

## VISA SERVICES

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### 1. General Visa Information:

Following is the Consular jurisdiction of the Consulate General Of India, New York: **Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island and Vermont.** Applicants based in above states can submit their applications to CGI, New York through CKGS.

The visa services have been outsourced to M/s Cox and Kings Global Services Pvt. Ltd. (CKGS) Applicants are advised to contact directly to the address mentioned below to make an appointment to submit of visa application.

***CKGS is the only authorized Service Provider*** for the CGI, New York for Visa, OCI, Renunciation of Indian Citizenship services.

<b>Address Details of CKGS</b>	<b>Cox and Kings Global Services Pvt. Ltd.</b> 2nd Floor, 235 West 23rd Street, New York-10011.
<b>Website</b>	<a href="http://www.in.ckgs.us">www.in.ckgs.us</a>
<b>Contact Detail</b>	646-589-0088 & 516-206-1483
<b>For an existing applicant</b>	CKGS will able to assist you once you provide the

	<p>following information.</p> <ol style="list-style-type: none"> <li>1.Web Reference Number</li> <li>2.Passport Number</li> <li>3.Date of Birth</li> </ol>
<b>Feedback/Contact</b>	<a href="http://www.in.ckgs.us/feedback/">www.in.ckgs.us/feedback/</a>

<b>Browser Suggestions</b>
CKGS Website is best viewed in Internet Explorer 9.x <b>or</b> higher,
Mozilla Firefox® 35.x <b>or</b> higher
Chrome 36 or higher, <b>or</b> an equivalent browser software

**CONSULATE DOES NOT HANDLE DIRECTLY ANY VISA APPLICATIONS BY WALK-IN OR BY POST / MAIL.**

### **How To Use The Ckgs Website?**

You must apply only on the CKGS website. (<https://www.in.ckgs.us>)

Do not go directly to the Government of India website to fill the online application. You must go via the links on the CKGS website provided below. If required, you will be directed to the Government of India's website to fill your online form/s at the appropriate step via the CKGS website.

For USA applicants, the CKGS website has been customized so that service category, type, duration, fees and documents checklist are displayed.

### **Visa Application Guide:**

<b>How to Apply?</b>	<a href="http://www.in.ckgs.us/visa/howtoapply">www.in.ckgs.us/visa/howtoapply</a>
<b>Get Started</b>	<a href="http://www.in.ckgs.us/visa">www.in.ckgs.us/visa</a>
<b>Frequently Asked Questions</b>	<a href="http://www.in.ckgs.us/faq/visa">www.in.ckgs.us/faq/visa</a>

**Visa + Renunciation OR OCI + Renunciation** can be serviced together through the CKGS website. Answer the questions displayed in the widget that will guide you through the application process. Continue the process and along the steps you will be able to complete the Renunciation application.

## 2. Emergency Visa

CGI, New York grants an emergency service only under the following circumstances:

- For medical emergency **OR**
- For unfortunate incident of loss of life **OR**
- To attend to legal matters concerning self

**Note:** *Whether or not the circumstance is considered to be eligible for Emergency visa service is entirely at the discretion of the CGI, New York. Please follow the process as defined to avoid delays in processing of your application.*

<b>Jurisdiction</b>	<b>Nationality</b>	<b>Type and Duration of Emergency Visa</b>	<b>Submission</b>	<b>Timing</b>	<b>Process</b>
Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island and Vermont	1. Persons of Indian descent holding a US passport can apply  2. Non US Passport holders are not permitted to apply	TOURIST/ ENTRY VISA for 6 months Multiple Entry  Duration granted by Consulate will be at Consulate discretion.	Submission at CKGS application center	Weekdays  From: Monday to Friday  Time - 9 AM to 2 PM  However after 2 pm depending upon the nature of emergency of the applicant, emergency applications may be accepted till 4 pm.	Fees payable to CKGS

**Note: Weekends:** No Emergency Visa service is provided at CKGS on weekends. However, applicants may contact Consulate of India at telephone number: **917-815-7066** for Emergency Consular Services([click here](#)).

