

Dear Industry Partner,

A new version of the Online Visa Application Form will be applicable for applicants wishing to apply for a Visa to India.

*The new online application form, which will need to be completed when submitting documents for a visa to India, will commence from 22nd July 2011 across Switzerland and will be **mandatory** for all applications made at the India Visa Application Center (IVAC) on behalf of The Embassy of India, Berne. From this date onwards, the new format of the visa application form shall be available on the VFS global website <http://in.vfsglobal.ch/>. If there is any information that you would require – please email us on info.inch@vfshelpline.com.*

All applications made on and after 22nd July 2011 would require applicants to follow the new application form and duly signed on the same. Applicants are required to submit two photographs along with their applications a) one photograph pasted on the application form and b) second photograph stapled on the reverse of the form. A fotobooth producing passport pictures in accordance to visa rules & regulations is on site of the IVAC. Four Pictures can be purchased for CHF 20. **No handwritten application forms will be accepted at the India Visa Application Centers (IVAC) effective from 22nd July 2011.** The existing application form will be unavailable on VFS Global's website after 22nd July 2011, except the additional information forms. An internet kiosk is available at the India Visa Application Centre, Bern for easy access to the online form at a charge of CHF 5.

Do's

- Please ensure to note the interim unique reference number generated at the start (and seen on each page) of the online application form.
- Please record/ note the final reference number that is generated upon completion of your application.
- Provide an email address in your application so that information on your unique reference numbers can be sent.
- Please submit a confirmed and detailed itinerary if applying for a double/multiple entry visa. However, this does not guarantee the issuance of a visa and the decision would still remain subject to the discretion of The Embassy of India, Berne.
- Applications MUST be signed by the applicant him/herself and not by any representative.
- Before submitting your visa application, please check your passport(s) to ensure there is no valid visa for India.
- **All fields on the Online Application Form must be completed in as much detail as possible. When entering address information, please ensure that you provide the Post Code as well.**

Don'ts

- Offline/handwritten application forms will not be accepted at the IVACs for applications made on or after 22nd July 2011.
- Photographs with colored background will not be accepted. Photographs only with a white / off white background will be accepted at the IVAC strictly as per the specification.
- Please do not staple both photographs to the application Form. One must be pasted to the front of the Form while the second must be stapled to the reverse side
- Please ensure all applications requiring additional documents are completed prior to submission at the IVAC. Information to this effect is given on the website <http://in.vfsglobal.ch/>
- In case you wish to use the SMS service (optional additional service at a nominal charge) the format of the number that you would enter must be as per the instructions given against that field. Please note that the SMS would not be triggered if the format of the number is incorrect.

Visa application process on and after 22nd July 2011.

- Log on to the website <http://in.vfsglobal.ch/>
- Click on the link to begin filling an online visa application form
- Please note the interim Unique Reference Number located at the start, and on each page, of the Online Form once you begin. Guidance notes are also provided
- Complete all the required fields as specified.
- Upon completing and saving the Online Application Form, applicants will receive an email with details of the final Reference Number (SWZB.....), providing an email address has been given while filing the Form. Applicants will also have the option to Download/Print the application form at this stage.
- Upon clicking *Save*, applicants would be redirected to the webpage providing details of the visa fee and required checklists.
- All applicants will be required to download and sign a Declaration Form, which will be made available on the website <http://in.vfsglobal.ch/> and submit it along with the application at the Visa Center.
- Please submit all documents at the IVAC along with all other required documents.

Processing

Time

Under normal circumstances, most visa applications will take a minimum of 3-5 working days to process. This may vary for specific visa categories, non-Swiss passports and certain nationalities, where the turnaround could be much longer. This decision is at the sole discretion of the Embassy of India, Berne.

All visa seekers are recommended to confirm their travel plans only after obtaining the visa. For more information please visit <http://in.vfsglobal.ch/>

VF Services (Switzerland) Limited will be responsible only for accepting and processing applications. All applications will continue to be assessed by the Embassy of India, Berne. Timelines for turnaround of visas are as per the discretion of the authority.

Contact Coordinates for Travel Agents/ Tour Operators

India Visa Application Centre

Mr. Thomas Wollseifen

Email: Thomas.wollseifen@visavia.net

Customer Relations: Info.inch@vfshelpline.com

Helpline Number: 031 381 5804