

IMPORTANT VISA CONDITIONS

Please read the below instruction sheet and visa application form carefully, as the Indian Consulate is very strict about the presentation of applications; including but not limited to your form/s, passport validity and photo, which has a mandatory size of 5cm high x 5cm wide .

- ❖ *Passports and visa application forms are due **70 days prior to departure**. Please notify your Travel Agent or Wendy Wu Tours if you cannot make the deadline or choose to arrange your own visa. Applications will not be accepted within 50 days of departure.*
- ❖ *As we apply for the visa prior to the balance due date, **an advanced payment of \$200 per person** will be required in order to process the visa. This payment covers the visa costs as well as administration fees for this service. Upon receiving the payment, your records will be adjusted to reflect the remaining balance on file accordingly.*
- ❖ *The Indian consulates will not accept applications where the departure date from Australia to India is more than 60 days from the date the application is received in their office. **Applications expire within 30 days of printing, so ensure you only complete the form a few days prior to the due date!***
- ❖ *Full names including middle names should be entered accordingly as per passport. Names with a hyphen will include a space in between.*
- ❖ *Once your application is submitted, the Consulate may request additional fees or further documents, information, and/or material. In some cases the Consulate will require the applicant to submit their passport and visa application forms in person.*
- ❖ *Wendy Wu Tours has no control over Consular decisions to issue visas. If any documentation or material is incorrect the consulate will reject the application. In this case, the customer will incur tour cancellation costs. Wendy Wu Tours cannot accept responsibility for any failure in this respect.*

THE FOLLOWING IS AN INSTRUCTION SHEET ONLY

Please provide your passports, completed visa applications, photos and any additional documents to your Travel Agent. If you have booked directly with Wendy Wu Tours then please send documents via registered mail or courier to:

Wendy Wu Tours
Att: Visa Department
Level 6, 20 Hunter Street
Sydney, NSW 2000

Indian Application Checklist:

- 1 x original passport.
- 1 x original visa application form per person (Completed online and printed – www.vfsglobal.com/india/australia).
- 1 x original photo per person (the Consulate will only accept 5x5cm sized photos) – see photo requirements below.
- 1 x original signed checklist.

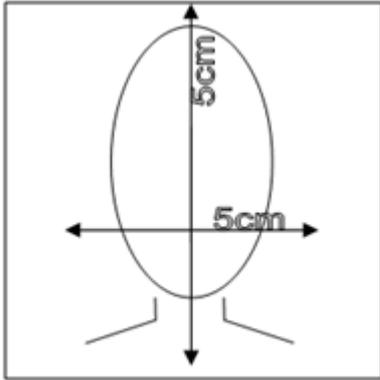
Basic Application Requirements:

- Passports must have a minimum of 6 months validity left, from the date of your arrival back into Australia.
- All details must be typed exactly as they appear in your passport.
- Application forms must be printed on A4 white paper only.

Basic Application Requirements:

- ☑ Application forms must be completed and signed twice!
- ☑ Do not send in your passport wallet. The Consulate does not accept covers, so therefore they can be easily misplaced.
- ☑ If you have arrangements not booked through Wendy Wu Tours that will affect your visa, then please provide a detailed travel itinerary issued by a travel agent, airline or cruise company which includes your full name, the dates and places of entry and exit as well as the mode of transport to be used.

Photo Requirements:



- ☑ One photo. **Mandatory size is 5cm high x 5cm wide (the Consulate is very strict and will only accept exact sizing).**
- ☑ Photos can be obtained from a photographer or photo kiosk (not the post office).
- ☑ Photograph must be no more than 3 months old.
- ☑ Must be printed in colour on high quality paper, with no ink or marks on the image.
- ☑ Plain, light-coloured background (e.g. white or light cream).
- ☑ Professional photograph showing close up of head and top of shoulders are visible.
- ☑ “Professional” means taken by a photographer. Home versions won’t be accepted.
- ☑ Original coloured photo is required, no copies of any kind.
- ☑ Must show applicant looking directly at camera with neutral expression.
- ☑ Must show natural skin tones with appropriate brightness / contrast.
- ☑ Photo must be glued or stapled to the application form in the designated area.
- ☑ Please Staple or glue the photo/s to the application form – do not send loose.

- ❖ Remember to attach a photo which is **5x5cm**, this is not a sizing which includes the frame, must be actual photo.
- ❖ Remember to sign application under the attached photo, the last page of the visa form and the checklist.
- ❖ Applications expire within 30 days of printing, so ensure you only complete them a few days prior to the due date.
- ❖ You will find a guide to answering questions on the Indian Visa Application on the next couple of pages. It is important that you read this, as it will allow you to take note of any additional documentation you may require.

Accessing the Application:

Visit www.vfsglobal.com/india/australia (please note; you may encounter warning pop-ups that need to be approved/ignored. These occur as you are being redirected from an Australian to an Indian Internet Browser. The websites are perfectly safe).

