IEEE SSCI 2018 VISA Guidelines for traveling from the USA

HOW TO APPLY: APPLICATION GUIDE

It is very important that you follow the process defined on the CKGS website for VISA application at www.in.ckgs.us (http://www.in.ckgs.us)

For USA applicants, the CKGS website has been customized through a widget so that the website, documents, forms and letters requirements are as per the instructions of the Embassy/Consulates of India in USA.

The rules on our website will identify your VISA category, type, duration, fees and help avoid errors.

Further to assist you, many forms and letters that have repetitive information will get auto populated and you only have to fill in the missing fields.

Government Online Forms
Do not go directly to the Government of India website to fill the VISA Online Forms. You will be directed from the CKGS website at the appropriate step to the Government of India website to fill your online VISA forms.

Renunciation plus VISA
The CKGS website will guide you to check whether you require Renunciation of Indian Citizenship and if so, you can complete the flow on the CKGS website.

BEFORE SUBMISSION

Step 1   Visa Application - Get Started
Please enter all the details in BOLD LETTERS

Click on 'VISA Application – Get Started (https://www.in.ckgs.us/visa/)' to begin your VISA application process.
Keep these details handy before you VISA fill your form:

- Your Current US / Foreign Passport should be valid for minimum 6 months from date of application and must have at least 2 blank pages:
- Passport number Date of Issue Date of Expiry Place of Issue
- Details of your previous India Visa 'if applicable'.
- Details of the countries you visited in the last 6 months.
- Details of current citizenship
- Details of your proposed travel itinerary in India. Mention the cities/places covered in sequence of the itinerary and the 'Entry place into India' and 'Exit place from India'.
- Details of any other Valid Passport / identity certificate held Passport / Certificate Number
- Date of Issue Place of issue
- Nationality described therein.
- Details of a reference contact In US
- In India

Please note:
Applicants are advised that they DO NOT print the document on both the sides of the paper as "DOUBLE SIDED PRINTED DOCUMENTS ARE NOT ACCEPTED".

Step 2   Fill in the widget
The widget contains questions which will
Guide you as to whether you are eligible for Visa
Help you autofill forms if you are eligible

Step 3   Result Page
You will get the following information:

- **Document Checklist**
  - Read the document checklist carefully which lists the documents, forms, letters, whether originals / or copies are required and whether they have to be self-attested or notarized and the number of documents needed to complete your Visa application before submission.
- **VISA fees Processing Time**
- **Web Reference Number**
  - This will be the number that one can use on the CKGS website in case you want to apply later or get disconnected. Do remember to write down this number.

Step 4   Government of India Online Visa Form

On the CKGS website, we have given you a sample of how to fill the Government online VISA forms (https://www.in.ckgs.us/resources/pdf/sample- visa-application-form.pdf). We suggest you print the sample form to assist you. We have also listed the common mistakes that are made, so that you can avoid making the same errors.

IMPORTANT
You will have to leave the CKGS website and click on the link to go to the Government of India Online VISA website

After being redirected to the Government website, you must select Regular VISA Application to continue your online Visa application process. On the Government of India website, you must complete the Online Visa Form.

Remember to fill in the correct jurisdiction which was identified earlier at the Widget Stage.

For best results print on white, bond-quality, non glossy paper and use of a laser printer is recommended.

Affix your photo on the Visa form.

Sign where indicated

IMPORTANT

You will get a NEW WEB REFERENCE NUMBER from the government site which will now be the number to be used on the CKGS website to track the status of your VISA application and for all references to your application

Photographs   Click on Photographs (https://www.in.ckgs.us/resources/pdf/photo-specifications.pdf) for photo specifications.

Photo Specifications

- Photograph for VISA cannot be the same photograph that is already in your passport
- Recent Passport photo taken within the past 6 months, showing current appearance
- Photograph to be affixed on the application should be square shaped OR 2 inches by 2 inches size (80% coverage of face)
- Photographs NOT to be stapled and must NOT be adhesive taped. Must be in color.
- Must be against white background Must show full face, front view.
- Must be taken in normal street attire.
- The photograph must be taken in a colored attire, for example, a medium blue shirt etc.
- The attire should not be patterned / textured or pure white.
- Photograph has to be an original and printed on GLOSSY PHOTO PAPER ONLY.
- Uniforms should not be worn in photographs except religious attire that is worn daily.
- If you normally wear prescription glasses, a hearing device, wig or similar articles, they should be worn for your picture.
- Dark glasses or non-prescription glasses with tinted lenses are not acceptable unless you need them for medical reasons. A medical certificate may be required.
- Glare on eyeglasses should be avoided with a slight upward or downward tilt of the head.
- Do not wear a hat or headgear that obscures the hair or hairline. Head coverings are not permitted except for religious reasons.

