



Dear Industry Partner,

A new version of the Online Visa Application Form will be in practice for applicants wishing to apply for a Visa to India.

*The new Form which will need to be filled when submitting documents for a visa to India will commence from **23rd November 2010** at the India Visa Application Centres (IVACs) in the UK and will be **mandatory** for all applications made to the High Commission of India (London) and the Consulate General of India (Birmingham and Edinburgh). From this date onwards, the new format of the visa application form shall be present on the VFS global website <http://in.vfsglobal.co.in>*

All applications made after 23rd November 2010 would require applicants to follow the new application form and duly sign on the same. Applicants are required to submit two photographs along with their applications – a) one photograph pasted on the application form and b) second photograph stapled on the reverse of the form. **No handwritten application forms will be accepted at any of the India Visa Application Centres with effect from 23rd November 2010.** Travel Agents and trade partners are requested to update their websites with the new link. The existing application form will be unavailable on VFS Global's website on and after 23rd November 2010, except the additional information forms (Non-UK form, Colombo form, Beijing form and Additional information form for Employment Visa etc). Internet kiosks are available in the IVACs for easy access to the online form.

Do's

- Please ensure to note the interim unique reference number generated at the start (and seen on each page) of the online application form
- Please record/ note the final reference number that is generated upon completion of your application
- Provide an email address in your application so that information on your unique reference numbers can be sent
- Applicants are advised to schedule an appointment through the website though this is optional
- Please submit a confirmed and detailed itinerary if applying for a double/triple entry visa. However, this does not guarantee the issuance of a visa and the decision would still remain subject to the discretion of the High Commission of India (London) and the Consulate General (Birmingham and Edinburgh).
- Applications **MUST** be signed by the applicant him/herself and not by any representative
- For Postal Applications – please allow 10 to 15 days, from the date it is posted, before the application can be processed
- Before submitting your visa application, please check your passport(s) to ensure there is no valid visa for India
- **All fields on the Online Application Form must be completed in as much detail as possible. When entering address information, please ensure that you provide the Post Code as well.**

Don'ts

- Offline/handwritten application forms will not be accepted at the IVACs for applications made on or after 23rd November 2010
- Photographs with colored background will not be accepted. Photographs only with a white / off white background will be accepted at the IVACs
- Please do not staple both photographs to the application Form. One must be pasted to the front of the Form while the second must be stapled to the reverse side
- Please ensure all applications requiring additional documents are completed prior to submission at the IVACs. Information to this effect is given on the website <http://in.vfsglobal.co.uk>
- In case you wish to use the SMS service (optional additional service at a nominal charge), the format of the number that you would enter must be as per the instructions given against that field. Please note that the SMS would not be triggered if the format of the number is incorrect

Process on and after 23rd November 2010:

- Log on to the website - <http://in.vfsglobal.co.uk>
- Click on the link to begin filling the Online Visa Application Form
- Please note the interim Unique Reference Number located at the start, and on each page, of the Online Form once you begin. Guidance notes are also provided
- Complete all the required fields as specified. Please note that if an applicant is opting for a Double/Triple Entry visa – a detailed and confirmed itinerary must be attached to the application
- Upon completing and saving the Online Application Form, applicants will receive an email with details of the final Reference Number, providing an email address has been given while filing the Form. Applicants will also have the option to Download/Print the application form at this stage
- Upon clicking **Save**, applicants would be redirected to the module that allows selection of the center for submission, mode of collection and the option of SMS
- At this stage, applicants will also have the option to make an appointment or make an online payment. Both of these are optional services and one can also submit the documents without an appointment or make a payment at the IVAC
- Upon completion, applicants will receive another email with details of the application
- All applicants will be required to download and sign a Declaration Form, which will be made available on the website <http://in.vfsgloal.co.in> and submit it along with the application at the Visa Center.
- Please submit all documents at the IVAC along with all other required documents



Contact Coordinates for Travel Agents/ Tour Operators

IVAC Goswell Road and Cardiff

Mr. Aquinin Thuo Njuru – Manager - TA/ TO
Email: talondongos.inuk@vfsglobal.com

IVAC Birmingham and Manchester

Mr. Gurmeh Singh Sidhu – Manager TA/
TO Email: gurmeshs@vfsglobal.com

Customer Relations

customerrelations@vfshelpline.com

IVAC Edinburgh and Glasgow

Mr. Baljeet Singh – Manager TA/TO
Email: baljeets@vfsglobal.com

India Visa Application Centre Addresses

LONDON

India Visa Application Centre
60-62 Wilton Road,
Victoria, London, SW1V 1DE

India Visa Application Centre

142-148 Goswell Road,
London EC1V 7DU

India Visa Application Centre

1-3 Uxbridge Road, Canal Side
Hayes UB4 OJN

BIRMINGHAM

India Visa Application Centre
20 - 21 Pemberton Street
Birmingham B18 6NY

EDINBURGH

India Visa Application Centre
66 Handover Buildings, Rose
Street, Edinburgh EH2 2NN

MANCHESTER

India Visa Application Center
C/O Jain Community Center
669 Stockport Road, Longsight, Manchester, M12 4QE

CARDIFF

India Visa Application Center
C/O The India Center
Sanquhar Street,
Cardiff, CF24 2AA

GLASGOW

India Visa Application Center
C/O Mel Milaap Center
134 Berkeley Street
Glasgow, G3 7HY



Processing Time

Under normal circumstances, most visa applications will take a minimum of 2-3 working days to process. This may vary for specific visa categories, non-UK passports and certain nationalities, where the turnaround could be much longer. This decision is at the sole discretion of the High Commission of India and its Consulates.

All visa seekers are recommended to confirm their travel plans only after obtaining the visa.

For more information please visit <http://in.vfsglobal.co.uk>

VF Services (UK) Limited will be responsible only for accepting and processing applications. All applications will continue to be assessed by the High Commission of India, London and its Consulates General in Edinburgh and Birmingham. Timelines for turnaround of visas are as per the discretion of the authority.

*For cheque payment facility please contact IVAC- Goswell Road for enrolment details (subject to terms and conditions)

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