

Dependent(Entry) Visa Checklist

**** Applicants are requested to submit and upload ALL the documents even if it is optional choices ****

Section A: Standard Documents

- ❑ Complete online application from <https://indianvisaonline.gov.in/>
- ❑ Please complete all the forms even though it is not mandatory to fill in and print out.
 - Please type City or State in the "Town/City of birth" Eg) Seoul
 - Please type 13 Korea ID number/ Alien Registration Card Number in the "Citizenship/National ID No"
 - If you are Student / Housewife, please select Spouse / **Father** in the "Specify below occupation details of"
 - Please type "Port of Exit" in the "Details of Visa Sought" and "Designation/Rank" in the "Profession/Occupation Details"
 - Please type **all countries** you have visited in last 10 years. (If you have visited India before, you must type India)
 - Please type the country code in every "Phone Number" Eg) +821012345678 / +9112345678

- ❑ Two recent photographs (5 cm * 5 cm). Please check the photo specification on the website.

- ❑ Passport(original) valid for a minimum of 180 days with at least three blank pages(visas)
(Visa will not be issued beyond the expiry date of your passport)
- ❑ A photocopy of passport, A photocopy of your ID card or Alien Registration Card (front and back) or driver's license
- ❑ The interview take place only in the morning. Please book an appointment and visit in the morning.
- ❑ **If you are naturalized as a Korean national, you are required to attend interview at the Embassy**

- ❑ Visa fee transaction receipt
 - Account Holder : VFS South Korea (브이에프에스코리아)
 - Bank Name : Korea Post Office bank (우체국)
 - Account Number : 011213-02-206781

Note: Print out the bank transaction receipt but personal/company cheques, mobile/phone banking receipts, ATM receipts or cash would NOT be accepted.

- ❑ A printed India Visa Application Center appointment letter.

- ❑ Verification of family relation
 - (a) **Family Relation Certificate (Original)**
 - (b) Main applicant's passport copy
 - (c) If you apply visa along with main applicant, you need to submit the copy for application of main applicant (if the main applicant requires to attend interview, photocopy needs to be done it after interview)
- ❑ If your main applicant has an Employment Visa, you also need to submit
 - (a) **Family Detail List (Original)** which MUST include:
 - Indian company's letterhead
 - Family members' full names & passport numbers as on their passports
 - Issuing date which MUST be within one month of the application date
 - Company nameplate and issuer's signature
 - (b) Main applicant's Undertaking
 - (c) Main applicant's Salary component
 - (d) **Dispatch Order (if your main applicant has an Employment visa of Intra-Company Transferee.)**

Documents needs to be uploaded on the Additional forms

- If main applicant is intra-company transfer, you need to upload Family detail list and dispatch order
- If main applicant is staying in the India already, you need to upload copy of passport, visa and e-FRRO of main

applicant.

- For others, you need to upload Family detail list
If main applicant is staying in the India already, you need to upload copy of passport, visa and e-FRRO of main applicant.

- If you apply **Guardian(Entry) visa** for purpose of caring your child(student) [!] **interview is required**
 - (a) you should bring your child's application and documents
 - (b) Undertaking (handwriting is not acceptable) and it should be mentioned date and signature
- If you apply **Entry visa** for x-misc [!] **interview is required**
 - (a) Undertaking (handwriting is not acceptable) and it should be mentioned date and signature
 - (b) And any other documents you have
- If you are dependent/spouse of Indian national family member [!] **interview is required**
(include previous nationality of India)
 - (a) Marriage certificate or Family relation certificate (Original) or Household register (Original)
 - (b) The copy of Indian family member's (or previous nationality) Indian passport front & back side
 - (c) Undertaking (handwriting is not acceptable) and it should be mentioned date and signature

□ If you are going to **Auroville**, please do not open the Invitation Letter before interview at Embassy of India. Customer should upload only the scanned envelope during the application upload process. After the interview at the Embassy, please make new application and upload opened invitation letter.

*** Please Note :**

- With effective from Jan 2022, when you complete your application form, you need to scan all the document in PDF format and upload it to relevant supporting document categories. (All the scanned documents need to be submitted physically at the visa application centre as well)

Section B: Additional documents based on specific conditions

Condition 1: Is your main applicant already in India?

- You need to submit additional documents:
 - (a) Main applicant's visa copy
 - (b) Main applicant's FRRO copy

Note: Duration of dependent visa would be decided based on the main applicant's RP period.
Interview may be mandatory depending upon the main applicant visa type.

Condition 2: For Non-Korean Passport holders

[!] **interview is required**

- Non-Korean passport holders **MUST** submit:
 - ARC (Alien Registration Card) copy of front & back side
- On the application form.
 - Please type address in Korea in "Present Address" on the other hand type the address of your passport nationality country in "Permanent Address"

Note : Specific nationality holders may request to provide additional documents and attend an interview.
Embassy interviews take place from 9 am to 11 am on a first-come-first-served basis

Condition 3: For Diplomatic/Official Passport holders

- Under the Visa Exemption Agreement between the Republic of Korea and the Republic of India, Korean diplomatic/official passport holders do not need a visa up to 90 days.

*** Please note**

If you have a Non-Korean diplomatic/official passport, you should contact **Embassy of India** in Seoul to verify of detailed

conditions.

Condition 4: Have you previously obtained an Employment Visa / Business Visa as an Owner?

- You should submit additional documents below:
 1. If your previous visa was **Employment visa, you should prepare**
 - (a) Tax Statement of last two years (TDS-form16/26 and ITR, when you upload it on the website, please upload TDS but when you visit the centre, please bring both TDS and ITR)
 - (b) No Objection Certificate
 2. If previously obtained **Business Owners visa** of India **[!] Interview is required**
 - (a) Tax Statement of last two years (TDS-form16/26 and ITR)

Note: This condition is applicable for those applicants applying for a new visa and their previous visa was Employment or Business owner visa.

Section C: Important Reminders

Please note **the validity of the visa begins from the date of issue** (NOT from the date of arrival in India)

Visa fees and other service fees cannot be refunded once your application is submitted.