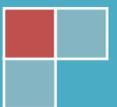


# Free Guide for Expat & Visa Services in India

VISA Guidelines Detailed

We have attempted to detail out the documentation requisites and paperwork required for Expats who travel to India for Business, Work, as Consultants of the Interns. Details on other relevant services can be availed on request.



# Gapeseed Consulting Expat Services

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**Welcome to Gapeseed Consulting.**

**We are pleased to offer this Free Guide on our Expat Services and VISA Assistance.**

Gapeseed helps our Expats with the Indian Visa Application Support, Documentation, Legal Formalities etc.

The documentation combined with legal formalities become a complicated task for the expats. A single mistake in the paper work, certificates and filing documentation leads to unwanted delays and unplanned expenses at times. That is the reason – why an Expat Support Consultant at Gapeseed can come to rescue. The consultants at Gapeseed are experienced expeditors with over 7 years of experience in the Expat Services.

We can help you with the right networks, guide you about the city, places to connect and also for recreation. Our consultant will also provide you with the cultural updates and relevant details on request.

## India Visa Application Support

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Following is the necessary information for visa applicants about the visa-procedure. Details are furnished below for the respective categories:

- Business Visa
- Visa for consultants
- Visa for interns

### **BUSINESS VISA**

For obtaining the visa you need to submit the following documents:

- The online **visa application form** in print-out
- **Two biometric ID pictures** in the format of 5 x 5 cm [the standard format 3,5 x 4,5 cm won't be accepted]
- **Two invitation letters** – one from your company Headquarters and one from the local office in India

### **Visa application with the private passport**

Please indicate **“BUSINESS”** as your desired visa type on the visa application form.

Requests with the private passport are possible in two ways:

- (1) Independently with the appropriate consulate or embassy where you are

registered with your primary residence. Mostly, visa applications can only be processed through responsible outsourcing agencies. However, the addressee of the documents is the relevant consulate or embassy.

**Important Note:** Please consider that the purpose of the visit as well as the duration of travel has to be identical on all required documents. Make sure to sign the visa application form twice: (1) Below the ID picture on page one, and (2) on the last page.

**Please note:** EXPATS who work abroad and who intend to travel to India various times, may try to apply for a multiple entry visa. In order to receive a multiple entry visa it is highly recommended:

- (1) To use the private passport and
- (2) To indicate the upcoming travel dates with the respective reason for each date as specific as possible, even if the further dates are only tentative.

#### **EXPAT VISA:**

- The **online visa application form** in print-out
- **Two biometric ID pictures** in the format of 5 x 5 cm [the standard format 3,5 x 4,5 cm won't be accepted]
- **Two invitation letters** – one from Company Headquarters and one from the local office in India

**Important Note:** Please consider that the purpose of the visit as well as the duration of travel has to be identical on all required documents.

Make sure to sign the visa application form twice: (1) Below the ID picture on page one, and (2) on the last page.

#### **VISA FOR CONSULTANTS:**

For obtaining the visa you need to submit the following documents to the respective embassy/consulate responsible for you, in your country through the respective outsourcing agency.

- The **online visa application form** in print-out
- **Two biometric ID pictures** in the format of 5 x 5 cm [the standard format 3,5 x 4,5 cm won't be accepted]
- **Two invitation letters** – one from company Headquarters and one from the local office in India

**Important Note:** Please consider that the purpose of the visit as well as the duration of travel has to be identical on all required documents. Please indicate „**BUSINESS**“ as your desired visa type on the visa application form. Make sure to sign the visa application form twice: (1) Below

the ID picture on page one, and (2) on the last page.

The visa procurement is carried out independently with the appropriate consulate or embassy through the respective outsourcing agency. Applicants should check with the Indian Embassy in their home country about the appropriate authority.

**Please note:** Consultants, who intend to travel to India various times, may try to apply for a multiple entry visa. In order to receive a multiple entry visa it is highly recommended to indicate specifically the upcoming travel dates with the respective reason for each date.

For the preparation of **invitation letters**, we would need the following information, preferably in English language:

- Indicate if you are travelling on your private or official passport
- Title: Mr./Ms./Mrs./Dr./Prof.
- Family name, First name(s) (*as it appears in passport*):
- Passport number:
- Passport date and place of issue:
- Passport date of expiry:
- Purpose of visit (*please be as specific as possible and name the program travelling for*):
- Duration of travel (*from / until*):
- Further travel durations and purposes (*for multiple entry-visa applications only; please see further information below!*):
- Nationality (*if not German*):
- Addressee (responsible Embassy or Consulate)
- Name of the project and its Head in India ( if applicable)

#### **INTERN VISA:**

For obtaining the visa you need to submit the following documents to the respective embassy/consulate responsible for you:

- The online **visa application form** in print-out
- Your **internship agreement**
- **Two biometric ID pictures** in the format of 5 x 5 cm [the standard format 3,5 x 4,5 cm won't be accepted]
- **Two invitation letters** – one from company Headquarters and one from the local office in India

The visa procurement is carried out independently with the appropriate consulate or embassy through the respective outsourcing agency. Applicants should check with the Indian Embassy in your country about the appropriate authority.

**Note:** Please consider that the purpose of the visit as well as the duration of travel has to be identical on all required documents (duration of travel = exact contract period of internship).

Please indicate **“BUSINESS”** as your desired visa type on the visa application form. Make sure to sign the visa application form twice: (1) Below the ID picture on page one, and (2) on the last page.

In order to prepare your **invitation letters**, please send the following information in English to **us**.

- “I am an intern”
- Title: Mr./Ms./Mrs./Dr./Prof.
- Family name, First name(s) *(as it appears in passport)*
- Passport number:
- Passport date and place of issue:
- Passport date of expiry:
- Purpose of visit *(please be as specific as possible and name the program travelling for):*
- Contract period *(from / until)*
- Nationality *(if not Indian)*
- Addressee (responsible Embassy or Consulate)
- Name of the project and its Head in India (if applicable)

## Other Services:

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- ✓ Expat Contract Negotiation
- ✓ Expat Insurance
- ✓ Settling In Assistance
- ✓ Setting up a Business in India (Guide Available on our site)
- ✓ Expat Resources
- ✓ Business Travel
- ✓ Business Process Outsourcing

**For More Details**, write to us at [info@gapeseedconsulting.com](mailto:info@gapeseedconsulting.com) with the subject, Expat & Visa Services and we will be happy to help.

You can also fill up this [contact form here](#) and we will touch base with you.

**Or call us at, +91-9599444639 | +91-9599444630 between 9am to 6pm, Monday to Friday.**