

# CONFERENCE VISA

Version: 30/08/2021

## LIST OF DOCUMENTS REQUIRED FOR A CONFERENCE VISA

- 1 **Original passport valid for a minimum of 6 months (or for the validity requested, if greater) and having at least 2 blank visa pages**
- 2 **Two photographs conforming to Indian Government norms as per specifications mentioned on our website (5 cm \* 5 cm)** 
  - A Photo service complying with the Indian norms are available in our offices. (It is advised to take photos of newborn /minor applicant from a professional photo service. Please carry enough COINS for photo/photocopy services. Details of charges: <https://services.vfsglobal.com/nld/en/ind/additional-services> ).
- 3 **An Indian Government visa application form duly filled in online and signed on pages 1 and 2 (<https://indianvisaonline.gov.in/visa/info1.jsp> )**
- 4 **Guarantee letter from the organization where the applicant is employed, stating the purpose of visit to India**
- 5 **An invitation letter from a registered Indian organization stating the conference topic, dates and location**
- 6 **Copy of the registration of the Dutch organization (Kamer van koophandel)**
- 7 **Copy of the registration of the Indian organization (Certificate of incorporation)**
- 8 **Declaration form : to be filled by all applicants submitting any application**
- 9 **Additional documents mentioned below as per your case**
- 10 **Ministry of Home Affairs (MHA) clearance (in case it is available)**

## LIST OF ADDITIONAL DOCUMENTS

### If the applicant is not holding a Dutch passport

- Recent Uittreksel from the gemeente or residence proof in the Netherlands including date of registration in the Netherlands
- Residence card showing the date of registration in the Netherlands
- In case the applicant has been resident in the Netherlands for less than 2 years the Telex Form is required (see Download Form section on our website)

### If the applicant is having dual nationality

- Declaration of holding a second passport
- A copy of the second passport
- In case there is a valid Indian visa in the second passport both passports must be submitted in order to cancel the existing visa.

### If the applicant has previously held Indian nationality (one of the below documents)

- A copy of their "Surrender Certificate" (if you do not have this you may refer to our website for details)
- A copy of their "Renunciation Certificate" (if you do not have this you may refer to our website for details)
- A copy of their "Deemed Surrender Certificate" (if you do not have this you may refer to our website for details)
- Declaration of the status of the Indian passport and Uittreksel showing the date of obtaining foreign nationality

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

Date: \_\_\_\_\_

Signature: \_\_\_\_\_