

## Information Booklet for Visa application submission

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### (b) Online Application Form:

- (i) The online application for Visa must be completed and submitted online. The form can be filled up and submitting online at the below link: <https://indianvisaonline.gov.in>
- (ii) While filling up the Visa form please select the type of Visa correctly e.g., Entry Visa, Business Visa, Employment visa etc.
- (iii) A step wise process for filling up online Visa application can be seen at the below link:  
  
[https://www.hciottawa.gov.in/pdf/Step\\_wise\\_process\\_for\\_visa\\_application.pdf](https://www.hciottawa.gov.in/pdf/Step_wise_process_for_visa_application.pdf)
- (iv) Must select the correct Indian High Commission / Consulate, based on the place where you reside in Canada and the Consular jurisdiction of Indian High Commission / Consulate. The consular jurisdiction can be viewed at: <https://www.blsindia-canada.com/usefullinks.php>
- (v) All the personal particulars / data entries of the Visa application should match with the current Passport.
- (vi) The application form is to be signed by the visa applicant. The signature should match with the signature in passport and other documents. In case of minor, both the parents are required to sign the visa application. If parents are separated, please enclose a copy of court order having a mention about the custody of the child.
- (vii) **After online submission of application form, no changes can be made manually / hand written. In case of any error / changes, please fill a fresh new online application form and use that for further submission to BLS.**

### Please note:

- i. BLS International Employees cannot edit or make any changes to your online application form.
- ii. High commission of India, Ottawa reserves the Right to Call for Additional Documents, as considered necessary.

### (c) Canadian/Foreign passport (Original and copy) (duly self attested)

Please enclose photo page of your Canadian/Foreign Passport having photographs and details of your passport. Original Passport is required to be enclosed with the application, it will be sent back with visa, once visa is issued. Please ensure the passport is valid for minimum 6 months or more.

# In case of **Foreign passport** i.e., other than Canadian, please provide the following two additional documents:

- (i) Status in Canada (PR / Work Permit / Study Permit / Visa)
- (ii) Additional form as per link below  
<https://blsindia-canada.com/forms/non-canadian-form.pdf>

### (d) Proof of address in Canada

Please enclose any one of the following document as proof of your present address:

- (i) Driving License
- (ii) Photo ID issued by the Ontario Government
- (iii) Utility Bills (like; electricity/water/hydro/phone/internet etc)-must be of recent month.

# For Visa application of Minor children - Proof of address of the parent is to be submitted.

**Note:** Address proof must match with the address provided in the application form.

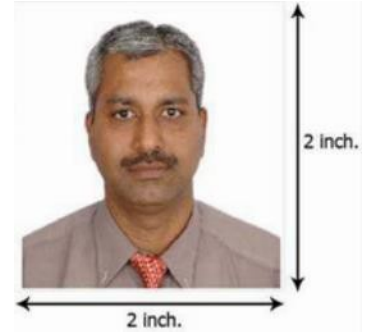
### **(e) Photograph**

One color photo as per below specification is required to be uploaded online with the visa application. Photograph uploaded online must be the same as the one pasted on the physical copy of visa application:

- (i) Size – 2 inch x 2 inch(51 mm x 51 mm)
- (ii) Background –Background should be plain white color without borders
- (iii) Clothes – Dark colour
- (iv) Eyes – Open

Please see the below link for the correctness of the Photograph. Cross check each and every example to confirm if it is matching with the required parameter of the Photograph.

[https://www.hciottawa.gov.in/pdf/Photo\\_Specification.pdf](https://www.hciottawa.gov.in/pdf/Photo_Specification.pdf)



### **(f) Surrender / Renunciation Certificate (copy)**

All the applicants who earlier held Indian Passport are required to surrender the Indian Passport after obtaining foreign / Canadian citizenship. Person of Indian origin must enclose the copy of Surrender / Renunciation Certificate of old Indian passport.

The Surrender Certificate is required only in respect of the Indian origin visa applicants, who obtained foreign/Canadian citizenship after June, 2010. Such applicants who obtained foreign / Canadian citizenship prior to June, 2010 may please enclose copy of old Indian Passport or other documents to establish the Indian origin.

Please note that **Entry Visa** is only issued to foreign nationals having Indian origin. The surrender / renunciation certificate is required to prove this.

In case the visa applicant has not surrendered the Indian passport and having the original passport, he/she may submit the application for Surrender / Renunciation Certificate and enclose copy of the payment receipt of submission of the surrender certificate application with the visa application.

Entry visa is applicable only for persons of Indian origin, spouse / children of an Indian citizen/person of Indian origin. Copy of surrender / renunciation certificate is mandatory for Entry visa application.

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