

## OBTAINING A VISA TO TRAVEL TO INDIA

Dear Traveler to India,

You must have a valid American passport and an India visa to travel to India. The passport is valid if the date of expiration is six months beyond the date of the trip to India. Therefore, your passport must be valid beyond through period of travel. PLEASE CHECK YOUR PASSPORT NOW. Your passport must have 2 blank pages. The dates on which you arrive and leave India are stamped on the blank pages. The last 2 amendment pages in your passport are not acceptable as blank pages. The name in your passport is the same name that must be used to obtain your airline ticket. If you are traveling with a passport, other than an American passport, please inform me so that information can be made available to you, on how to obtain a visa to travel to India. India has outsourced the processing of a Visa to an India Visa Center called **Travisa Outsourcing Inc.** Their offices are located in five cities: New York, Chicago, Houston, Washington, D.C. and San Francisco. There are various types of visas. Each person is to apply for a 6-month Tourist Visa to India.

Applying for a 6-month Tourist Visa: There are two ways to apply for a visa. (1) You can travel to the **India Visa Center** with all documents listed below or (2) you can mail documents required (listed below) to the designated India Visa Center, depending upon the state in which you live. The mailing addresses of the India Visa Center are listed below.

### **Documents Required:**

1. Valid Passport – must be valid through period of travel.
2. Application Form that is completed “online via computer”.
3. Two (2) passport size photos (2” x 2”), either black/white or color.
4. Photocopy of proof of residency—driver’s license or utility bill
5. Money order for \$94. This includes \$73 fee for India Visa and \$21 Fed Ex fee, to return passport to you. Make money order payable to Travisa Outsourcing Inc.

Address of India Visa Center

Each state in the USA is assigned to one of the five India Visa Centers. Travelers who live in New York, New Jersey, Philadelphia and Cleveland must apply to the India Visa Center in New York. Our travelers who live in Fort Worth and Florida must apply to the India Visa Center in Houston, Texas. If you appear in person, you must **CALL AND MAKE AN APPOINTMENT**. Arrive between 9 a.m. to 12 noon or from 2 to 4 p.m. You pick up your passport with visa stamped inside from 4:30 p.m. to 6 p.m. In this case you pay only \$73, the visa fee. The \$21 fee for Fed Ex is not necessary if you pick up your own documents. The addresses of the India Visa Center: below:

New York Visa Center: If you reside in NY, NJ, PA, and OH, visit or mail documents to:

Travisa Outsourcing Inc.

316 East 53<sup>rd</sup> Street, 2<sup>nd</sup> Floor (Between 1<sup>st</sup> & 2<sup>nd</sup> Avenue)

New York, NY 10022

Phone: (212) 754-9900 \* Fax: (212) 754-9905

-

**COMPLETE THE VISA APPLICATION FORM:**

Each applicant must complete the Visa Application Form on-line. The website address is **[www.travisaindia.com](http://www.travisaindia.com)**. If you do not have a computer, you can go the India Visa Center and use their computers to complete the application form. If you complete your own application online, print it out and mail it to the India Visa Center, in your designated area, along with all the items in the Required Documents, listed above.