Step 5   Return to CKGS website

Step 6   Complete the Forms and Letters

Once you complete the Government VISA form, on the last page of the Government's website, you must click on the 'Appointment and Payment' option. As soon as you hit the Appointment and Payment button, you will be prompted with the PDF of the Application Form. Please save and print the Application Form. You will now be redirected to the CKGS website where you need to complete the rest of the process.

See sample:
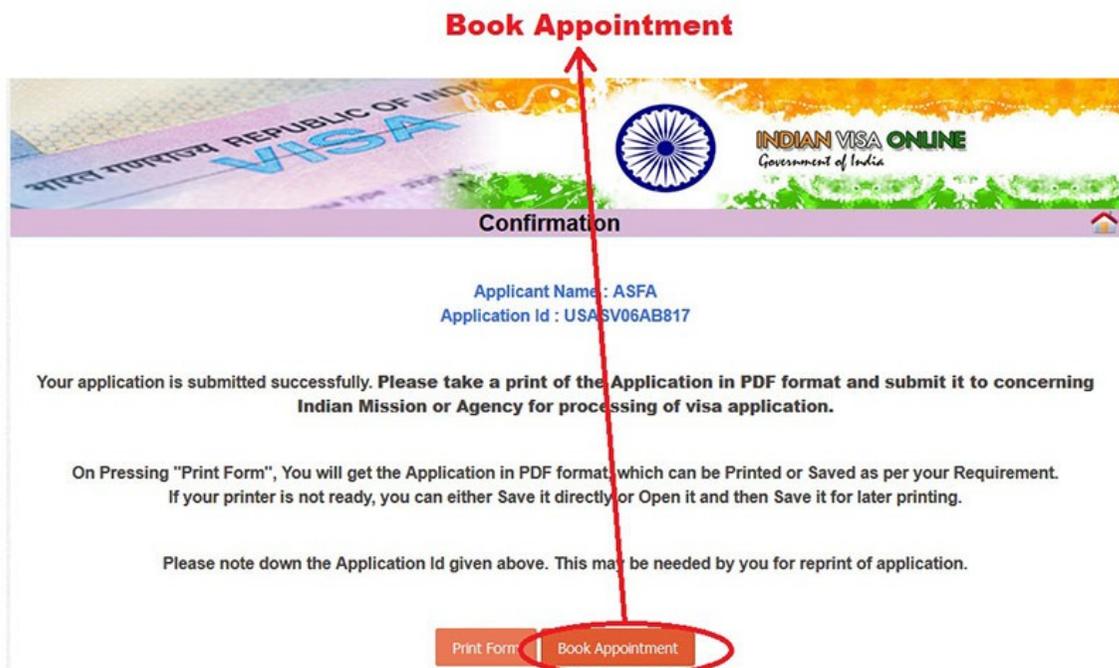
You are now back on the

You are required to fill and sign supplementary forms and letters. Wherever possible we have autofilled the fields. You must only fill the pending blanks. Some forms and letters have to be self-attested or notarized and we have indicated the same.
Print 1 copy of the Document Checklist.

Fill the forms with your correct details.

Review and check the forms and letters.

Print the forms from the ['My Account' (https://www.in.ckgs.us/myaccount/)](https://www.in.ckgs.us/myaccount/) page.

Step 7

7(a) Choose Mode of Submission Shipping:
Choose your mode of submission of your Application to CKGS either by Shipping or Walk-in.

SHIPPING:
You can book your shipping at the appropriate step on the CKGS website. You will have to send your fully completed application (all documents and complete payment) through Shipping. It is recommended that you purchase your shipment through CKGS as this will save you the need to travel, parking charges, as well as waiting time at the CKGS Application Center.

Applications must be sent to the CKGS Application Center of your jurisdiction. It must NOT be sent to the Mission.
Simply print the label which will automatically be addressed as follows.
Please see example:

Attn To: New 'Visa' Application CKGS Application Center Name Visa Department
CKGS Application Center Address CKGS Application Center Location CKGS Application Center Zip Code

