

**Note: Please print out a copy of this checklist, Sign and submit the same along with your application.**

## Employment Visa

**Checklist: Must be completed, signed & attached with your application and supporting documents.**

<b>Note: Place a tick in the checkbox as applicable.</b>	
<p>Employment visas are issued to <b>AUSTRALIAN PASSPORT HOLDERS or AUSTRALIAN PERMANENT RESIDENTS (provided the period of permanent residence in Australia is for more than 2 years)</b> for a period up to one year initially. Employment visa can be considered if the person has a contract in India with an Indian organization. <b>OR</b> Has been posted / deployed to work in India for short/long term by the parent company based in Australia. Extensions, if required, can be granted by the concerned authorities in India (MHA/ State Governments/ FROs). Applicants are required to provide proof of employment, i.e. copies of contract and the terms &amp; conditions with the company in India &amp; Australia. Spouses and children accompanying the applicant are granted Entry visas on request for the duration of the assignment. Spouses &amp; Children accompanying the applicant must therefore apply for an “Entry Visa”.</p>	

<b>Documents you need for a complete Employment Visa Application</b>	
<ul style="list-style-type: none"> <li>➤ Application <b>Form ‘A’</b> duly completed and signed (Pakistan and Bangladesh nationals and dual citizens. See details hereunder)</li> </ul>	
<ul style="list-style-type: none"> <li>➤ If you are currently a <b>holder of a Pakistani passport or a dual citizen of Pakistan</b>, you need to fill in <b>Form ‘B’</b>. If holding dual citizenship, both passports need to be submitted. Visa will be issued on your Pakistani passport.</li> <li>➤ If you <b>do not hold dual nationality of Pakistan</b>, fill in <b>Form ‘A’</b> and submit a statutory Declaration duly attested by a Justice of Peace stating that you do not hold Pakistani nationality.</li> <li>➤ If you are only visiting one city in India, you must submit your application in quadruplet (four sets). If visiting two cities in India, you must submit in quintuplet (five sets). If visiting three cities in India, you must submit in six sets.</li> </ul>	
<ul style="list-style-type: none"> <li>➤ If you are currently a <b>holder of a Bangladeshi passport or a dual citizen of Bangladesh</b>, you need to fill in <b>Form ‘C’</b>. If holding dual citizenship of Bangladesh, both passports need to be submitted. Visa will be issued on your Bangladeshi passport.</li> <li>➤ If you <b>do not hold dual Nationality of Bangladesh</b> fill in <b>Form ‘A’</b> you are required to submit a Statutory Declaration duly attested by a Justice of Peace stating that you do not hold a Bangladeshi passport.</li> </ul>	

