

CONFERENCE VISA CHECK LIST

LIST OF DOCUMENTS REQUIRED FOR A CONFERENCE VISA

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|--|--------------------------|
| 1. Original Passport valid for a minimum of 6 months from date of return and having at least 3 blank pages. | <input type="checkbox"/> |
| 2. 2 passports sized colored photographs conforming to as per photo specifications. | <input type="checkbox"/> |
| 3. Online application form submitted to the correct Indian Mission. | <input type="checkbox"/> |
| 4. Return airline reservation with detailed itinerary. | <input type="checkbox"/> |
| 5. Certified copy of the passport. | <input type="checkbox"/> |
| 6. Proof of residence in South Africa, such as utility bill for South Africans & Foreign nationals. | <input type="checkbox"/> |
| 7. 3 month bank statement of applicant is mandatory (applicant's personal bank statement). | <input type="checkbox"/> |
| 8. Applicants of Indian Origin require proof of surrendered documentation (If nationality was Indian). | <input type="checkbox"/> |
| 9. Original Proof of payment. | <input type="checkbox"/> |
| 10. Processing time met – MINIMUM 5 DAYS for SA Nationals, MINIMUM 7 DAYS for Foreign Nationals and MINIMUM 6 – 8 WEEKS for applicants of PAKISTANI, BANGLADESHI AND NIGERIAN ORIGIN | <input type="checkbox"/> |

CONFERENCE DOCUMENTS REQUIRED:

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|--|--------------------------|
| 11. Guarantee letter from the organization where the applicant is employed or a motivational letter if applicant is travelling in own personal capacity. | <input type="checkbox"/> |
| 12. An invitation letter from a registered Indian organization stating the conference details, dates, location and duration. | <input type="checkbox"/> |
| 13. Copies of the political clearance received by the organisers from the Ministry of External Affairs (New Delhi). | <input type="checkbox"/> |

FOREIGN NATIONALS (NON SOUTH AFRICAN PASSPORT HOLDERS)

(FOREIGNERS ARE ADVISED TO APPLY IN HOME COUNTRY):

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|--|--------------------------|
| 1. Foreign National Form (can be obtained at VFS Centres). | <input type="checkbox"/> |
| 2. Certified copy of valid permit/visa or permanent residence | <input type="checkbox"/> |
| 3. Motivational letter from foreigners residing in SA for less than 2 years. | <input type="checkbox"/> |

IF APPLICANT HAS DUAL NATIONALITY

- | | |
|---|--------------------------|
| 1. A Declaration of holding of holding a second passport | <input type="checkbox"/> |
| 2. A certified copy of second passport | <input type="checkbox"/> |
| 3. In case there is a valid Indian visa in the second passport both passports must be submitted in order to cancel the existing visa. | <input type="checkbox"/> |

PLEASE NOTE:

1. There should be two signatures on the form one is on first page below photograph and second is on next page below declaration
2. Please mention the passport number as a reference on the Proof of Payment
3. Please select the Indian mission as per the jurisdiction mentioned below

JURISDICTION	PROVINCES
JOHANNESBURG	GAUTENG, LIMPOPO, NORTH WEST & MPUMALANGA PROVINCES
CAPE TOWN	WESTERN & NORTHERN CAPE PROVINCES
DURBAN	KWA-ZULU NATAL, FREE STATE & EASTERN CAPE PROVINCES

PLEASE NOTE ANY ADDITIONAL DOCUMENTS MAY BE REQUESTED BY THE MISSION AT ANY GIVEN TIME

I hereby certify that I have submitted a complete application and that I know and accept the minimum processing times required for my visa application

SIGNATURE: _____

DATE: _____

VFS VISA PROCESSING SA PTY LTD

INDIA CONFERENCE VISA CHECKLIST