

# Application Guidelines and Upload Lists

## Common Notice

- ❑ Please find the checklist for your visa first before making application.
- ❑ Complete online application from <https://indianvisaonline.gov.in/>
- ❑ Please complete all the parts even 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.
- ❑ Once the visa application is confirmed, it 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 understand that the India visa application center can not provide accurate guidelines for all types of visa.**

**Also, Not all visa type's upload lists are provided. If there's no information of visa that you would like to apply for, Please visit the visa center first with all the documents.**

## Please Note

- ❑ **Citizenship/National ID No** – Please type 13 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 address according to your nationality stated in the passport
  - 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 type "Port of Exit" in the "Details of Visa Sought" and "Designation/Rank" in the "Profession/Occupation Details"
- ❑ Please type all the information regarding "Employer address & phone number."
- ❑ All requested addresses in application must include detail addresses.

## Tourist

1. Copy of passport page containing personal particulars – **Copy of passport with signature**

## Transit

1. Copy of passport page containing personal particulars - **Copy of passport with signature**
2. Evidence of onward and return travel to India (confirmed air ticket for and return journey) - **Return or onward ticket**
3. Copy of National ID card or equivalent document - **Copy of National ID card (ARC card)**

## Business – 1 (For those coming to establish an industrial/business venture)

1. Copy of passport page containing personal particulars - **Copy of passport with signature**
2. One original signed letter from the company in the country of residence. It should contain the below information – **Travel Order**
3. One Letter of Invitation from an Indian Company. It should contain the below information – **Invitation Letter**
4. Certificate of incorporation from Indian company - **Certificate of incorporation**
5. Turnover Certificate - **Turnover Certificate for 2yrs**
6. Copy of National ID Card or equivalent document – **Copy of National ID card (ARC card)**
7. Copy of previous valid visa – **Previous valid visa if any**

## Business – 2 (For all other activities)

1. Copy of passport page containing personal particulars - **Copy of passport with signature**
2. One original signed letter from the company in the country of residence. It should contain the below information - **Travel Order**
3. One Letter of Invitation from an Indian Company. It should contain the below information - **Invitation Letter**
4. Certificate of incorporation from Indian company - **Certificate of incorporation**
5. Copy of National ID Card or equivalent document – **Copy of National ID card (ARC card)**
6. Copy of previous valid visa – **Previous valid visa if any**

## Business – 3 (For sports person and coaches)

1. Copy of passport page containing personal particulars - **Copy of passport with signature**
2. One original signed letter from the company in the country of residence. It should contain the below information – **Sports organization from Korea**
3. One Letter of Invitation from an Indian Company. It should contain the below information – **Invitation Letter from Indian Organization + MEA Clearance**
4. Letter from the Organizing committee in India – **Same as no.3**
5. Letter from the Participating Organization – **Same as no.2**
6. Copy of National ID Card or equivalent document – **Copy of National ID card (ARC card)**
7. Copy of previous valid visa– **Previous valid visa if any**

### **Business Dependent (For dependent of b-1, b-2)**

1. Copy of passport page containing personal particulars - **Copy of passport with signature**
2. Relationship Certificate (Birth/Marriage). In case of Birth/Marriage certificate issued by a foreign authority/country may apostilled by concerned Indian Mission - **Relationship Certificate**
3. Copy of National ID Card or equivalent document – **Copy of National ID card (ARC card)**
4. Copy of previous valid visa – **Previous valid visa if any**

### **Student – 1 (Higher education)**

1. Copy of passport page containing personal particulars - **Copy of passport with signature**
2. Letter of admission from recognised India educational institution with duration of the course - **Letter of admission stating the period of study**
3. Bonafide letter from school/college – **Bonafide letter stating the period of study**
4. Receipt of fee paid to the school/college – **Receipt of fee paid**
5. Document showing financial support for the tuition fee and stay in India – **Bank deposit certificate + Financial support letter + Relationship certificate (If any case of financial support from parents)**
6. Duly filled student visa undertaking form – **Undertaking Letter**
7. Copy of National ID card or equivalent document – **Copy of National ID card (ARC card)**
8. Copy of UGC/AICTE/MHRD/MHA etc. affiliation and course recognition details of the institution from the concerned website OR college affiliation paper – **Affiliated certificate from UGC/AICTE/MHRD/MHA etc.**
9. Copy of previous valid visa – **Previous valid visa if any**

### **Student – 2 (School education)**

1. Copy of passport page containing personal particulars - **Copy of passport with signature**
2. Letter of admission from recognised India educational institution with duration of the course - **Letter of admission stating the period of study**
3. Bonafide letter from school/college – **Bonafide letter stating the period of study**
4. Receipt of fee paid to the school/college – **Receipt of fee paid**
5. Document showing financial support for the tuition fee and stay in India – **Bank deposit certificate + Financial support letter + Relationship certificate (If any case of financial support from parents)**
6. Duly filled student visa undertaking form – **Undertaking Letter**
7. Copy of National ID card or equivalent document – **Copy of National ID card (ARC card)**
8. Copy of previous valid visa – **Previous valid visa if any**

