

## US Passport Holders – Adult –EMPLOYMENT 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](mailto: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	<b>Government Visa Application Form available Online.</b> <ul style="list-style-type: none"> <li>• Duly filled and signed.</li> <li>• 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.</li> </ul>	Original	<input type="checkbox"/>
3	<b>Volunteer / NGO Work– (If applicable)</b> <ul style="list-style-type: none"> <li>• Letter from the sponsor organization in India for Volunteer, work with charities or non-profit organizations indicating nature of work, duration of stay and place of work by the authorised signatory.</li> </ul> <b>Letter to be signed by authority and tax liability letter from NGO.</b>	Copy	<input type="checkbox"/>
4	<b>Resume</b> <ul style="list-style-type: none"> <li>• Resume of the applicant with relevant credentials and employee detail form</li> </ul>	Copy	<input type="checkbox"/>
5	<b>Appointment Letter from the company in India</b> <ul style="list-style-type: none"> <li>• Minimum salary must be <b>USD 25,000</b> per year with clear location of work</li> </ul>	Copy	<input type="checkbox"/>
6	<b>Letter from the employer in India</b>	Copy	<input type="checkbox"/>
7	<b>Letter of Incorporation from the Company in India</b>	Copy	<input type="checkbox"/>
8	<b>Additional Particulars Form</b> <ul style="list-style-type: none"> <li>• This must have signature of the applicant.</li> <li>• 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.</li> </ul> <b>For Atlanta &amp; Chicago Jurisdiction</b> <ul style="list-style-type: none"> <li>• Additional Particulars form for <b>US Nationals</b> is <b><u>not mandatory</u></b></li> </ul>	Original	<input type="checkbox"/>
9	<b>Employment Detail Form</b> <ul style="list-style-type: none"> <li>• This must have signature of the applicant.</li> </ul>	Original	<input type="checkbox"/>

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

	<i>Global Services USA LLC".</i>		
19	<b>For return of your documents</b> <ul style="list-style-type: none"> <li>Enclose Proof of Payment of the CKGS Courier Service Charge</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>Prepaid Envelope with AWB no # with service provider name.</li> </ul>	Copy Original	<input type="checkbox"/>
20	<b>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 <a href="http://www.in.ckgs.us/renunciation.shtml">www.in.ckgs.us/renunciation.shtml</a> for document checklist, forms and fees.</b>	Copy	<input type="checkbox"/>

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

**Note:-**

- Only US passport holders can apply for Employment Visa from the Embassy / Consulates in the United States.