**Consular and Emergency Fees**

Consular			CKGS	
Consular Fee	ICWF Fee	Emergency Fee	CKGS Fee	Mode of Payment
As per visa category	\$ 3	\$ 100	\$ 17	CKGS: Online Credit & Debit Card  Consulate: For weekend Emergency services in the Consulate, payment is received only in <b>Cash</b>

**Documents Required for Emergency Application**

**Note:** For more detailed information please visit : [www.in.ckgs.us/visa](http://www.in.ckgs.us/visa)

Standard Documents				
All documents as per the Tourist/ Entry Visa checklist on CKGS website ( <a href="https://www.in.ckgs.us/visa/tourist-visa">https://www.in.ckgs.us/visa/tourist-visa</a> ).				
Additional Documents				
For Adults				
<b>1</b>	Proof of Indian Origin	<b>OR</b> Copies of parents Indian passport	<b>3</b>	Proof of Renunciation of Indian Citizenship
	Copy of Indian passport		<b>4</b>	Flight Ticket (if applicable)
			<b>5</b>	CKGS Payment Receipt
<b>2</b>	Proof of Emergency  Medical Note from Doctor / Hospital in India on their letterhead <b>OR</b> Copy of Death Certificate <b>OR</b> Legal Document if Emergency is Legal			

<b>Minor</b>				
<b>6</b>	Parental Authorization Form	<b>7</b>	Flight Ticket (if applicable)	
	<b>OR</b>		<b>8</b>	Proof of Renunciation of Indian Citizenship
	Passport copies of both parents		<b>9</b>	CKGS Payment Receipt
<b>OR</b>	Copy of birth certificate			
<p><b>NOTE:</b> <i>Both parents' signatures are required on the VISA form and it should be Notarized. DO NOT sign the documents on your own; the Notary Officer will require you to sign in his / her presence. Proof of Renunciation of Indian Citizenship is mandatory.</i></p>				

### **3. Visa for Diplomatic/official/Laissez-Passers Passport Holders:**

Applicants should fill in the application form *online* and **approach the Consulate** directly with the completed application form, two photos and following documents. The visa is gratis and issued as per normal norms. Kindly check the Consulate [\*working hours.\*](#)

1. Applications for Diplomatic and Official Passports may be filled up online at <https://indianvisaonline.gov.in/visa/>. A print out of the application form, along with other documents may be submitted directly in the Consulate.
2. This form is to be used by Official/Diplomatic/UN LP Passport holders only. It **will not be** accepted at ***COX & KINGS GLOBAL SERVICES PVT. LTD.***
3. All Official/Diplomatic applications must be submitted along with a Letter from Department of State / Note Verbale from concerned Mission
4. Fill and attach the Additional information [\*form\*](#)
5. Fill and attach the following [\*form\*](#)
6. Letter of invitation from Indian agencies in case of bilateral visits
7. The passport should be valid for a minimum period of 180 days and must have two (2) blank pages in which one page is required for affixing the visa sticker and another page will be used by immigration officer at the airport for entry and exit stamp from India.

#### **4. Guidelines for individuals working in designated U.S. agencies or technology areas applying for visa to visit India**

Persons belonging to the above categories\* applying for visa for India are required to submit their application at least **two weeks** in advance to enable timely process of their cases. This would come into effect from February 01, 2008.

Apart from submitting their passport and online visa application, the individuals shall be required to submit the following additional information: -

- Full name:
- Date and Place of Birth :
- Field of study, occupation or specialization :
- Recent research work/publications, if any :
- Employment history (past five years) :
- Current Employer's contact address and phone number:
- Purpose of visit to India :
- Whether the visit is sponsored by USG :
- Whether there is any official Government of India invitation:
- Contact details of organizations to be visited in India (list each):
- Applicant's contact address and telephone number in India.

