**VISA CHECKLIST**

Application must be sent to the following address:
High Commission of India, Ranchhod Tower, Level-2, 102-112, Lampton quay, PO Box 4045, Wellington.

Fee can only be paid by Banker Cheque drawn in favour of "High Commission of India". **We do not accept personal cheques.** Cash is accepted at the counter if application is submitted in person.

All applicants should include the following documents:
- Completed and signed application form with your photo uploaded
  ([https://indianvisaonline.gov.in/visa/indianVisaReg.jsp](https://indianvisaonline.gov.in/visa/indianVisaReg.jsp)). *(in case of minors both parents should sign)*
- Fees of NZ$ 5
- 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 ([click here to download](#))
- 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 to return your passport. (Please provide separate courier envelope if you are applying for Cancellation/Renunciation with visa application.)

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

- Copy of birth certificate of minor. In case the status of minor's father is 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 OR Signature of both parent/s on the visa application form
- In the case of single parent/guardian, please submit additional documentary proof such as copy of 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.

**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 the original Indian Passport for cancellation, along with requisites form and fee. For more information please visit [http://www.hciwellington.in 'Cancellation of Indian Passport’ link](http://www.hciwellington.in)
- If your name is different in the New Zealand/Foreign passport from that in 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:
   1) An invitation letter from the Indian company.
   2) A supporting letter from the NZ Company
   3) Business form – provided on our website.

3. If applying for Conference Visa:
   - No objection letter from the NODAL ministry or from the state government in India. (In case of International conference; no objection letter are 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 visa applicants having dual nationality must submit a copy of their other passports along with additional form for their non-NZ nationality. NZ nationals having dual citizenship should apply visa on their NZ passport.

Please Note:
This list is not exhaustive and does not guarantee a visa. The High Commission of India reserve the right to ask for additional documents if required.