

## VISA CHECKLIST

Applicant must schedule an appointment online from the website of Consulate([www.cgiauckland.gov.in](http://www.cgiauckland.gov.in)) and thereafter visit the Consulate as per their appointment along with a printout of duly filled and signed visa applications, two photographs 2"x2" inch (with light background) and other prescribed documentation.

### All applicants should include the following documents:

	Completed and signed application form ( <a href="https://indianvisaonline.gov.in/">https://indianvisaonline.gov.in/</a> ). <b>(In case of minors both parents should sign)</b>	
	Fees of NZ \$ _____	
	Original passport with minimum validity of 6 months and two blank pages on the passport	
	Additional form to be filled by non-New Zealand nationals ( <a href="#">Available on Website</a> )	
	Two photographs 2" x 2" inch (51 x 51mm) one pasted on the application. Do not staple/pin the other photograph	
	Self-addressed prepaid courier envelope (with tracking no. to return your passport). The Consulate General will not be responsible in case the courier is lost / misplaced / damaged or delayed.	
	Undertaking ( <a href="#">Available on Website</a> )	

### Additional documents for a minor (child under 18 years)

	Copy of birth certificate of minor. In case of the minor's father status being unknown, a Statutory Declaration attested by a Justice of Peace is required from the mother stating the same	
	Parent/s passport copies (page with photo/signature)	
	No objection letter (letter of consent) signed by both parents ( <a href="#">Available on website</a> ) <b>OR</b> Signature of both parent/s on the visa application form	
	In the case of single parent/guardian submit additional documentary proof copies such as custody papers / death certificate of the deceased parent / proof of single parent status.	
	Parents of minor children of Indian origin must submit a copy of their cancelled Indian Passport with the visa application as a proof of compliance of the Indian Passport Act to enable processing of the visa application.	

### Proof of Renunciation of your Indian Citizenship if you were previously an Indian National

	If your Indian passport is officially cancelled, provide a photocopy of the bio page [page with photo and passport details].	
	If your Indian Passport is not officially cancelled, submit application for Surrender of Indian Passport, along with requisite form and fee. For more information, please visit <a href="http://www.cgiauckland.gov.in">www.cgiauckland.gov.in</a> > Consular Services > Surrender Certificate	
	If your name is different in the New Zealand/ Foreign passport from that of the Indian passport, submit a copy of your name change certificate (attested by a Justice of peace J.P.) OR a Statutory Declaration attested by a Justice of peace (J.P)	
	If your Indian Passport is lost and not in your possession, submit a Statutory Declaration attested by a Justice of Peace with details on the reason for the passport not being in your possession. Also submit a copy of your New Zealand Citizenship Certificate.	

### In addition to the documents, you must supply the documents as applicable:

#### 1. If applying for Entry visa as Spouse/Son/Daughter of person of Indian origin please attach:

	Birth Certificate and/or Marriage certificate	
	Copy of Indian passport/OCI/PIO card or the present Indian visa held by Spouse/parent	

#### 2. If applying for Business Visa:

	An invitation letter from the Indian company.	
	A supporting letter from the New Zealand Company including surety of financial standing.	

#### 3. If applying for Conference Visa:

	No objection letter from the NODAL ministry or from the state government in India. (In case of an international conference; no objection letter/ permission is also required from Ministry of External Affairs/Ministry of Home Affairs of India.	
	A letter of invitation from the organization in India. Please contact your conference organizers to obtain these letters.)	

#### 4. If applying for Employment Visa:

	A copy of Employment contract duly signed by the employee and the employer.	
	The employment contract should include all the terms and conditions of employment.	

#### 5. If applying for Student Visa:

	Proof of admission to a full-time course in a Recognised/reputed educational institution in India	
	Proof of availability to sufficient funds for the duration of stay in India	

#### 6. If applying for Journalist visa: Film documentary makers are required to submit the following additional documents

	Documentary Clearance Form duly completed	
	A detailed synopsis/treatment of the theme	
	Details of locations and visits schedule	
	Details of the producers and Production Company Signed Undertaking in prescribed form	
	List of cinematic equipment to be temporarily imported to India for Filming	

#### 7. If applying for Medical Visa:

	Medical documents establishing the need for medical treatment in India.	
	Proof of availability to sufficient funds for the duration of stay and the expenses for medical treatment in India	
	Copy of Confirmed Return tickets	

*All DUAL nationals must submit a copy of their other passports. NZ nationals having dual citizenship should apply visa in their NZ passport.*

**NOTE:** The list above is not exhaustive and does not guarantee a visa. The Consulate General of India reserves the right to ask for additional documents if required. I understand that Visa application may be accepted, modified or refused by the Consulate General of India and its decision in the matter shall be final.

**Signature of the applicant:** \_\_\_\_\_

(If applicant is a minor, a parent may sign)