

US Passport Holders – Adult –Conference Visa

- ✓ The documents in the Checklist are mandatory for your application to be processed.
- ✓ This list of documents is not exhaustive and is subject to change based on the requirements of the Indian Embassy / Consulate.
- ✓ The Indian Embassy / Consulate have the right to request for additional documentation.
- ✓ 2 copies of signed Checklist with the boxes ticked must be submitted with your documents
- ✓ All copies requested should be clear and eligible.

To make sure you receive our alerts / updates, add noreply.usa@ckgs.com to your white list / Approved / Safe Sender list.

Sr no	Mandatory Document Checklist	Original Required	
1	2 copies of Checklist to be printed, ticked and signed.	Original	<input type="checkbox"/>
2	<p>Government Visa Application Form available Online.</p> <ul style="list-style-type: none"> • Duly filled and signed. • Valid phone numbers and email addresses must be entered in the online application. If incorrect contact details are entered, it will cause a delay in processing of the application. 	Original	<input type="checkbox"/>
3	US company letter if going through US company	Original	<input type="checkbox"/>
4	<p>Additional Particulars Form</p> <ul style="list-style-type: none"> • This must have signature of the applicant. • It is mandatory to answer all questions in Yes or No. Forms not filled completely or filled with N/A shall be put on hold as incomplete. <p>For Atlanta & Chicago Jurisdiction</p> <ul style="list-style-type: none"> • Additional Particulars form for US Nationals is <u>not mandatory</u> 	Original	<input type="checkbox"/>
5	<p>CKGS Declaration and Undertaking Form</p> <ul style="list-style-type: none"> • This must have signature of the applicant. 	Original	<input type="checkbox"/>
6	<p>CKGS Disclaimer Form</p> <ul style="list-style-type: none"> • This must have signature of the applicant. 	Original	<input type="checkbox"/>
7	<p>Clearance from Ministry of External Affairs / Ministry of Home Affairs in India. The organizers usually arrange for this in advance. Please contact your conference organizer for your request.</p> <ul style="list-style-type: none"> • No clearance certificate is required if the Conference/seminar / workshop is being organized in India by a Ministry or Department of the Government of India, State Governments, Public Sector Undertakings, Central Educational Institutions, Public Funded University or an organization owned and controlled by the Government of India or State Government, no further clearances are required. • If the Conference/Seminar/workshop is organized by a PRIVATE ENTITY, then a CONFERENCE clearance certificate from Ministry of Home Affairs and Ministry of External Affairs is required. 	Original	<input type="checkbox"/>

8	<p>Proof of Address Proof of address to match with present address as per application. Only one of the following:</p> <ul style="list-style-type: none"> • Only State Issued - Driving license OR • Utility Bill - Water OR • Utility Bill - Electricity OR • Utility Bill - Gas OR • Valid lease signed by landlord and tenant 	Copy	<input type="checkbox"/>
9	<p>Photograph</p> <ul style="list-style-type: none"> • 1 Recent Passport photo • 2 inches by 2 inches on glossy paper showing front view of applicants face against white background. • Photographs not to be stapled 	Original	<input type="checkbox"/>
10	<p>Current US Passport</p> <ul style="list-style-type: none"> • Passport must have a minimum of 180 days validity • Two blank pages • Last two observation pages are not considered as blank pages. • Copy of the information page that contains the picture and basic details of the passport. 	Original Copy	<input type="checkbox"/>
11	<p>For Chicago jurisdiction</p> <ul style="list-style-type: none"> • For 5 / 10 duration visas, Indian Origin Applicants <u>must submit</u> Parent's previous or current Indian passport copies. 	Copy	<input type="checkbox"/>
12	<p>Name change documentation (if applicable)</p> <ul style="list-style-type: none"> • If your name in your Passport is different in any way from the name in the proof of address being furnished, a copy of ONE of the following documents must be provided Marriage Certificate showing the name change if the name was changed at marriage OR Official Court Order for the name change, OR Endorsement of name change during naturalization process 	Copy	<input type="checkbox"/>
13	<p>Enclose copy of Online Payment Receipt (If applicable)</p> <ul style="list-style-type: none"> • Only if payment is made online for Fees and any optional value added services like courier, SMS, etc. 	Copy	<input type="checkbox"/>
14	<p>Enclose Payment Instrument (If applicable)</p> <ul style="list-style-type: none"> • Money Order / Cashier's Check / Bankers Check favoring "Cox & Kings Global Services USA LLC". 	Original	<input type="checkbox"/>

15	For return of your documents <ul style="list-style-type: none"> • Enclose Proof of Payment of the CKGS Courier Service Charge <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Prepaid Envelope with AWB no # with service provider name. 	Copy	<input type="checkbox"/>
16	<p>IMPORTANT NOTE: If you ever held an Indian Passport, it is mandatory to provide proof of Renunciation of Indian Citizenship along with your Visa application. Please click here www.in.ckgs.us/renunciation.shtml for document checklist, forms and fees.</p>	Original	<input type="checkbox"/>

✓ *We recommend that you purchase courier service from CKGS for an end to end delivery.*

Note:

1. Indian Missions are authorized to issue Conference visas to delegates on production of an invitation to a conference/seminar/workshop being organized in India by a Ministry or Department of the Government of India, State Governments or UT administrations, Public Sector Undertakings, Central Educational Institutions, Public Funded Universities (list of such institutions are available on the website www.education.nic.in and the websites of the University Grants Commission and Association of Indian Universities), or an organization owned and controlled by the Government of India or any State Government / UT, United Nations or its specialized agencies.
2. If the conference/seminar/workshop is sponsored by an NGO, the grant of visa to the participants is subject to the Nodal/Line Ministry concerned of the Central/State government clearing/approving the conference/seminar/workshop.