1. Click on ‘Visa Information’



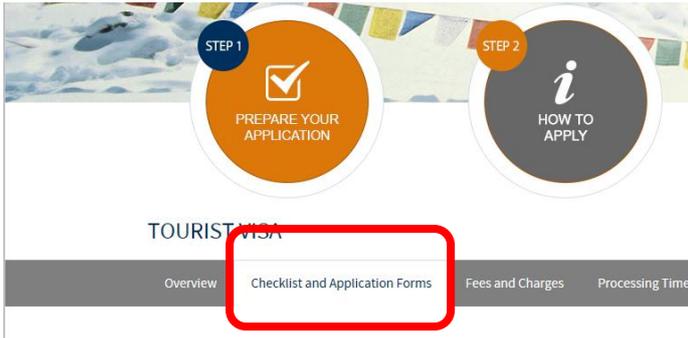
2. Select ‘Tourist Visa’

All foreign nationals entering India are required to obtain from an Indian Mission or Post abroad. A Passport and Visa Services centres.

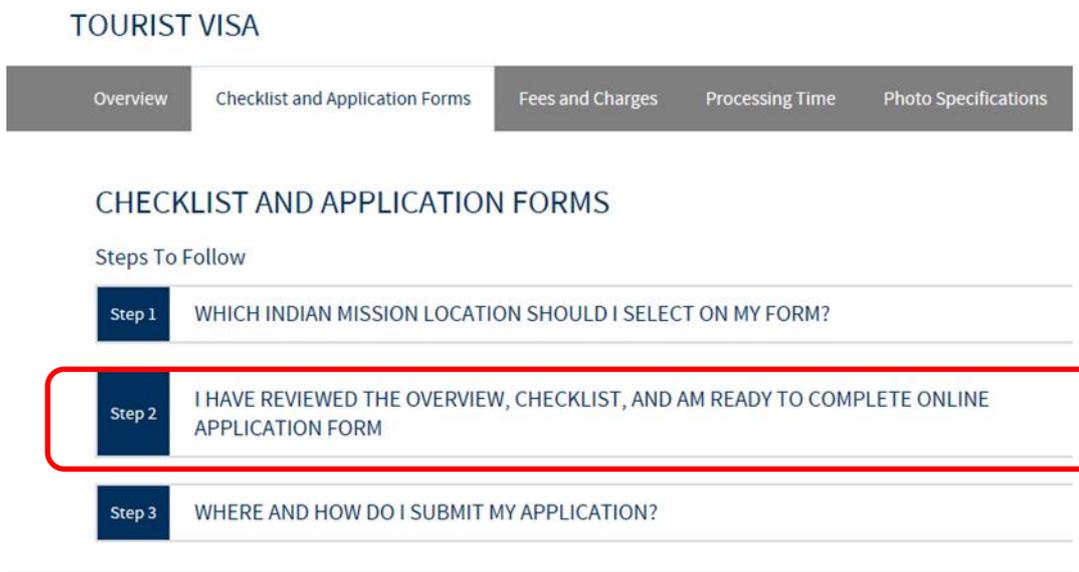
Applicants can apply for any of the below category related checklists

- > Tourist visa
- > Business V
- > Student Visa
- > Journalist Visa
- > Employment Visa

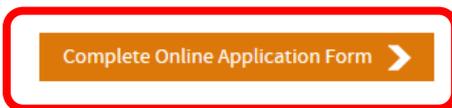
3. Click on 'Checklist & Application Forms'



4. Scroll down and click **STEP 2 'I have reviewed the overview, checklist, and am ready to complete online application form'**



5. Click on 'Complete Online Application Form'



6. New page will open, under 'Application Declaration' select 'I Agree' then click 'Start Online Visa Application'



A pop up message will appear, select 'Ok'

7. Click on 'Online Visa Application'



The Indian Visa Application will now be opened and the below will assist you with completion of the application



Country you are applying visa from*	Select Country
Indian Mission*	Select Indian Mission...
Nationality*	Select Nationality...
Date of Birth *	<input type="text"/> (DD/MM/YYYY)
Email ID	<input type="text"/>
Re-enter Email ID	<input type="text"/>
Expected Date of Arrival*	<input type="text"/> (DD/MM/YYYY)
Visa Type*	Select Visa Type...
Access Code	62bcqb 
Enter Access Code	<input type="text"/>
Continue	

Select 'Country' (Australia)

Select 'Indian Mission Office'

Please refer to the following table to ensure you select the correct Indian Mission:

INDIAN MISSION JURISDICTIONS	
Your Residential State	Indian Mission to be Selected
NSW and SA	SYDNEY, NSW
VIC and TAS	MELBOURNE, VIC
ACT and QLD	CANBERRA, ACT
WA and NT	PERTH, WA

Nationality – Select present nationality (e.g. Australian)

-If you are not an Australian Citizen, you will need to supply a copy of your Medicare Card

-All nationalities, except New Zealand, will need to supply a copy of their Australian Visa and passport bio page. If it's an Electronic Australian Visa then a copy of confirmation from the Department of Immigration and Emigration will be required. It must have a minimum of 6 months validity, once you return to Australia

-All persons who are previous or current nationals of Asia or the Middle East must fill in Form D, which is located under 'Checklist & Additional Forms' or can be obtained from the VFS Global website

Date of Birth - Complete accordingly

E-mail – Complete accordingly

Expected Date of Journey – Please refer to your Itinerary or contact your Travel Agent (If you have arrangements not booked through Wendy Wu Tours then please submit flight/cruise itinerary with your visa application).

