

## LIST OF DOCUMENTS REQUIRED FOR AN EMPLOYMENT VISA

**1 Original passport valid for a minimum of 6 months and having at least 3 blank visa pages.**

**2 A photocopy of the data page of the passport.**

**3 Two passport size photographs (2X2 inch).**

Photos should be glued to the form: the first on page 1 in the box provided and the second on the bottom right hand corner of page 2.

**4 An Indian Government visa application form duly filled in online.**

The application form for **Regular/Paper visa** can be found on the official website [www.indianvisaonline.gov.in](http://www.indianvisaonline.gov.in)

Your form should be signed in the box under the photograph on page 1. This signature should match the signature on your passport

You should validate the data on your form and accept the declaration by signing at the bottom of page 2)

## LIST OF ADDITIONAL DOCUMENTS

- The original employment contract of the applicant (in English). This should be stamped and signed by the Indian company (this document will be retained at the Embassy)

The contract should show a minimum salary of 16.25 lakhs per annum

Minimum benchmark for salary is exempt in the cases of ethnic cooks (only those employed by Foreign Missions), French language teachers, diplomatic mission employees.

For NGOs-Honorarium upto a ceiling of Rs.10,000/- per month is applicable/eligible

For persons of Indian origin and spouse/children of Indian citizen/OCI card holder (other than those who are registered as OCI card holder) must draw a minimum salary of Rs.3.60 Lakh per annum.

- The 'Certificate of incorporation' of the Indian company or 'Registration Certificate' of the NGO.
- The 'Employment visa proforma' filled in English.
- An undertaking written on the company letterhead (in English) from the Indian company stating that no Indian national has the skills/expertise required nor is eligible for the job that you are being hired for. This letter will have to be in original, stamped and signed.
- Undertaking written on the company letterhead (in English) as per the standard model 'Income tax payment undertaking' in original, stamped and signed. Your salary must be mentioned in this document.
- The applicant's CV (in English).
- Photocopies of diplomas or professional certificates justifying the applicants expertise in the proposed field of work in French or in English. All foreign diplomas will need to be translated to English. If you are teaching French, a diploma confirming that you have the qualifications to teach is necessary.
- Declaration for to be filled by applicants when submitting an application.
- **If the applicant is of Indian origin (born Indian) and has held an Indian passport in the past (one of the documents mentioned below to be attached with the application form)**

A copy of their "Surrender Certificate"

A copy of their cancelled Indian passport

A "Sworn Affidavit" which can be obtained at the Embassy of India

- **If the applicant is of Indian origin (born in India) and was granted a nationality other than Indian by birth (one of the documents mentioned below to be attached with the application form)**

A copy of the first passport (provided it was delivered in India)

A copy of the "Nationality Certificate" specifying that they have obtained their current nationality by naturalization/birth.

A "Sworn Affidavit" which can be obtained from the Embassy of India

- **If you were born in India but are not of Indian origin**

An explanation letter in English addressed to the consular services giving details and reasons for your birth in India.

- **If you are born French in France and one of your parents is Indian, the following document will be requested:**

A letter in English stating that you have never held either an Indian passport or Indian nationality. The Indian parent can write this certificate in the case of a minor.

- **If the applicant is holding a non-French passport or having dual nationality**

Copy of the second passport

- **If you have a French or foreign passport and are of Pakistani origin**

Reference Form as per your current nationality.

Additional documents as per your current or previous nationality

- **If you are holding a Travel document (refugee passport)**

Account statements for the last 3 months in your name

I hereby certify that I have submitted a complete application and that I know and accept the minimum processing time required for my visa application.

Date:

Signature: