

# VISA SERVICE INC.

160 Commonwealth Avenue  
Suite 1-A  
Boston Massachusetts 02116  
Tel. 617-266-7646  
Fax: 617-262-9892

TRAVEL DOCUMENTATION

## INDIA

\*\*Please note: The Indian Consulate is jurisdictional. In order to apply at the consulate in NY, the applicant must reside within the New England area.

### **TOURIST VISA REQUIREMENTS** *Please allow a minimum of 5 business days for processing*

- ✓ Passport, signed & valid for at least 6 months beyond the requested date of entry
- ✓ **Two** passport photos, 2" x 2", taken on a white background
- ✓ An application filled out and submitted to the consulate online, and a signed copy submitted to Visa Service. <http://indiavisa.travisaoutsourcing.com>
- ✓ Copy of flight itinerary on travel agency letterhead or printed from the internet
- ✓ Copy of driver's license
- ✓ Payment- Consular Fee **plus** Visa Service Inc fee

### **BUSINESS VISA REQUIREMENTS** *Please allow a minimum of 5 business days for processing*

- ✓ Passport, signed & valid for at least 6 months beyond the requested date of entry
- ✓ **Two** passport photos, 2" x 2", taken on a white background
- ✓ An application filled out and submitted to the consulate online, and a signed copy submitted to Visa Service. <http://indiavisa.travisaoutsourcing.com>
- ✓ Copy of flight itinerary on travel agency letterhead or printed from the internet
- ✓ A cover letter from you US office
- ✓ An invitation from the inviting company in India
- ✓ Copy of driver's license
- ✓ Payment- Consular Fee **plus** Visa Service Inc fee

#### **Consular Fee:**

Tourist (6 month validity) – \$73.00

Business (1 year validity) – \$173.00

Tourist (1 year validity) – \$98.00

Business (10 year validity) – \$253.00

Tourist (10 year validity) – \$163

#### **Visa Service Inc, Fee:**

Tourist – \$85.00

Rush (4-7 business days) – \$65.00

Business – \$95.00

Emergency (1-3 business days) – \$120.00

Non-US – \$120.00

**Note: If the visa is denied for any reason by the Consular, absolutely no refund is possible. No changes are allowed once a request has been submitted.**

**If paying by check or money order, please make payable to VISA SERVICES, INC.**

**If paying by credit card, there is an additional 3% charge**

Visa Services, Inc acts only as an agent and accepts no responsibility for the services of any Travel Agent, Consulate, or Embassy in connection with the granting of visas: nor any delays or losses occasioned by such services or the US or Canadian mails, UPS, Federal Express, or any other services.

## FORMAT FOR BUSINESS LETTER

(Date)

Dear sirs/madam:

On behalf of (Traveler's Full Name) we are submitting (his/her) valid passport and required documents for a (single/multi) entry business visa. (Mr./Mrs./Ms) (Traveler's Last Name) has been a (job title position) with (name of company) since (date of hire) for (length of employment). (Applicant's company name's) contact number in the United States is (US corporate contact #).

(Traveler's Name) is planning a business visit to (country name). (Please explain activities of the organization). (He/She) will depart the US on (departure date), will arrive in (arrival city) on (arrival date) and will remain for approximately (# of days) and will return (# of times the traveler is expected to return to this country if requesting a multiple entry visa) over the next year. We would greatly appreciate any assistance you can provide us in expediting this process.

While there, he/she will be in contact with (local contact name and company name). His/Her address will be (exact street address). The phone number is (phone #).

(Company Name) guarantees that (traveler's name) will have adequate funds in his/her possession, as well as confirmed living accommodations and return transportation. (Company Name) also guarantees that he/she will not become dependent upon the government of (country name) in any way during his/her visit.

Thank you for your kind assistance in this matter. Please feel free to contact me with any questions.

Sincerely,  
(Authorized signer other than the traveler)  
(Signer's title)

**VISA  
SERVICE  
INC.**

160 Commonwealth Avenue, Suite U-1A, Boston, MA 02116

Tel: 617-266-7646

Fax: 617-262-9829

**ORDER FORM**

Name (Last, First): \_\_\_\_\_

Date passport must be back in your possession: \_\_\_\_\_ Date of travel: \_\_\_\_\_

**DELIVERY INSTRUCTIONS:**

Print street address with suite/apt. # (no P.O Boxes) for Visa Service, Inc. to return your documents to you. Please note: If you do not have an account number with FedEx, the return shipping charges must be included in your payment to Visa Service, Inc.

\_\_\_\_\_ FEDEX (\_\_\_\_\_ ACT. #) \_\_\_\_\_ PICK UP

\_\_\_\_\_ SELF ENCLOSED PREPAID ENVELOPE/FEDEX LABEL

Name: \_\_\_\_\_

Company \_\_\_\_\_

Address: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**VISAS REQUIRED FOR:**

Country	Travel Entry Date	Business/Tourism	Emergency/Rush/Regular	Single/Multi Entry

**PAYMENT DETAILS:**

I enclose check/money order made payable to Visa Service, Inc. ...OR...

I hereby authorize Visa Service, Inc. to charge my credit card for \_\_\_\_\_ processing (and/or) \_\_\_\_\_ delivery of my visa.

Type of Credit Card: \_\_\_\_\_ VISA \_\_\_\_\_ MASTERCARD \_\_\_\_\_ DISCOVER \_\_\_\_\_ AMERICAN EXPRESS

Credit Card Number: \_\_\_\_\_ Exp. Date (MM/YY): \_\_\_\_\_

*Note Well :- If paying by credit card, there is an additional 3% credit card fee*

Print name as it appears on the credit card: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**I agree this information I've given is true and correct to the best of my knowledge.**

SIGNED: \_\_\_\_\_ DATE : \_\_\_\_\_

**FOR OFFICE USE ONLY**

Credit Card Amount \$ \_\_\_\_\_ Approval Code : \_\_\_\_\_