### **Student – 3 (Studying Yoga, Indian Music and Dance, Buddhist study)**

1. Copy of passport page containing personal particulars - **Copy of passport with signature**
2. Letter of admission from recognised India educational institution with duration of the course - **Letter of admission stating the period of study**
3. Bonafide letter from school/college – **Bonafide letter stating the period of study**
4. Receipt of fee paid to the school/college – **Receipt of fee paid**

5. Document showing financial support for the tuition fee and stay in India – **Bank deposit certificate + Financial support letter + Relationship certificate (If any case of financial support from parents)**
6. Duly filled student visa undertaking form – **Undertaking Letter**
7. Copy of National ID card or equivalent document – **Copy of National ID card (ARC card)**
8. Copy of previous valid visa – **Previous valid visa if any**

#### **Student – 5-1 (Research Scholar, Visiting Research Faculty...) – for research scholar**

1. Copy of passport page containing personal particulars - **Copy of passport with signature**
2. Letter of admission from recognised India educational institution with duration of the course – **Letter of PhD admission stating the period of study**
3. Bonafide letter from school/college – **PhD Bonafide letter stating the period of study**
4. Receipt of fee paid to the school/college – **Receipt of fee paid**
5. Document showing financial support for the tuition fee and stay in India – **Bank deposit certificate + Financial support letter + Relationship certificate (If any case of financial support from parents)**
6. Duly filled student visa undertaking form – **Undertaking Letter**
7. Copy of National ID card or equivalent document – **Copy of National ID card (ARC card)**
8. Copy of previous valid visa – **Previous valid visa if any**
9. Copy of UGC/AICTE/MHRD/MHA etc. affiliation and course recognition details of the institution from the concerned website OR college affiliation paper - **Affiliated certificate from UGC/AICTE/MHRD/MHA etc.**

#### **Student – 5-2 (Research Scholar, Visiting Research Faculty...) – for visiting research faculty as a professor**

1. Copy of passport page containing personal particulars - **Copy of passport with signature**
2. Letter of admission from recognised India educational institution with duration of the course – **All the documents about research program**
3. Bonafide letter from school/college – **All the documents about research program**
4. Receipt of fee paid to the school/college – **All the documents about research program**
5. Document showing financial support for the tuition fee and stay in India – **All the documents about research program**
6. Duly filled student visa undertaking form – **Undertaking Letter**
7. Copy of National ID card or equivalent document – **Copy of National ID card (ARC card)**
8. Copy of previous valid visa – **Previous valid visa if any**

#### **Student – 6 (Internship)**

1. Copy of passport page containing personal particulars - **Copy of passport with signature**
2. Letter of admission from recognised India educational institution with duration of the course – **Internship contract**
3. Bonafide letter from school/college – **Internship contract**
4. Receipt of fee paid to the school/college – **Internship contract**
5. Document showing financial support for the tuition fee and stay in India – **Internship contract**
6. Duly filled student visa undertaking form – **Undertaking Letter**

7. Copy of National ID card or equivalent document – **Copy of National ID card (ARC card)**
8. Copy of previous valid visa – **Previous valid visa if any**
9. NOC from indian ministry of health in case of medical courses – **Internship contract**

#### Student Dependent

1. Copy of passport page containing personal particulars - **Copy of passport with signature**
2. Relationship Certificate (Birth/Marriage). In case of Birth/Marriage certificate issued by a foreign authority/country may apostilled by concerned Indian Mission – **Relationship Certificate**
3. Copy of National ID Card or equivalent document – **Copy of National ID card (ARC card)**

#### Employment – 1 (All Cases of Employment)

1. Copy of passport page containing personal particulars - **Copy of passport with signature**
2. Required salary component – **Salary Component (Break-up)**
3. Duly filled Employment Visa Undertaking – **Undertaking letter**
4. Duly Filled additional form – **Employment contract + Manpower certificate**
5. Copy of an employment contract signed by both parties. The contract should have a specific clause for payment of income tax in India – **Employment contract**
6. Copy of the Registration papers of Company/Companies in India offering the Employment – **Certificate of incorporation**
7. Copy of educational qualification documents – **Educational qualification documents**
8. Copy National ID Card or equivalent document – **Copy of National ID card (ARC card)**
9. Certificate of non availability of a suitable person for employment in India – **Certificate of non availability**
10. Brief Bio data of the applicant – **CV**
11. Tax payment form-16/PAN card – **TDS certificate for 2yrs + α (If any)**
12. No objection letter from previous employer if any – **No objection certificate from previous India company if any**

