

## CHECKLIST

For submission of Visa application

**Note: Do not book/purchase ticket for travel to India unless the Visa has been received.**

Type of Visa : **Employment**

Sl. No.	Documents	To be Verified by applicant	Counter official scrutiny
(a)	Checklist		
(b)	Online Application Form		
(c)	Canadian/Foreign passport* (Original and Copy)		
(d)	Proof of Address		
(e)	Photograph		
(f)	Surrender Certificate (applicable only for Indian origin foreign nationals)		
(g)	Employment contract (with resume and salary details)		
(h)	Incorporation Letter of employer/organization/company/NGO in India		
(i)	Undertaking from the Company/Employer in India about non-availability of qualified candidate in India for the job		
(j)	Letter from employer for issuing Employment Visa		
(k)	Copy of Educational Qualification Certificate of applicant		
(l)	Experience Certificate of applicant from the employer		
(m)	Fee		

### Additional documents for Minor children Visa application

(as dependent of principal visa applicant)

(n)	Minor Consent form		
(o)	Birth Certificate		
(p)	Passport copies of both the parents		
(q)	For child having single parent-enclose copy of Divorce court order (having sole custody of the child with the parent applying for visa) / Death Certificate, etc.		

**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 the application.
- Please enclose this Checklist page with visa application putting tick mark in the relevant columns & signature.**
- In case required, additional documents can be asked by the High Commission / Consulate.
- While submitting the application, please keep the documents with the application form as per the above serial order. The Information Booklet is not required to be enclosed.
- 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. I will not book ticket for travel to India unless visa has been received.

(Signature of the applicant)

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

Verified by	
Signature	
Date	

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## Information Booklet for Visa application submission

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### (b) Online Application Form:

- (i) The online application for Visa must be completed and submitted online. The form can be filled up and submitted 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](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 the 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. In the online visa application column about 'Place of Issue' of Passport, please mention the place / Issuing Authority from where your Passport has been issued, as printed on your Passport.
- (vi) After online submission of the application form, no changes can be made manually / handwritten. In case of any error / changes, please fill a fresh new online application form and use that for further submission to BLS.**
- (vii) The application form is to be signed by the visa applicant. The signature should match with the signature in the passport and other documents. In the case of a minor, both the parents are required to sign the visa application. If parents are separated, please enclose a copy of the court order having a mention about the custody of the child.

### **Please note:**

- (a) BLS International Employees cannot edit or make any changes to your online application form.
- (b) High Commission of India, Ottawa; Consulate General of India, Toronto / Vancouver reserves the right to call for additional documents, as considered necessary.

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

Please enclose copy of photo page of your Canadian/Foreign Passport having photograph and details of your passport. Original Passport is required to be enclosed with the application, it will be sent back, once the visa has been issued. Please ensure that the passport is valid for a minimum 6 months or more at the time of obtaining visa as well as travel.

# 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 documents 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.

# For Visa application of Minor children - Proof of address of the parent is to be submitted.

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

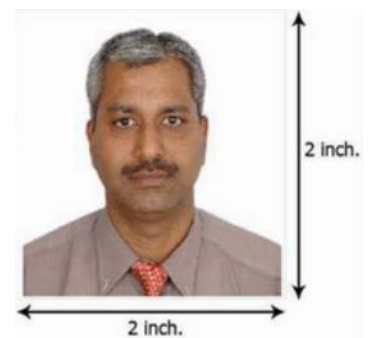
#### **(e) Photograph**

One-color photo as per the below specification is required to be uploaded online with the visa application. The photograph uploaded online must be the same as the one pasted on the physical copy of the 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](https://www.hciottawa.gov.in/pdf/Photo_Specification.pdf)



#### **(f) Surrender Certificate (copy)**

All the applicants who earlier held Indian Passport are required to surrender their Indian Passport after obtaining foreign / Canadian citizenship. Person of Indian origin must enclose a copy of Surrender Certificate of old Indian passport.

