

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

Employment Visa

❖ **Checklist:- Is my application Complete?**

Note	
Employment visas are generally issued for a period upto one year, initially. 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 & conditions with the company in India. Spouses and children accompanying the applicant are granted entry visas on request for the duration of the assignment.	

Documents you need for a complete Employment Visa Application	
<ul style="list-style-type: none"> ➤ Application form ‘A’ duly completed and signed ➤ If you are currently a holder of a Pakistani passport or a dual citizen of Pakistan, you need to fill in Form ‘B’. If holding dual citizenship, both passports need to be submitted. Visa will be issued on your Pakistani passport. If you do not hold dual nationality of Pakistan, you are required to submit statutory Declaration duly attested by the competent authorities (Notary Public or Justice of Peace) stating that you do not hold Pakistani nationality. 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 sextuplicate (six sets). ➤ If you are currently a holder of a Bangladeshi passport or a dual citizen of Bangladesh, you need to fill in Form ‘C’. If holding dual citizenship, both passports need to be submitted. Visa will be issued on your Bangladeshi passport. If the Bangladeshi passport cannot be produced, the applicant has to submit a Statutory Declaration duly attested by the competent authorities (Notary Public or Justice of Peace) stating that you do not holding a Bangladeshi passport. ➤ If you are currently holding a Sri Lankan with dual nationality, the visa would be issued on your Sri Lankan passport only. If the Sri Lankan passport cannot be produced, you are required to submit a Statutory Declaration duly attested by the competent authorities (Notary Public or Justice of Peace) stating that you do not hold a Sri Lankan passport. ➤ If you are currently holding a New Zealand Passport and you are permanent resident of Australia then submit photocopy of Medicare card. 	
<ul style="list-style-type: none"> ○ I have indicated the places of visit and duration of stay clearly on the form. 	
<ul style="list-style-type: none"> ○ I have provided accurate contact details (telephone/mobile 	

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<p>numbers) that can be used to reach me in both Australia and India.</p> <ul style="list-style-type: none"> ○ Land:_____ Mobile:_____ 	
<ul style="list-style-type: none"> ➤ One recent photograph meeting specifications listed in “What size photo do I need?” under “Prepare application” at www.vfs-in-au.net 	
<ul style="list-style-type: none"> ➤ Current original passport/travel document with a minimum validity of six months and must have at least two blank pages. 	
<ul style="list-style-type: none"> ➤ 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. 	
<ul style="list-style-type: none"> ➤ I have submitted the correct Visa fee & VFS Service Fee. Review Fees at www.vfs-in-au.net 	
<ul style="list-style-type: none"> ➤ I have selected the following mode of payment. <ul style="list-style-type: none"> a) Cash (at VFS Counters only) b) Eftpos / Credit card (at VFS counters only -Additional Surcharge applies) c) Bank Cheque / Demand draft payable to “VFS Services Australia Pty Ltd” only. d) Money / Postal Order payable to “VFS Services Australia Pty Ltd” only. <p>Note: Personal cheques and company cheques are not acceptable.</p> 	
<ul style="list-style-type: none"> ➤ I am sending my documents by Post and have attached the <u>Postal Processing Fee of \$8 (incl GST)</u>. I understand I do not have to send a return envelope. (the postal processing fee includes the return envelope) 	
<ul style="list-style-type: none"> ➤ If you would like documents to be returned by VFS courier, have you attached the <u>Courier Surcharge</u>? Review under fees at www.vfs-in-au.net 	

Additional Documents	
<ul style="list-style-type: none"> ➤ Form ‘H’ if you are applying to visit any restricted and/ or protected areas in India 	
<ul style="list-style-type: none"> ➤ Form ‘D’ to be filled by all non-Australian passport holders who do not have Permanent Resident (PR) status in Australia, except as specified below. ➤ Photocopy of Medicare Card to be provided by all non-Australian passport holders who have Permanent Resident (PR) status, except as specified below. <ul style="list-style-type: none"> ○ Form ‘D’ should be submitted by all applicants belonging to the following categories even if they have Permanent Resident (PR) status in Australia. <ul style="list-style-type: none"> ▪ Category A: All applicants currently holding passports of Afghanistan, Bangladesh, China, DPR Korea (North Korea), Iran, Sri Lanka and Pakistan. 	

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<ul style="list-style-type: none">▪ Category B: All applicants with dual citizenship 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).▪ Category C: All applicants who were previously passport holders of Afghanistan, Bangladesh, China, DPR Korea (North Korea), Iran, Sri Lanka and Pakistan.○ Form ‘D’ must be submitted by all Australian passport holders who are currently having dual citizenship of, or were previously passport holders of Afghanistan, Bangladesh, China, DPR Korea (North Korea), Iran, Sri Lanka and Pakistan.	
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How do I collect my passport once my visa is processed?

- Once the status for your application is shown on the website 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](#).
- 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 previously specified by you.

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)
