

Indian Visa Checklist

**** Applicants are requested to submit and upload ALL the documents even if it is optional choices ****

Section A: Standard Documents

- ❑ Complete online application from <https://indianvisaonline.gov.in/>
- ❑ Please complete all the forms even though it is not mandatory to fill in and print out.
- ❑ In process of the file uploading at the last step of making application, there are some categories that you have to upload even though it is optional. Please find the details below.
- ❑ Uploaded files cannot be deleted, so please proceed carefully with uploading when making the application.
- ❑ Completed visa applications can not be modified later.
- ❑ **If there is anything missing or wrong, you may be asked to rewrite the application form.**

This is not exhaustive and does not guarantee a visa. Embassy of India Seoul reserves the right to ask for additional documents or new application if required. Please understanding The India visa application center could not provide accurate guidelines for any type of visa.

Please Note

- ❑ **Citizenship/National ID No** – Please type 13 (all digit) Korea ID number/ Alien Registration Card.
 - ❑ Please type the country code in every “Phone Number” Ex) +821012345678 / +9112345678
 - ❑ **Any other Passport/Identity Certificate held** – Please type valid passport or ID card information if any.
 - If you hold ARC (Alien Registration Card), please click yes and fill out the information.
 - ❑ **Present Address** – Please type present Korean address.
 - ❑ **Permanent Address** – Please type your passport nationality country address.
 - ex) For USA passport holder – Present address (Present Korean address) / Permanent address (USA address)
 - ❑ Please type **city name** in the “Town/City of birth”
 - ex) Seoul(O), Chennai(O) / Gyeonggi-do(X), Korea(X), India(X)
 - ❑ **Family Details** – Please type full name(surname + given name) of your parents and spouse.
 - ❑ **Previous Visit Details** - If you have received an Indian visa before, you must specify the visa number, visa type, and date of issuance accurately.
 - Note - If the previous visa is E-Visa or Arrival Visa, Visa Issued Place should be written as BOI (Bureau of Immigration)
 - ❑ Please type all countries you have visited in **last 10 years**.
 - Note - If you have visited India before, you must type India/ Home country must be excluded
 - ❑ If you are Student / House Wife, please select **Spouse / Father** in the “Specify below occupation details of”
 - ❑ Please fill in “Port of Exit, “Designation/Rank”, “Profession/Occupation Details”
 - ❑ Please type all the information regarding “ Employer address & phone number.”
 - ❑ All requested address in application must include detail address.
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- ❑ Two recent photographs within 6 months (50mm * 50mm). Please check the Photo specification on the website.
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- ❑ Passport(original) valid for a minimum of 180 days with at least three blank pages(visas)
(Visa will not be issued beyond the expiry date of your passport)
 - ❑ A photocopy of passport
 - ❑ A photocopy of your ID card or Alien Registration Card.

❑ Payment receipt – Please pay the final visa price after visiting Visa Application Centre.

❑ A printed India Visa Application Center appointment letter.

*** Please Note :**

- New visa regulations (since Jan 2022)

All applicants should upload all the necessary documents (PDF) on the India-government Website

(<https://indianvisaonline.gov.in>)

* This Checklist is not exhaustive and does not guarantee a visa. The India visa application center or its Consulates reserve the right to ask for additional documents if required. Furthermore, you should upload and submit all the necessary documents.

Please understand The India visa application center cannot provide accurate guidelines for any type of visa.

Section B: Additional documents based on specific conditions

Condition 1: For Non-Korean Passport holders

[!] Interview is required

- Non-Korean passport holders MUST submit:
 - ARC (Alien Registration Card) copy of front & back side
- On the application form.
 - Please type address in Korea in “Present Address” on the other hand type the address of your passport nationality country in “Permanent Address”
 - If you hold ARC (Alien Registration Card), please click yes on “Any other passport/ Identity Certificate” category and fill out the information.

Note : Specific nationality holders may request to provide additional documents and attend an interview.

Embassy interviews take place from 9 am to 11 am on a first-come-first-served basis

Condition 2: For Diplomatic/Official Passport holders

- Under the Visa Exemption Agreement between the Republic of Korea and the Republic of India, Korean diplomatic/official passport holders do not need a visa up to 90 days.

* Please note

If you have a Non-Korean diplomatic/official passport, you should contact **Embassy of India** in Seoul to verify of detailed conditions.

Condition 3: Have you previously obtained an Employment Visa / Business Visa as an Owner?

- You should submit additional documents below :
 1. If previously obtained **Employment visa** of India
 - (a) Tax Statement of last two years (TDS-form16/26 and ITR)
 - (b) No Objection Certificate
 2. If previously obtained **Business Owners visa** of India [!] Interview is required
 - (a) Tax Statement of last two years (TDS-form16/26 and ITR)
 - (b) No objection certificate or closure notification form
 3. TDS and ITR must be submitted in a pair. If, the current year hasn't passed, April to current monthly tax statement must be submitted in TDS form.

ex. Period of Employment : May 2019 to September 2021
 - (a) ITR Assessment Year 20-21, 21-22 (two years)
 - (b) TDS Assessment Year 20-21, 21-22 (two years) + TDS 22-23 (April – September, 5 months)

Note: This condition is applicable for those applicants applying for a new visa immediately after their Employment, Business

owner's visa.
Condition 4: If you have previously obtained residential permit in India
<ul style="list-style-type: none"> ● Submit a photocopy of RP and previous Indian visa page on your passport.
Condition 5: For Journalists
<ul style="list-style-type: none"> ● If a journalist is scheduled to visit India for journalistic purposes, please contact to (media.seoul@mea.gov.in) first. ● Also, even if a journalist does not visit India for journalistic purposes (ex- tourist visa as a journalist) need to apply for a journalist visa. Please prepare all to documents and visit the center. All the result are decided by the embassy.

Section C: Interview
<ul style="list-style-type: none"> ○ All Non-Korean passport holders are required to have an interview with embassy. Also, it can be requested according to embassy regulations. ○ Interview only take place in the morning. As interview request can be informed after the documents are checked in the center, please visit our center in the morning with the center appointment letter. ○ Interview can be changed or canceled in accordance with the embassy's circumstances. ○ Interview can be conducted face-to-face or remotely. ○ Please avoid dressing inappropriately for the interview. (ex. Sandals, shorts, sleeveless shirt)

Section D: Important Reminders
Please note the validity of the visa begins from the date of issue (NOT from the date of arrival in India)
Visa fees and other service fees cannot be refunded once your application is submitted.