The Surrender Certificate is required only in respect of the Indian origin visa applicants, who obtained foreign/Canadian citizenship after June, 2010. Those India origin applicants who obtained foreign / Canadian citizenship prior to June, 2010 may enclose copy of cancelled old Indian Passport with his/her Visa application.

#### **(g) Employment Contract / Offer of Employment**

Please enclose a copy of the employment contract / offer of employment on the basis of which the visa applicant is planning to visit India for employment purposes. The employment contract should be signed by the employer and employee (i.e., visa applicant). The employment contract should also fulfill the following criteria:

- (i) The salary must be at least US\$ 25,000.00 per annum;
- (ii) The employment contract / offer of appointment letter must indicate nature of the job, salary structure, and duration of the contract;
- (iii) Resume of visa applicant with a copy of relevant credentials
- (iv) For Pilots: Letter of clearance from Directorate General of Civil Aviation.

**(h) Incorporation Letter of employer/organization/company/ NGO in India**

Please enclose copy of the registration of the company / organization / NGO (employer) with Government of India e.g. Letter of Incorporation, registration certificate. Also, enclose PAN card of the organization / company.

**(i) Undertaking from the Company/Employer in India about non-availability of qualified candidate in India for the job**

Employment visas shall not be granted for jobs for which qualified Indians are available. Employment Visa shall also not be granted for routine, ordinary or secretarial/clerical jobs.

While requesting for employment visa, the employer in India is required to submit an undertaking about the non-availability of qualified Indian for the job offered to visa applicant.

In case, the above is incorporated in the letter from the employer for issuing an employment visa, there is no need for submission of this undertaking separately.

**(j) Letter from the employer for issuing employment visa**

Please enclose a letter from the employer in India addressed to the High Commission/Consulate for issuing an employment visa. The letter should also indicate the reason for employing foreign nationals and non-availability of a similar capable person in India / locally.

**(k) Copy of Educational Qualification Certificate of applicant**

The employment visa applicant is required to enclose a copy of his educational qualification certificates with the visa application.

**(l) Experience Certificate of the applicant from the employer**

The employment visa applicant is required to enclose an Experience certificate from the existing / previous employer.

**(m) Fee**

The fee details for Visa application can be checked from BLS office. Alternatively it can be accessed from below link:

<https://www.blsindia-canada.com/ottawa-jurisdiction/employment-visa.php>

The fee can be paid by:

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

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**Additional documents for Minor children – Visa application**

**(n) Minor Consent form**

For visa application of minor children, the applicants are required to provide minor consent form signed by both parents name. The format of the minor consent form can be downloaded from the link below:

[https://blsindia-canada.com/forms/HCI-CGI\\_Minor%20consent%20form.pdf](https://blsindia-canada.com/forms/HCI-CGI_Minor%20consent%20form.pdf)

If either parent is out of the country, please provide the following additional documents;

- Notarized Affidavit indicating consent given to spouse to travel with minor.
- Notarized passport photocopy in original of the parent who is abroad. This can be obtained from Notary Public

**(o) Birth Certificate**

For visa application of minor children, the applicants are required to provide copy of Birth Certificate of visa applicant/ minor child having both parents name.

For those born in Canada, please provide 'Statement of Live Birth' Certificate.

**(p) Passport copies of both the parents**

For visa application of minor children, the applicants are required to provide passport copy of both the parents. The name of the parent(s) in the Birth Certificate and in the passport should be identical.

# In case Parents are holding Indian Passport, please also provide (i) Status in Canada (PR / Work Permit / Study Permit / Visa)

**(q) For child having single parent**

Either of the following documents (as applicable to be enclosed with the visa application of minor child)

- (i) Divorce order / Certificate issued by the concerned court (having sole custody of the child with the parent applying for visa)
- (ii) Death Certificate of the deceased parent
- (iii) Adoption document.

**Note:** For Minor traveling without parents, please provide:

- (i) Notarized Affidavit indicating their consent to travel. Both parents need to sign the affidavit.
- (ii) Passport photocopy of the person traveling with the minor.

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