

# Application Process

## Online Submission of Visa Application Forms

- Online submission of Visa Application Forms will be mandatory with effect from Tuesday, 23<sup>rd</sup> October 2012. Applicants have to submit the printed online application along with requisite documents and visa fee at the Indian Visa Application Centre at the following address:

### Indian Visa Application Centre

#### BLS International Services

<b><u>Address:</u></b>	601-A, One Corporate Plaza, Arnaiz Avenue, Makati City, Philippines
<b><u>Contact Number:</u></b>	+63 25555060/4789152
<b><u>Telefax:</u></b>	+63 24789152
<b><u>E-mail:</u></b>	info@blsindiavisa-ph.com
<b><u>Submission Timings:</u></b>	9:00 AM to 1:30 PM
<b><u>Delivery Timings:</u></b>	4:30 PM to 5:30 PM

- The Embassy of India, Manila will not normally accept visa applications at its premises except from Diplomatic/Official passport holders. However, in exceptional and urgent cases, applicants may submit hard copies at the Embassy of India, Manila on working days between 0930 to 1130 hrs. Such applicants would be required to pay an additional fee.
- Non-Philippine nationals, who are on a short visit and not resident here should obtain a visa for India from the country of their normal residence or country of origin.
- The validity of all visas is effective from the date of issue.
- The staff at the Indian Visa Application Centre (IVAC) are trained to answer your enquiries and provide information on visa related issues. They are not however Embassy of India personnel. Please feel free to contact the Embassy (contact details given under Contact Us page) for additional information or if you feel that the response provided by the IVAC is not satisfactory.
- Your passport must have a minimum validity of six-months beyond the contemplated stay in India at the time of submission of application.
- Please note that all fees for applications made at the Embassy of India / IVAC are payable in cash.
- **The visa fee charged is non-refundable regardless of the outcome of the application or the applicant withdrawing the application after submission or if the visa cannot be processed within the timeframe desired by applicants.**

- Please fill the Visa Application Form with care and take note of requirements of additional documentation for business or employment visas. Applications are to be submitted along with a recent passport-size coloured photograph **(4.5cmx3.5cm, white background)**.
- **Visa applications should be submitted at the designated Indian Visa Application Centre appointed by the Embassy of India. The address and contact details of the IVAC is provided below**
- In case of any difficulty and for clarifications regarding online submission of the visa application, please contact the Consular Officer (cons@embindia.org.ph) or contact Telephone-Enquiry No. +63-2-8430101 / 02.

## Steps for submitting Visa Application online

1. Log on to <https://indianvisaonline.gov.in/visa/> and complete the application online after carefully going through the instructions listed on the web page.
2. Take a print out of the completed form.
3. Submit hard copy of the application form **at the designated Indian Visa Application Centre appointed by the Embassy of India** along with a valid passport, requisite fee and other documents (depending on the type of visa required) with a service fee of Php. 148.
4. The Embassy of India will not accept visa applications at its premises except from Diplomatic/Official passport holders. However, in exceptional and urgent cases, applicants may submit hard copies at the Embassy of India on working days between 0930 to 1130 hrs. Such applicants are required to pay an additional fee.

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**The information displayed on the website is intended as a guide to facilitate visa applicants. Requirements listed here are however liable to change.**