

Checklist for Conference Visa

**Note : Take a printout of this checklist form and tick the documents enclosed in your application,
put your name, signature and date at the bottom**

1. Printed copy of the duly filled online application form at the Indian Government's Visa Portal. (Applicant should sign the application on first page below the photo and on the last page at designated place).
 2. Original Passport with more than six months validity as on date of expected date of journey and 2 blank pages along with a photocopy of the personal information page(s).
 3. 01 recent photograph (51mm x 51mm). Application with wrong photo specifications may lead to rejection
 4. Self-attested photocopy of Proof of Current address in Germany (City Registration/ Meldebesatigung / Anmeldung / personalauweis) of the applicant.
 5. Additional Form & Documents for Passport holders other than German nationals including proof of valid German Residence Permit / Visa:
 6. Invitation letter from the Indian conference/seminar organizer on the letter-head of the Institution/Company.
 7. Letter from the institution in Germany to which the applicant is representing.
 8. Political clearance from the Ministry of External Affairs.
 9. Clearance from the Ministry of Home Affairs (if applicable).
 10. If holding Stateless Passport: Last 03 months bank statements showing sufficient funds for stay in India.
 11. Proof of payment of the applicable visa fee (if made through bank transfer).
 12. Enclose Applicant Consent Form.
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Name :

Signature :

Date :