

Employment 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.

- Signed Employment Contract with Indian Company

- 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.

- Employment 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

Voluntary Work: intending to visit for honorary work (Without Salary) with Registered NGOs in India, please add.

- Proof of his/her Employment letter from the Employer.
- Invitation Letter for Voluntary Work from Registered NGO.
- Name and place of work in India

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

Financial Support

Sri Lankan passport holders and holders of refugee travel documents (Blue passports) or state less persons passports (Green passports) must provide proof of sufficient funds to cover travel, accommodation, and living expenses during their stay in India.

Examples of financial support proof include:

- Last 3 months' salary slips
- Bank statements
- If someone else is providing financial support, a signed covering letter must be included, showing the relationship with the person providing the funds.

Visa Processing Time

Visa processing for **holders of refugee travel documents** may take up to **45 days**.

Applicants holding travel documents of Tibetan origin who provide a supporting letter from the **Tibet Office in Geneva** can expect visa processing to take **5–7 working days**.

Employment Visa Accompanying Dependent – Supporting Documents

Additional Documents for the Employment Dependent

For Spouse- Registered Marriage Certificate

For Minor Child (Under 16 Years of Age)

- Copy of the child's birth certificate showing both parents' names.
- Consent letter addressed to the High Commission of India or its respective consulates, signed by both parents.
- Photocopy of parent's passports along with a copy of their current Indian visa, if already holding one. For all non-Swiss passport holders: copy of resident status in Switzerland.
- In case of divorce: Child Custody Letter from court in respect of the child.
- In case of single parent: Solicitor's letter and child benefit letter.
- In case of minor's application/declaration, either parent can sign the application form

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.

As per the revised guidelines, a foreign national being sponsored for Employment Visa in any sector should draw a salary in excess of US\$ 25,000/- per annum. However, this condition is not applicable to: Ethnic Cooks, Language teachers (other than English language teachers). Translators and staff working for the concerned Embassy/High Commission in India, Voluntary workers going to India for honorary work.

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