Important Note on Shipping bought through CKGS
DO'S
- Please send only 1 Application per package.
- Weight of the package should be less than 0.5Lbs.
- The shipping label provided by CKGS must be pasted on the envelope. Only use the envelopes shown below to send with the shipping label provided by CKGS:
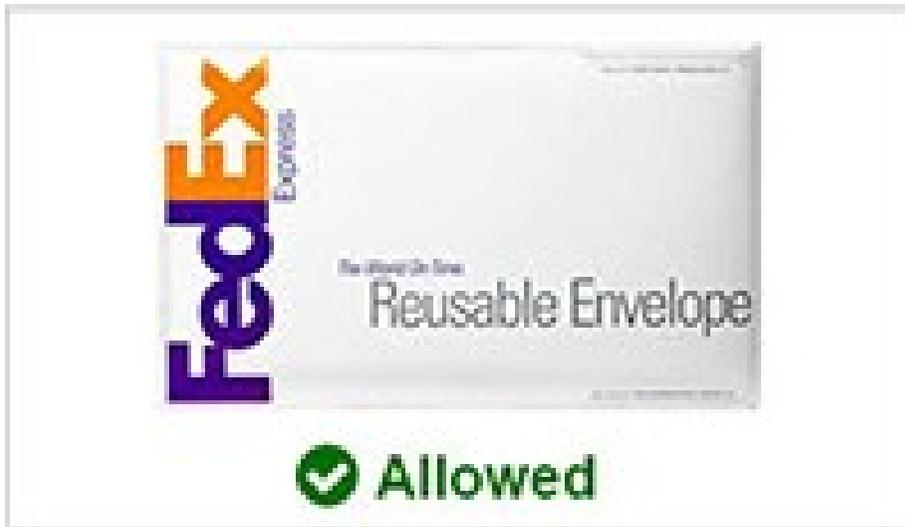
UPS

FedEx

DONT's
- DO NOT enclose your application in any other packaging except for the ones displayed above.
- DO NOT request a pickup by FedEx / UPS as this is not included in the price.
- If more than one application is sent in the same package, then the application will be put on hold.
- DO NOT use the shipping label to submit an application outside of your jurisdiction

Please note that the conditions of the Shipping provider are in addition to the [Terms and Conditions (https://www.in.ckgs.us/terms-and-conditions)](https://www.in.ckgs.us/terms-and-conditions) of CKGS.

Note on Prepaid/Own Shipping Label
In case you use your own shipping label, ensure that you provide the AWB Number and Service provider's details when you are prompted at the Shipping stage or you can print it later from the 'My Account' page. This is Compulsory to avoid delays.
If you have used your own label, we cannot take any responsibility of pick-up and delivery to you. The Shipping Service providers often do not acknowledge receipt of the envelopes. Nor will CKGS drop off your prepaid envelopes to your shipping service provider as you have not bought the shipping service from us.

NOTE:
- FedEx Prepaid Envelopes sent by you are NOT accepted.
- USPS Pre-paid labels have an expiry date and hence they are NOT accepted by CKGS.
- For Prepaid envelopes, CKGS will not be responsible to contact you, and if you ignore this point for any delay occurring will be your liability

7(b)   Walk-in
If you had selected Walk-in as your submission option, you shall continue online to complete the 'Appointment Process'.
- Choose Your 'Appointment Date' Select Your Time Slot
- If the date / time slot is already booked, then the next available option will be displayed.
- Get a confirmation of your appointment date and time booked from CKGS.
- Come in person at the designated appointment date and time and submit your application along with all documents at the CKGS Application Center.

NOTE: Biometric enrolment for VISA application is mandatory for Walk-In Applicants of San Francisco Jurisdiction. Exemption cases:

The following categories applicants are exempted from biometric enrolment:
- Applicants of the age below 12 Years or above 70 Years.
- Applicants holding official passport, Diplomatic passport or UN passport. Applicants with no fingers
Exception cases:
- Applicants with poor finger prints need to sign the exception form.
- Applicants with less number of fingers will be required to give biometrics only of the existing fingers and need to sign the exception form.

Step 8   Payment

Payment must be made by Credit Card Online or at the CKGS Application Center.
Your Fees include:

A (Consular Fee)	Visa Fees	As per adult / minor and applicable Visa category
	ICWF - Indian Community Welfare Fund	$3
B (CKGS Fee)	CKGS Service Fee	$19.90 per application
	Optional Fee	Courier Service, SMS etc
Total Payment A + B		

Note:
Payment has to be made separately for each Applicant. Convenience charges will apply for Credit Cards.
Cash will NOT be accepted.

Personal Checks will NOT be accepted.

If fees are not paid in full, CKGS will not be responsible for any delays and consequential charges that you may incur.

Step 9   Submit Your Physical Application to CKGS

Once you have completed the online process, you will now have to submit your physical application via shipping or walk-in option selected by you to the CKGS Application Center as per the Jurisdiction of your application.

Arrange the filled and signed completed forms, documents and letters in the same order as mentioned in the document checklist

Check that the number of documents have been collated and are correct as per your document checklist.

Tick off the boxes on both the checklists, as you put the documents into your envelope for submission of your 'Complete' Application.

Enclose 1 copy of the document checklist in your envelope and keep one for your reference.

Remember that the processing of your application will ONLY commence once your physical application package is received by us at the CKGS Application Center, failing which the application cannot be processed.

If you have used the CKGS shipping option, you will get an email acknowledgement once CKGS receives the actual application package at the CKGS Application Center stating 'Received, but Not Verified'. Later you will receive an e-mail advising you of the outcome of the verification process.

General Checklist:

- Printout your Document Checklist
- Your Current Passport number. Passport should be valid for minimum 6 months from date of application.
- Your name as it is listed on the current passport.
- Details of your previous India Visa 'if applicable'.
- Details of the countries you visited in the last 6 months.
- Citizenship / National ID Number.
- Details of any other Valid Passport / identity certificate held i.e Country of Issue, Passport / Certificate number, Date of Issue, Place of issue, Nationality described therein.
- Details of your proposed travel itinerary in India. Mention the cities/places covered in sequence of the itinerary and the 'Entry place into India' and 'Exit place from India'.
- Details of a reference contact in US & in India.
- Soft copy of photograph matching the specification that can be uploaded.
- Payment details
- It is advisable that you keep your money order / cashier check / bank check ready before you start the online process, as it is important that you fill in your complete details online i.e. the service provider, date, amount. There will be a delay in processing your application if this is not fulfilled.
- The payment should be favouring 'Cox & Kings Global Services USA LLC'
- Note Payment has to be made separately for each Applicant.
- If applying in a group, please ensure that total applicable fees for each Individual is paid separately. Convenience charges will apply for Credit / Debit Cards.
  - Do not send cash along with your application. Personal checks will NOT be accepted.
  - If Fees are not paid in full, CKGS will not be responsible for any delays and consequential charges that you may incur

CONFERENCE VISA - UNITED STATES - ADULT

Sr No.	Original/Copy	Document	Instructions
1	01 Original	Checklist	• **1 Checklist** to be printed. 　• Confirm the number of documents which must be 'enclosed' in your envelope for CKGS.
2	01 Original	Online Visa Application Form (from Government of India website)	• **Duly FILLED and SIGNED.** • **2 Signatures** of applicant required 　○ First signature on page 1 in the box below the photograph. 　○ If the signature is **OUTSIDE** of the box on page 1, then the application will be **REJECTED.** • **Second** signature on page 2 • Applicants must not submit additional photographs than required. 　○ Photographs must be affixed. • **1 Photograph**. Paste the photo on page 1 on the relevant place on the online form. • Valid phone numbers and email addresses must be entered in the online application. • If incorrect contact details are entered, it will cause a delay in processing of the application.
3	01 Original	Invitation letter from the Company in India	• On company letter head from the Company in India indicating nature of applicant's business, duration of stay, the validity of visa applied for, places and organisations to be visited during stay.
4	01 Original	Letter from the Applicant's Company in the US **OR** If you are an individual and not representing an US company	• On company letter head from the Company in US stating expenses will be paid for by the company & indicating nature of applicant's business, duration of stay, the validity of visa applied for, places and organisations to be visited during stay. 　　**OR** A notarized letter stating you are attending on your own.

5	01 Original	Conference Clearance Certificate from Ministry of External Affairs / Ministry of Home Affairs in India	The organizers usually arrange for this in advance. Please contact your conference organizer for your request. • **Conference organized by central or state government** **Clearance certificate** **from concerned ministry** **is required if the conference/seminar/workshop is being organized in India by a Ministry or Department of the Government of India, State Governments, Public Sector Undertakings, Central Educational Institutions, Public Funded University or an organization owned and controlled by the Government of India or State Government.** • **Conference organized by Private entity or NGO** **Conference Clearance Certificate** **from concerned Government Department is required,** **if the conference/seminar/workshop is organized by a** *PRIVATE ENTITY or NGO.*
6	01 Original	Additional Particulars Form	• **Duly FILLED and SIGNED** • **It is mandatory to answer all questions in** **YES** **or** **NO****.** • **Forms not filled completely or filled with N/A shall be considered incorrect and application will not be processed.**

| 7 | 01 Copy | Proof of Address | Proof of address to match with present address as per application. Only **one** of the following: State Issued ID (with address) **OR** Driving license (validity for at least 6 months pending) **OR** Utility Bill - *Water* **OR** *Electricity* **OR** *Gas* (should be recent, no more than 3 months old) **OR** Valid *lease* **signed** by landlord and tenant (No monthly lease documents allowed, only Year to Year) **For College / University Students** living on campus in University housing / dormitories, a letter from your institution on the institution letterhead explaining the exact address that you presently reside in. NOTE : Do NOT cut your driver's license copy down to a smaller size If **proof of address** is **not** in the applicant's name then documents pertaining to establish proof of relationship is required Marriage Certificate - If proof of address is in spouse's name Birth Certificate of Child - If applicant is elderly and staying with his/ her children **Important:** **PO BOX** number is **NOT ACCEPTABLE** as valid Proof of address. |