#### **\*LIST OF DESIGNATED AGENCIES OR TECHNOLOGY AREAS IS GIVEN HEREUNDER**

- Conventional Munition
- Nuclear Technology
- Missile/Missile Technology
- Aircraft and Missile Propulsion and Vehicular Systems
- Navigation and Guidance Control
- Chemical and Biotechnology Engineering
- Remote Imaging and Reconnaissance.
- Advanced Computer Material
- Advance Composite Material
- Information Security
- Laser and Directed Energy Systems
- Sensors
- Marine Technology (submarines etc)

- Robotics
- Advanced Ceramics
- High Performance Metals and Alloys and or with establishment engaged in Defence, Research, Nuclear, Space and Missile Technology

## 5. E-Tourist Visa (e-TV)



1. e-Tourist Visa (eTV) has been made available by the Government of India to citizens of certain countries, including the United States of America. Details of the scheme are available on the dedicated website created for this purpose: <https://indianvisaonline.gov.in/visa/tvoa.html>. International Travellers, whose sole objective of visiting India is recreation, sightseeing, casual visit to meet friends or relatives, short duration medical treatment or casual business visit may apply for eTV.
2. Citizens of the eligible countries can apply online for eTV (twice a year, each visit not exceeding 30 days, visa duration non-extendable) which shall be granted through email. The applicant should carry a print of this email and can travel to India through 16 designated international airports (Ahmedabad, Amritsar, Bangalore, Chennai, Gaya, Jaipur, Kochin, Lucknow, Delhi, Goa, Hyderabad, Kolkata, Mumbai, Thiruvananthapuram, Thiruchirapalli and Varanasi ). eTV is not valid for entry from sea ports in India. The eTV scheme entails capture of biometric data of the visitor on arrival at the airport.
3. Applicants of the eligible countries may apply online minimum 4 days in advance of the date of arrival with a window of 30 days. Example: If you are applying on 1<sup>st</sup> September then you can select arrival date from 5<sup>th</sup> September to 4<sup>th</sup> October.
4. Applicants requiring help may call the helpline number (+91-11-24300666) or send an email to [indiatvoa@gov.in](mailto:indiatvoa@gov.in) for any queries in connection with applying for eTV.
5. The earlier TVOA scheme which included 12 countries (Cambodia, Finland, Indonesia, Japan, Laos, Luxemburg, Myanmar, New Zealand, Philippines, Singapore, Vietnam and Republic of Korea) **has been discontinued**, and only the new eTV scheme described above is now available.
6. Please visit the eTV website <https://indianvisaonline.gov.in/visa/tvoa.html> for complete details of the scheme.
7. The eTV facility is in addition to the existing Visa services being provided through Indian Embassies and Consulates.

8. **Advisory:** Services of e-Tourist Visa involve completely online application for which no facilitation is required by any intermediary / agents / Embassy /Consulate etc. Applicants are, therefore, advised not to believe or fall in trap of any such unscrupulous elements. For any clarification or doubt please contact : [indiatvoa@gov.in](mailto:indiatvoa@gov.in)

9. **Consulate has no role in e-Tourist Visa.**

## **6. Intern Visa**

‘i’ Visa will be granted to a foreigner intending to pursue internship in Indian companies, Educational Institutions and NGOs subject subject to the following conditions:-

