklist, Information Booklet and application form carefully before submitting application.
- Please enclose the applicable Checklist page with visa application.**
- In case required, more documents can be asked by the High Commission.
- While submitting application, please keep the documents with the application form as per the above serial order. The Information Booklet is not required to be enclosed.
- The fee amount, mode of payment of fee can be checked from BLS website. Fee once paid will not be returned in any case.

Details to be filled by the applicant

Name of the Applicant	
File No. [CAN... No.]	
BLS Center	
Date	

I have gone through the requirements and specifications mentioned in the checklist and Information booklet with respect to submission of my above application. I am aware that in case any discrepancy is found or any of the documents/conditions are not found as per prescribed parameters, my application may be rejected and fee will not be returned.

(Signature of the applicant)

---- For official use only ----

Verified by	
Signature	
Date	

Information Booklet for Visa application submission

(b) Online Application Form:

- (i) The online application for Visa must be completed and submitted online. The form can be filled up and submitting online at the below link: <https://indianvisaonline.gov.in>
- (ii) While filling up the Visa form please select the type of Visa correctly e.g., Entry Visa, Business Visa, Employment visa etc.
- (iii) A step wise process for filling up online Visa application can be seen at the below link:
https://www.hciottawa.gov.in/pdf/Step_wise_process_for_visa_application.pdf
- (iv) Must select the correct Indian High Commission / Consulate, based on the place where you reside in Canada and the Consular jurisdiction of Indian High Commission / Consulate. The consular jurisdiction can be viewed at: <https://www.blsindia-canada.com/usefullinks.php>
- (v) All the personal particulars / data entries of the Visa application should match with the current Passport.
- (vi) The application form is to be signed by the visa applicant. The signature should match with the signature in passport and other documents. In case of minor, both the parents are required to sign the visa application. If parents are separated, please enclose a copy of court order having a mention about the custody of the child.
- (vii) **After online submission of application form, no changes can be made manually / hand written. In case of any error / changes, please fill a fresh new online application form and use that for further submission to BLS.**

Please note:

- i. BLS International Employees cannot edit or make any changes to your online application form.
- ii. High commission of India, Ottawa reserves the Right to Call for Additional Documents, as considered necessary.

(c) Canadian/Foreign passport (Original and copy) (duly self attested)

Please enclose photo page of your Canadian/Foreign Passport having photographs and details of your passport. Original Passport is required to be enclosed with the application, it will be sent back with visa, once visa is issued. Please ensure the passport is valid for minimum 6 months or more.

In case of **Foreign passport** i.e., other than Canadian, please provide the following two additional documents:

- (i) Status in Canada (PR / Work Permit / Study Permit / Visa)
- (ii) Additional form as per link below
<https://blsindia-canada.com/forms/non-canadian-form.pdf>

(d) Proof of address in Canada

Please enclose any one of the following document as proof of your present address:

- (i) Driving License
- (ii) Photo ID issued by the Ontario Government
- (iii) Utility Bills (like; electricity/water/hydro/phone/internet etc)-must be of recent month.

Note: Address proof must match with the address provided in the application form.

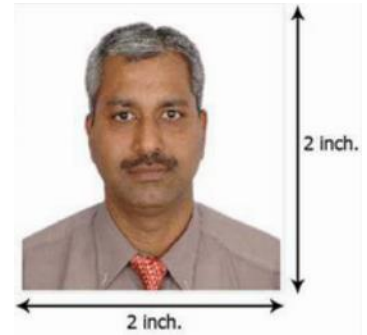
(e) Photograph

One color photo as per below specification is required to be uploaded online with the visa application. Photograph uploaded online must be the same as the one pasted on the physical copy of visa application:

- (i) Size – 2 inch x 2 inch(51 mm x 51 mm)
- (ii) Background –Background should be plain white color without borders
- (iii) Clothes – Dark colour
- (iv) Eyes – Open

Please see the below link for the correctness of the Photograph. Cross check each and every example to confirm if it is matching with the required parameter of the Photograph.

https://www.hciottawa.gov.in/pdf/Photo_Specification.pdf



(f) Copy of Invitation Letter from the organizer of Conference / event in India

Please enclose copy of invitation letter from the Organizer of the Conference / event in India, inviting the applicant for attending the conference / event in India.

If the invitation letter is for any individual, it should mention the name of the visa applicant.

(g) Letter from organization in Canada sponsoring the applicant

In case, the applicant is visiting India for the Conference on behalf of an organization in Canada, the visa applicant is required to enclose a letter from the Organization in Canada nominating / authorizing him/her to attend the conference / event in India.

The organization may also certify in the letter that the all the expenditure, clearances, etc., is arranging by the organization.

(h) Fee

The fee details for Conference Visa can be checked from BLS Office.

The fee can be paid by:

- (i) Cash / debit card / certified cheque / DD / PO - for walk in applications
- (j) Certified cheque/DD/PO in favor of 'BLS International Services Canada Inc.' for – postal applications