8	01 Original	Photograph	1. Applicants must not submit additional photographs than required. 2. Photographs must be affixed. • Photograph for Visa cannot be the same photograph that is already in your passport • Recent Passport photo taken within the past 6 months, showing current appearance • 2 inches by 2 inches size • Photographs **NOT** to be stapled and must **NOT** be adhesive taped • Must be in color. • **NO** Scanned/Color printed photograph Must be against white background • Must show full face, front view • Must be taken in normal street attire. **Photograph has to be an original and printed on GLOSSY PHOTO PAPER ONLY** • Uniforms should not be worn in photographs except religious attire that is worn daily. • If you normally wear prescription glasses, a hearing device, wig or similar articles, they should be worn for your picture. • Dark glasses or non-prescription glasses with tinted lenses are not acceptable unless you need them for medical reasons. A medical certificate may be required. • Glare on eyeglasses should be avoided with a slight upward or downward tilt of the head. • Do not wear a hat or headgear that obscures the hair or hairline. Head coverings are not permitted except for religious reasons, but the facial features from bottom of chin to top of forehead and both edges of the face must be clearly shown.
9	01 Original 01 Copy	**Current** US Passport	• Applicants who have dual citizenship with the US and another country must apply only on their US passport if they are applying in USA. • Actual original signed passport. • The passport must be valid for 6 months at the time of visa application. • The Passport must have at least 2 blank Visa pages available for India Visa stamp. • Amendment pages in back of the passport are not suitable for Indian Visa. • **Passport / Pages must not be torn, separated, frayed or altered.** • Photocopy of passport pages that contain passport • information and signature of the applicant.
10	01 Copy	Online Payment Receipt	• Fees and any optional value-added services like courier, SMS, etc. • Please include copy of the Payment Receipt

11	01 Copy	Prepaid Envelope for assured dispatch of your documents (Applicable **only if** you are using **own** prepaid for return shipping)	• Provide a prepaid envelope with Shipment Number and Service Provider Name. • FedEx / USPS prepaid self-addressed envelopes / shipping labels will **NOT** be accepted by CKGS. • Do not bring handwritten return envelopes as they will **NOT** be accepted by CKGS.
12	01 Original	Religious Undertaking Letter	• Duly Filled and SIGNED • Forms not filled completely or filled with N/A shall be considered incorrect and application will not be processed.

! IMPORTANT NOTES

 The Documents in the Checklist are mandatory for the application to be processed.

 The Indian Embassy / Consulates have the right to request for additional documentation.

 Missing document notification is sent by CKGS post verification of postal applications by CKGS.

 Original must be sent only when it is asked.

 1 Copy of this checklist must be submitted with your documents.

 Applicants are advised that they *DO NOT* print the document on both the sides of the paper as "DOUBLE SIDED PRINTED DOCUMENTS ARE NOT ACCEPTED".

 Check the number of Documents required.

 CKGS Center will not be able to process your application in case details on the form do not match with the details on the US/Foreign passport.

   Given name of the applicant must be exactly the same as stated (it may be a combination of first name and middle name) in the US/Foreign passport.

   Surname of the applicant must be exactly the same as stated in the US/Foreign passport.

   Sex of the applicant must be exactly the same as stated in the US/Foreign passport.

   Date of birth of the applicant must be exactly the same as stated in the US/Foreign passport.

   Place of birth of the applicant must be exactly the same as stated in the US/Foreign passport. *For example :* If in US/foreign passport the place of birth is stated as *"India"* then ensure on the government form it has to be India only.

   Date of issue of passport of the applicant must be exactly the same as stated in the US/Foreign passport.

   Passport number of the applicant must be exactly the same as stated the US/Foreign passport.

   Place of issue of US passport must be USDOS (in case of US passport holders). Foreign passport holders use place of issue exactly as stated in their passport.

   Father, Mother and spouse (if any) must be exactly the same as stated in the supporting document. No abbreviation or additions/deletions are allowed