

12 March, 2018

I. Instruction on how to apply for Indian Visa

Intended for Emory-Tibet Science Initiative (ETSI) faculty and staff participating in the 2018 Summer Intensive Program

These instructions are compiled and written solely for the 2018 ETSI faculty, their spouses or partners, and our staff. Each applicant will complete their visa application, which is the initial part of the application process. The remaining part of the process will be completed, on your behalf, by the ETSI staff, as a third party. Faculty are requested to strictly follow the instructions. Not doing so may obstruct the ETSI staff from accessing the application, and prevent us from completing it.

Step 1: Indian Visa application

Access the Indian Visa application form from the Indian government website at:

<https://indianvisaonline.gov.in/visa/index.html>

1. Click on: “Regular Visa Application”
A new page “Online Visa Application”, will open.
2. Make these specific selections on “Online Visa Application” page:
 - Country you are applying from: Select ‘United States of America’
 - Indian Mission: Select ‘USA-Atlanta’
 - Visa Type: ‘Entry Visa’ for faculty
‘Tourist’ for Spouses/ Partners and ETSI staff
 - Purpose: select ‘Purpose not covered by any other visa category’.

(Click continue to go the next page)

3. Faculty must choose/type the following information on ‘Visa Details Form’ (a 2-page form)
 - Duration of Visa: 6 months
 - No. of Entries: Multiple
 - Purpose of Visit: ‘Purpose not covered by any other visa category’ (“Teaching Science at Tibetan Monastery” is not in the option but it will be listed on the visa later.)
 - Reference Name in India:
Geshe Lobsang Tsering
Drepung Loseling Monastery
Mundgod, Karwer, INDIA 581411
 - Phone: (+91)8301245699
 - Reference Name in the USA: maybe next of **kin or a co-worker** but cannot be of a close relative (like parents, children & spouse) who is staying under the same roof as you.

Upload Photograph Page: Click on ‘**skip and continue**’.

4. Next page is “Confirm Detail” page
 - Click on ‘Verified and Continue’ when completed
 - Click on: Print Form
5. Print the Visa application and sign. There are two places for signature: one on page 1 (The rectangular box under id photo. Kindly make sure the signature is within the box.); and the other on page 2 at the bottom of the page.

Attach a 2X2 color ID photo to your application. Please see id photo requirements on page 4.

Step 2: Other Additional Forms

1. Additional Particulars Form
2. CKGS Disclaimer Form

Please complete the forms, print and sign them.

Step 3: Checklist for the Visa Application

This applies to both faculty and staff

1. Your Passport (it should have 6 months’ validity beyond the date of travel and two full empty pages)
2. Signed and filled visa application with ID photo attached
3. Signed and filled Additional Particulars Form
4. Signed CKGS Disclaimer Form
5. Proof of residency (a copy of driver’s license, State ID, or your utility bill, which has your name and the address that matches your address on the application)
6. If you are not a US citizen, send us a copy of I-94, Greencard or Employment Authorization card.

Step 4. Send the application form and other documents to ETSI

Use either FedEx or Priority Mail to send the documents to the following address:

**Tsetan Dolkar
ETSI-1599-001-1CB
1599 Clifton Road NE
Atlanta, GA 30322**

Emory faculty may bring their passport and other documents in a sealed envelope and leave them with the receptionist at 1599 Clifton Road.

Please Note: ETSI will personally submit your visa application to CKGS (the Indian visa outsourcing office). However, CKGS does not allow us to collect the documents. They will instead ship your passport directly to your home address, via FedEx, once the visa has been issued.

II. Additional Helpful Hints and FAQs:

- Your "**Surname**" is your last name, write exactly as in your passport.
- Your "**Given Name**" is your first and middle name, write exactly as in your passport
- Do not use punctuation marks. If your name is hyphenated then use a blank space instead. Do not use a period if your name has a suffix such as "Jr."
- What to fill in the **citizenship/national id number**: You can either fill your passport number or just **NA**. Please **do not write your social security number**.
- Answer "**Visible Identification Marks**" with "**None**."
- Your "**Present Address**" must **match your address on your driver's license**.
- For "**Father's**" and "**Mother's Details**" you must list their first, middle, and last name; and, you must list the city and state of their birth.
- If married you must list **your spouse's first, middle, and last name**; and you must include their city and state of birth.
- What to fill in the citizenship/national id number: You can either fill your passport number or just NA. Please **do not write your social security number**.
- For '**Employer**': Please write your university as the employer and 'NOT' ETSI.
- Send us your **actual passport with the other visa application documents**.
- Applicants who have **dual citizenship with the US and another country** must apply on their US passport if they are applying in USA.
- **Address in India** (the last time you were there in **summer 2017**)

For Gaden:

Gaden Shartse Monastery
Lama Camp No. 1
P.O. Tibetan Colony -581411
Tattihalli-Mundgod
Dist. North Canara
Karnataka State, Zip code: 581411
India

For Drepung:

Drepung Losel Ling Monastic Institution
Lama Camp No. 2
P.O. Tibetan Colony - 581411
Dist. Karwar
Karnataka State, Zip code: 581411
India

For Sera:

Sera Mey Monastic University
P.O. Bylakuppe – 571104
Mysore District
Karnataka State
India

III. ID Photograph Requirements:

- 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 in size (80% coverage of face)
- Photographs must NOT to be stapled and must NOT be attached using adhesive tape.
- 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.