**Note: Please print out a copy of this checklist, Sign and submit the same along with your application.**

<ul style="list-style-type: none"> <li>➤ If you are currently <b>holding a Sri Lankan passport or with dual nationality (Srilanka + “X” Nationality)</b>, the visa would be issued on your Sri Lankan passport only.</li> <li>➤ If you <b>do not hold dual Nationality of Sri Lanka</b>, you are required to submit a Statutory Declaration duly attested by a Justice of Peace stating that you do not hold a Sri Lankan passport and you must submit the passport of your current Nationality.</li> </ul>	
<ul style="list-style-type: none"> <li>➤ If you are currently <b>holding a New Zealand Passport and you are permanent resident of Australia</b>, submit a copy of your Medicare card + a document that proves you have been residing in Australia for 2 years, prior to your application date (e.g. – Australian bank statement from 2 years prior, Australian rental proof/ownership proof of property from 2 years prior) A business Visa cannot be issued without the above proof.</li> </ul>	
<ul style="list-style-type: none"> <li>➤ If you currently <b>holding a Czech Republic Passport</b>, you may apply for an Indian Visa if you meet the following conditions A) You must have stayed in Australia, for at least one year, prior to applying. B) Hold a Passport with at least 1 year validity from the date of application. C) Present medical insurance for the entire period of proposed stay in India.</li> </ul>	
<ul style="list-style-type: none"> <li>➤ One recent photograph meeting specifications listed under “Prepare application” at <a href="http://www.vfs-in-au.net">www.vfs-in-au.net</a></li> </ul>	
<ul style="list-style-type: none"> <li>➤ Current original passport/travel document with a minimum validity of six months from the date of application and must have at least two blank pages.</li> </ul>	
<ul style="list-style-type: none"> <li>➤ Appointment letter/ contract from company in India confirming employment and details of employment such as company address, designation, nature of work, salary/ other perquisites and duration of employment/contract. <b>OR</b> If on a posting/deployment in India for short/long term letter from the Parent Company based in Australia.</li> </ul>	
<ul style="list-style-type: none"> <li>➤ I have submitted the correct Visa fee &amp; VFS Service fee. Review fees at <a href="http://www.vfs-in-au.net">www.vfs-in-au.net</a></li> </ul>	
<ul style="list-style-type: none"> <li>➤ I have selected the following mode of payment.               <ul style="list-style-type: none"> <li>a) Online ( launches Dec 2009)</li> <li>b) Eftpos / Credit card</li> <li>c) Cash (at VFS Counters only)</li> <li>d) Money / Postal Order payable to <b>“VFS Services Australia Pty Ltd”</b> only.</li> </ul> </li> </ul>	
<b>Note: Personal cheques and company cheques are not acceptable.</b>	
<ul style="list-style-type: none"> <li>➤ I am sending my documents by Post/Courier and have attached the <u>Postal Processing Fee of \$8 (incl GST)/Courier Processing Fee of \$16.50 (incl GST)</u>. I understand I do not have to send a return post/courier envelope. ( the postal/courier processing fee includes the return delivery)</li> </ul>	
<b>Additional Documents</b>	
<ul style="list-style-type: none"> <li>➤ <b>Form ‘H’</b> if you are applying to visit any <u>restricted</u> and/ or <u>protected</u></li> </ul>	

**Note: Please print out a copy of this checklist, Sign and submit the same along with your application.**

areas in India	
➤ <b>Photocopy of Visa Status</b> to be provided by all non-Australian passport holders who have Permanent Resident (PR) status.	
➤ <b>Form 'D'</b> to be filled by all non-Australian passport holders who do not have Permanent Resident (PR) status in Australia and all applicants belonging to the following categories even if they have Permanent Resident (PR) status in Australia.	
○ <b>Category A:</b> All applicants <b>currently holding passports</b> of Afghanistan, Bangladesh, China, DPR Korea (North Korea), Iran, Sri Lanka and Pakistan.	
○ <b>Category B:</b> All applicants with <b>dual citizenship</b> of Afghanistan, Bangladesh, China, DPR Korea (North Korea), Iran, Sri Lanka and Pakistan. Applicants in this category must submit both passports with their applications. (Visas for Pakistani and Bangladeshi applicants will be issued on their Pakistani and Bangladeshi passports only).	
○ <b>Category C:</b> All applicants who were <b>previously passport holders</b> of Afghanistan, Bangladesh, China, DPR Korea (North Korea), Iran, Sri Lanka and Pakistan.	
○ <b>Category D:</b> All <b>Australian passport holders who are currently having dual citizenship of, or were previously passport holders</b> of Afghanistan, Bangladesh, China, DPR Korea (North Korea), Iran, Sri Lanka and Pakistan.	

### **How do I collect my passport once my visa is processed?**

- If you have opted for return of your documents by post/courier while applying, they will be posted / couriered to you the day we receive your passport to the address specified by you on your application submission.

OR

- If you have not opted for the return of your documents by post/courier, once the status for your application is shown on the website [www.vfs-in-au.net](http://www.vfs-in-au.net) as processed and ready for collection, you may come in person to pick up your documents between 10:30am and 3:00pm, Monday to Friday on all working days.
- If you choose to send someone on your behalf then you must give him/her an authorization letter.

**Processing Times:** <http://www.vfs-in-au.net/processing-time.aspx>

The applicant hereby confirms that he/she has read the above, ticked the boxes against documents submitted & ensures that all the necessary documentation has been submitted.

VFS Officer (Name & Sign)

Applicant (Name & Sign)

\_\_\_\_\_

\_\_\_\_\_