

## Instruction on how to apply for Indian Visa

Intended for Emory-Tibet Science Initiative (ETSI) faculty participating in the 2017 Summer Intensive Program

These instructions are compiled and written solely for the 2017 ETSI faculty, their spouses or partners, and staff. The faculty will complete the initial part of the visa application and the remaining part of the process will be completed, on your behalf, by the ETSI, as a third party. Therefore, the faculty are requested to strictly follow the instructions. Not doing so may obstruct the ETSI staff from accessing their applications, and thus prevent ETSI staff from completing the applications.

### 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  
(Click continue to go the next page)
3. Faculty must choose/type the following information on 'Applicant Detail Form' (a 4-page form)
  - Duration of Visa: 6 months
  - No. of Entries: Multiple
  - Purpose of Visit: 'Other' for faculty ("Teaching Science at Tibetan Monastery" is not in the option but it will be listed on the visa later.)  
'Tourist' for Spouses/Partners
  - Reference Name in India: Geshe Lobsang Tsering  
Drepung Loseling Monastery  
Mundgod, Karwer, INDIA 581411
  - Phone: (+91)8301245699

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 3.

**Step 2: Other Additional Forms**

1. Additional Particulars Form
  2. CKGS Disclaimer Form
- You can access the two forms from ETSI website  
Please complete the forms, print and sign them.

**Step 3: Checklist for the Visa Application**

This applies to both faculty and spouse/partner

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, and collect your passport from CKGS, the outsourcing office, when visas have been issued. We will return your documents via the above mentioned services. Emory faculty may pick up their documents from our office at 1599 Bldg.

### Additional Helpful Hints:

- 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."
- Please enter 'NA' if "Citizenship/National ID No." is not available. Do not enter your social security number or driver's license 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.
- Reference in USA may be 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.

### 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.