#### Employment – 2 (Intra-Company Transferee)

1. Copy of passport page containing personal particulars - **Copy of passport with signature**
2. Required salary component – **Salary Component (Break-up)**
3. Duly filled Employment Visa Undertaking – **Undertaking letter**
4. Duly Filled additional form – **Employment contract + Manpower certificate**
5. Intra-company transfer letter, diploma certificate of applicant including personal bio data – **Dispatch order**
6. Copy of the Registration papers of Company/Companies in India offering the Employment – **Certificate of incorporation**
7. Copy of educational qualification documents – **Educational qualification documents**
8. Copy National ID Card or equivalent document – **Copy of National ID card (ARC card)**
9. Certificate of non availability of a suitable person for employment in India – **Certificate of non availability**
10. Brief Bio data of the applicant – **CV**

11. Tax payment form-16/PAN card – **TDS certificate for 2yrs + α (If any)**
12. No objection letter from previous employer if any – **No objection certificate from previous India company if any**

#### Employment Dependent (For dependent of E-1)

1. Copy of passport page containing personal particulars - **Copy of passport with signature**
2. Required salary component - **Salary Component (Break-up) of main applicant**
3. Duly filled Employment Visa Undertaking – **Undertaking Letter of main applicant**
4. Duly Filled additional form - **Family detail list + passport copy of main applicant**  
*- In case of main applicant in India - Family detail list + passport copy of main applicant + visa copy of main applicant + RP of main applicant*
5. Copy National ID Card or equivalent document – **Copy of National ID card (ARC card)**
6. Relationship certificate (Birth/Marriage. In case of Birth/Marriage certificate issued by a foreign authority/country may be apostilled by concerned Indian Mission – **Relationship Certificate**

#### Employment Dependent (For dependent of E-2)

1. Copy of passport page containing personal particulars - **Copy of passport with signature**
2. Required salary component - **Salary Component (Break-up) of main applicant**
3. Duly filled Employment Visa Undertaking – **Undertaking Letter of main applicant**
4. Duly Filled additional form - **Family detail list + passport copy of main applicant + Dispatch order of main applicant**  
*- In case of main applicant in India - Family detail list + Dispatch order of main applicant + passport copy of main applicant + visa copy of main applicant + RP of main applicant*
5. Copy National ID Card or equivalent document – **Copy of National ID card (ARC card)**
6. Relationship certificate (Birth/Marriage. In case of Birth/Marriage certificate issued by a foreign authority/country may be apostilled by concerned Indian Mission – **Relationship Certificate**

#### Entry Visa – 1 (Person of Indian Origin and Spouse and Children of an Indian Citizen)

1. Copy of passport page containing personal particulars - **Copy of passport with signature**
2. Duly filled Entry Visa Undertaking – **Undertaking Letter**
3. Copy of Indian passport of the spouse/parents/relative – **Copy of Indian/Indian origin passport (front and back page both)**
4. Copy National ID Card or equivalent document – **Copy of National ID card (ARC card)**
5. Relationship certificate - **Relationship Certificate**

#### Entry Visa – 2 (Join Auroville Foundation)

1. Copy of passport page containing personal particulars - **Copy of passport with signature**
2. Duly filled Entry Visa Undertaking – **Undertaking Letter**
3. Invitation / admission letter from Auroville Foundation / Sri Aurobindo Ashram / Missionaries of charity. Kolkata / temple authorities / Buddhist organization etc. – **Invitation letter from the organization**

4. Copy National ID Card or equivalent document – **Copy of National ID card (ARC card)**

### Entry Visa – 3 (X-MISC)

1. Copy of passport page containing personal particulars - **Copy of passport with signature**
2. Duly filled Entry Visa Undertaking – **Undertaking Letter**
3. Copy National ID Card or equivalent document – **Copy of National ID card (ARC card)**
4. Relationship certificate - **Relationship Certificate**

### Dependent Visa - For some dependent visas under age of 17

1. Copy of passport page containing personal particulars - **Copy of passport with signature**
2. Relationship Certificate (Birth/Marriage). In case of Birth/Marriage certificate issued by a foreign authority/country may apostilled by concerned Indian Mission – **Relationship Certificate**
3. A copy of the child's birth certificate showing both the parent's names – **Birth certificate**
4. Consent letter signed by both parents – **Consent letter with both parents' signature**
5. Photocopy of parent's passports along with the copy of their current Indian visa, if already holding one. If parents are Indian citizens, copy of the resident status in the country of residence – **Copy of both parents' passport with signature**

### Conference Visa

1. Copy of passport page containing personal particulars - **Copy of passport with signature**
2. A copy of the signed Letter of Invitation for the Conference from organizer in India – **Invitation letter from Indian organization**
3. A copy of the letter from the Institution represented in the concerned foreign country – **Documents from Korea or home country organization (If not, same as no.2)**
4. A copy of event clearance from the Ministry of Home Affairs, Government of India (GOI) wherever applicable – **Event clearance from MHA**
5. Administrative approval of the Nodal Ministry, Government of India (GOI) – **Approval letter form Nodal Ministry**
6. Political clearance from the M/O External Affairs, Government of India (GOI) – **Political clearance from MEA**
7. Clearance from the concerned State Government – **Same as no.5**
8. Copy National ID Card or equivalent document - **Copy of National ID card (ARC card)**