

## CONFERENCE VISA DOCUMENT CHECKLIST

### Visa Application Form

- Complete the Indian Government visa application form online (<https://indianvisaonline.gov.in/>).
- Print the form and sign in the box under the photograph on page 1. Validate all data and sign the declaration on page 2.

### Passport

- Original passport valid for at least 180 days from expected return date.
- Minimum 2 blank visa pages.

### Photographs

- Two photos (50 mm × 50 mm) as per Indian specifications.
- Paste one on page 1 of the application form; attach the second with a paper clip.

### Residence Permit / Additional Information Form

- Non-Swiss/Liechtenstein nationals: copy of valid Residence Permit (B, C, or L). **G and F categories are not accepted.**

### Pakistani nationals / Swiss nationals of Pakistani origin:

- Four sets of application forms with identical photos.
- Four copies of the Additional Information Form: [Link](#)

### Travel Itinerary

- Flight reservation, E-ticket, or travel plan showing arrival/departure dates and flight details.
- One copy per application. Confirmed booking is not required, but detailed itinerary is mandatory.
  
- Invitation Letter by the Indian Company (on company letterhead) stating the purpose of visit and the duration of the visit as well as requested duration of visa validity. Please ensure this letter is in ENGLISH.
  
- Event Clearance from the Ministry of Home Affairs, Government of India
  
- Event Clearance from the Ministry of External Affairs, Government of India
  
- Introduction Letter IN ENGLISH by the firm in Switzerland (on company letterhead) which is sending the individual to India outlining the following details:
  - Designation/Status of the applicant in the Firm.
  - Nature of business in India and expected duration of the visit as well as requested validity of visa.
  - Name and address of the receiving organization in India.
  - In case the application is visiting offices of Central and/or State governments, details of the same.

### Requisite Fee

- Postal Applications:** Pay to “VF SERVICES (UK) Limited”, Weststrasse 2, 3005 Bern via E-Banking IBAN: CH31 0023 0230 5583 7301 X. Optional QR payment: [Link](#)
- Attach payment confirmation with application. Application Centre Submission: Pay at submission via
  - Credit/Debit card (PostCard & American Express not accepted)
  - Cash

**For Person whose previous nationality was Indian before acquiring foreign nationality:**

- Original Surrender Certificate and Copy of the Cancelled Indian Passport OR
- If travelled to India before, please provide your previous Passport with Indian Visa

**Important Notes**

- Applicants are requested to submit/send photocopies of the supporting documents (not originals) unless originals are specifically requested.
- All applicants should fill in the form correctly as per details from their current valid passport.
- Invitation or supporting letters (if applicable) should include the applicant's details (Name and Passport Number) and be addressed to the High Commission of India or the relevant Consulate.

**This list is not exhaustive and does not guarantee a visa. The High Commission of India or its Consulates reserve the right to ask for additional documents if required**