STA Travel

Mail documents to: STA Travel, VisaHeadquarters
2005 Massachusetts Avenue
Washington, DC 20036
Tel: (800)345-6541

vaff1286

India Business visa Application

IMPORTANT: Please enter your contact information

Name:

Email:

Tel: **Mobile:**

The latest date you need your passport returned in time for your travel:

India business visa checklist

- [ ] **Filled out and signed India business visa application form.** The form is enclosed.
- [ ] **Original passport.** Passport must have at least 6 months remaining validity and have at least 1 visa page.
- [ ] **2 Photographs.** Standard passport photographs 2x2 inches on a white background.
- [ ] **Payment.** Credit Card Authorization form, Certified Check, or Money Order payable to STA Travel, VisaHeadquarters.
- [ ] **Return mailer.** Prepaid self-addressed return label or payment for FedEx.

If you wish to prepay return shipping, please add the shipping fee to the total and provide the return shipping address:

- [ ] FedEx 2nd day delivery - add $15
- [ ] FedEx Standard Overnight - add $20
- [ ] FedEx Priority Overnight - add $25
- [ ] FedEx Saturday delivery - add $45
- [ ] FedEx First Overnight - add $65
- [ ] Prepaid self addressed mailer - $0
- [ ] Local pick up in Washington, D.C. - $0

Name:

Company:

Address:

City:

State: **Zip:**

- [ ] **Payment Authorization.** Complete and sign the Credit Card Authorization Form.
- [ ] **Driver's license.** Copy of driver's license, state issued ID, or major utility bill (Water, Gas, Electric, Sewage), showing the applicant's name and current address. The address must not contain a PO Box.
- [ ] **Marriage Certificate.** If the applicant's name has changed as the result of marriage, a copy of the applicant's marriage license.

STA Travel

Mail documents to: STA Travel, VisaHeadquarters
2005 Massachusetts Avenue
Washington, DC 20036
Tel: (800)345-6541

vaff1286

☐ **Business Letter.** An ORIGINAL business letter from the sending company in the US. The letter should be printed on the company letterhead stationery, addressed to "The Consulate of India, Visa Section", and signed by a senior manager (an equivalent to Vice-President or above). The business letter must adhere to the following guidelines:

- Briefly introduce the applicant (please specify employment status/position held in the company by applicant).
- State the nature of the business to be conducted (ie. business meetings, contract negotiations, etc.) and the names and addresses of companies to be contacted in India.
- Specify the type and desired validity of the visa (ie. a one year multiple entry business visa).
- Guarantee of sufficient funds for travel.

☐ **Business Invitation.** A business invitation letter from the sponsoring company in India. The letter should be printed on company letterhead stationery, addressed to "The Consulate of India, Visa Section", and signed by a senior manager (an equivalent to Vice-President or above). The business letter must adhere to the following guidelines:

- Briefly introduce the applicant (please specify employment status/position held in the company by applicant).
- State the nature of the business to be conducted (ie. business meetings, contract negotiations, etc.) and the names and addresses of companies to be contacted in India.
- Specify the type and desired validity of the visa (ie. a one year multiple entry business visa).

STA Travel

Mail documents to: STA Travel, VisaHeadquarters
2005 Massachusetts Avenue
Washington, DC 20036
Tel: (800)345-6541

vaff1286

India business visa fees for citizens of United States

	Type of visa	Max. validity	Embassy fee	Our fee	Processing time	Total
☐	Multiple entry	up to 365 days	$176.00	$84.95	6 business days	$260.95
☐	Multiple entry	up to 1825 days	$256.00	$94.95	6 business days	$350.95

STA Travel

Mail documents to: STA Travel, VisaHeadquarters
2005 Massachusetts Avenue
Washington, DC 20036
Tel: (800)345-6541

vaff1286

Credit Card Authorization Form

I authorize STA Travel, VisaHeadquarters to charge my credit card for the amount of $

Name on the Credit Card:

Credit Card number: - - -

Exp. date: /

Credit Card Billing Address:

Signature:

Comments:

Thank you!
We accept all major credit cards.