- 1) Intern visa will be granted to an individual for not more than two times for a maximum period of one year each time.
- 2) The Intern visa will be granted to pursue internship – at any time during the course of study; or immediately after completion of graduation/ Post graduation but the gap between the completion of graduation/ post graduation and the commencement of the internship should not be more than two years.
- 3) Visa will be granted only on the basis of a letter from the Indian company/ educational institution/ NGO/ foreign Missions or Posts in India/ foreign government organizations concerned sponsoring the foreign national for the internship programme and clearly indicating the period of internship.
- 4) In case the internship is in a Company, the foreign national being sponsored for internship should draw a minimum remuneration of Rs.3.60 lakhs per annum. There will be no minimum salary limit in the case of internship in Educational institutions, NGOs, foreign Missions or Posts in India and foreign government organizations.
- 5) Intern visa will not be issued for internship in certain sectors like *Defence, Telecom, Space Technologies, Construction/ strategic Infrastructure projects, Mining, Civil Aviation, Petroleum & Natural Gas exploration, Private security agencies, Human Rights, Nuclear Energy, Environment issues and Dams etc.*
- 6) Grant of Intern Visa to foreigners intending to pursue internship in NGOs will be subject to prior clearance of the Ministry of Home Affairs (Minimum processing time will be **7-8 weeks**).
- 7) Foreign nationals granted visa for doing internship will have to register themselves with the Foreigners Regional Registration Officer (FRRO)/ Foreigners Registration Officer (FRO) concerned within 14 days of arrival in India if continuous stay is for more than 180 days.
- 8) The foreign national will have to exit the country before the expiry of the visa.
- 9) Under no circumstances, the foreign national will be allowed to take up employment in India immediately after completion of the internship programme. Conversion of the Intern visa into Employment visa or any other types of visa will not be permitted. In case the foreign national receives any offer for employment in India, he/she will have to go back to the country of his/her origin/ domicile and apply for ‘Employment Visa’ at the Indian Mission/ Post concerned.



10) Earning from internship of the foreign nationals with Indian companies/ Educational Institutions/ NGOs will be subject to the Indian Income Tax Regulations.”

11) Applicant must apply only on the CKGS website. (<https://www.in.ckgs.us>)

## **7. Film Visa : Visa for shooting Feature Films**

Those travelling to India, crew members as well as actors, for shooting a feature film/ reality shows/commercial TV shows are advised to apply for **“B” Business Visa**. The approval from the Ministry of Information & Broadcasting, Government of India, should be attached with the visa application.

### **Applicants are requested to obtain visas through:**

***Cox and Kings Global Services Pvt. Ltd.*** (All queries relating to Indian visa services should be directed to them)

2nd Floor, 235 West

23rd Street, New York-10011.

Website: [www.in.ckgs.us](http://www.in.ckgs.us)

Contact No. 646-589-0088 & 516-206-1483

Guidelines for issuing Film Visa for shooting of feature film/reality TV show and/or commercial TV serials:

The proposals regarding the shooting of a feature film or television/cinema and reality TV show/commercial TV serial will be processed by the Ministry of Information and Broadcasting, New Delhi.

### **REQUIREMENTS FOR FILM VISA**

The team may be allowed to shoot a feature film wholly or partially, subject to the following condition:

- Four copies of the detailed shooting script in case of feature film and detailed concept in case of TV show/TV serials, details of visiting film crew and location of film shooting shall be submitted by the team to the **Ministry of Information and Broadcasting (I&B)** for scrutiny and clearance. Copies can either be forwarded directly or through CGI, New York. I&B Ministry may levy a fee for scrutiny of the application. Prior clearance from the Ministry of Home Affairs will be necessary only in respect of cases where shooting is to be done in sensitive/restricted areas in India.

- The film has to be shot according to the script, as approved by the Govt. of India. In case any material deviation is considered necessary, prior permission of the Govt. of India has to be obtained.
- I&B Ministry will attach a Liaison Officer to assist the shooting team.
- The complete film must be shown to a Representative of the Govt. of India, in India or abroad (i.e. CGI, New York) before its actual release anywhere in the world.
- A letter of intent regarding the shooting of the film in India, mentioning the production schedule or the dates of shooting particulars of the cast and crew coming to India for purpose of shoot/production, chosen location and list of filming equipment that is being brought into India.
- The maximum duration of the visa will be for one year period with multiple entry facility.
- The international cast and crew coming to India on a Film visa for the film shoot shall be employed by the company seeking permission to shoot the film and the company shall take the responsibility for the cast and crew coming to India for filming.

**Please Note: Feature films/Reality shows/Commercial TV serials:** The Ministry of Information and Broadcasting is the nodal ministry to process requests for a shooting of feature films, reality TV shows and Commercial TV serials in India. For further information, please contact: **Joint Secretary (Films), Ministry of Information & Broadcasting at [jsfilms.inb@nic.in](mailto:jsfilms.inb@nic.in) or Phone : +91-11-23384453 / Fax : +91-11-23387823.**

## **[8. Journalist Visa](#)**

**Journalist visas** are given to professional journalists and photographers for up to three months' stay in India. Journalists, Editors/Writers of Television networks and Radio Stations traveling to India on work or vacation are required to apply along with a copy of their **Media Accreditation Card and/or a document from their organization describing clearly the nature of their work and whether they are traveling on work or as tourists.**

**Applicants are requested to obtain visas through:**

***Cox and Kings Global Services Pvt. Ltd.*** (All queries relating to Indian visa services should be directed to them)

2nd Floor, 235 West

23rd Street, New York-10011.

Website: [www.in.ckgs.us](http://www.in.ckgs.us)

Contact No.646-589-0088 & 516-206-1483

## **Visas to Foreign Nationals Seeking to Work in Indian Media Organizations.**

Journalists or intern journalists who intend to travel to India to work in Indian media organizations should apply for **Employment 'E' visas**. E Visa applicants are required to submit the following documents along with the visa application:






- Request from the company
- A copy of contract with the company
- Registration details of the Indian company and
- An undertaking from the [Indian employer](#) (pdf document)

### **Citizens of the following countries do not need a visa to enter India:**

- Bhutan
- Nepal

## **9. Visas for Documentary Films**

Visa for Videography / Documentary Film Making in India by Foreign Audio Visual Agencies. Before submitting their visa applications, documentary film makers are required to **obtain clearance** for documentary film making (the clearance may take 2-8 weeks) in India for which the following documents should be submitted to the Consulate:

- [Documentary Clearance Form](#)  duly completed
- A detailed synopsis/treatment of the theme
- Details of locations and visits schedule
- Details of the producers and production company
- [Signed Undertaking in prescribed form](#)  
- List of crew members and cinematic equipment carried by each of them as given in the proforma for [Crew & Equipment Details](#)   to obtain Customs permit for temporary import of the cinematic equipment to India for filming

The completed Documentary Clearance Form and signed Undertaking should be sent to:

### **Consul (PIC)**

Consulate General of India

3 East 64th Street, New York, NY 10065

A copy should be e-mailed to: [press.newyork@mea.gov.in](mailto:press.newyork@mea.gov.in)

On receipt of clearance from India, Consulate will issue a **'No Objection'** for the

documentary. Documentary Visa application may then be submitted to **COX & KINGS GLOBAL SERVICES PVT. LTD** for journalist visa along with a copy of Consulate's No Objection. Upon receipt of customs permit for import of filming equipment, Consulate will issue a 'J' (Journalist ) Visa to the crew members for travel to India. Documentary filming is not permissible on other types of visas (e.g. tourist/business visas). Those traveling to India, crew members as well as crew members, for shooting a Feature Film/Realty Show/Commercial TV Show, are advised to apply for a '**B**' (**Business**) Visa and not a 'J' (Journalist) Visa.

**10. Visa to Pakistani Passport Holder**: Pakistani nationals holding dual nationality must apply only on their Pakistani passports. **Foreign passport holders** of Pakistani origin must submit the online visa application form along with:

- Certificate of Renunciation of Pakistani Citizenship
- Their foreign passport with valid Pakistani visa / Copy of the Pakistan Overseas Card

Minimum processing time will be 7-8 weeks. Applicant must apply only on the CKGS website (<https://www.in.ckgs.us>)