Type of Visa – Select 'Tourist Visa' unless otherwise specified by Wendy Wu Tours or your Travel Agent.

Once the above has been completed enter Access Code and 'Continue'

Please make note of **Temporary Application ID**



Applicant Details:

- Surname and Given Names** – Ensure name is as per passport
- Change of Name** – Complete accordingly (e.g. Maiden name)
- Sex** – Complete accordingly
- Place and Country of Birth** – Ensure place of birth is as per passport
- Citizenship/National ID** – Type 'NA' as this does not apply to Australia residents
- Religion** – If NA select 'Others' and type 'None'
- Visual Identification Marks** – E.g. tattoos/birth marks etc. If NA type 'None'
- Educational Qualification** – Complete accordingly

Passport Details:

- Passport Information** – Complete accordingly, ensure is as per passport.
- Other current Passports** – If you hold another valid Passport then complete accordingly, ensure is as per passport.

Once the above has been completed select

[Save and Continue](#)

Applicant's Address Details:

- Present Address/Number/E-mail** – Complete accordingly.
- Permanent Address** - Tick 'Same Address' or complete accordingly.

Family Details:

- Fathers & Mothers Details** – Relay information as best you can, even if parent is deceased.
- Applicant's Marital Status** – Complete accordingly.
- Grandparents Nationals of Pakistan** – If yes please contact Wendy Wu Tours, otherwise tick 'No'.

Profession/Occupation Details of Applicant:

- Present Occupation** – Please select 'Worker' where possible. If you select any of the occupations relating to the Media/Charity/Army/Government/Doctor/Law Enforcement you will be required to submit a declaration with your application stating your job role and that you will not work whilst in India. The declaration is best obtained from your employer.
- Past Occupation** – This question does not require an answer.
- Military Organisation** – Complete accordingly.

Once the above has been completed select

[Save and Continue](#)

Details of Visa Sought:

Places likely to be Visited – Please refer to your Itinerary or contact your Travel Agent.

Duration of Visa – Please refer to your Itinerary or contact your Travel Agent.

No. of Entries – If you require more than a Single entry, please ensure you have advised Wendy Wu Tours and your Travel Agent, as you will need to be quoted for additional services and extra documentation.

Purpose of Visit – Select ‘Tourism’ unless otherwise specified by Wendy Wu Tours or your Travel Agent.

Expected Date of Journey – Please refer to your Itinerary or contact your Travel Agent (If you have arrangements not booked through Wendy Wu Tours then please submit flight/cruise itinerary with your visa application).

Port of Arrival and Exit – Please refer to your Itinerary or contact your Travel Agent.

Previous Visa/Currently Valid Visa Details:

Previous travel to India – If ‘Yes’, then complete accordingly.

Refused travel to India – If ‘Yes’, then complete accordingly.

Has permission to visit or to extend stay in India previously been refused? – If yes please contact Wendy Wu Tours, otherwise tick ‘No’

Other Information:

Countries visited in the last 10yrs – Complete accordingly.

SAARC Country Visit Details:

SAARC Countries visited in the last 3yrs (Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka) – This does not include if you are about to visit one (e.g. if you are going to visit Nepal, but have not previously been this would not apply).

Reference:

Reference in India – Type ‘Wendy Wu Tours – Level 6, 20 Hunter Street, Sydney NSW 2000 and 1300 727 998’

Reference in Australia – Provide details of either your Travel Agent/friend etc. (cannot be the same as Reference in India or your home address)

Photo upload:

Do not upload a photo unless you are applying directly to the Consulate. If Wendy Wu Tours or your Travel Agent is submitting your visa, then select ‘Continue To Next Page’.

Once the above has been completed select

Save and Continue

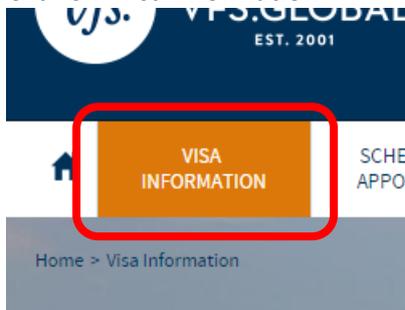
Steps to Finishing the Application:

1. Check over your information to ensure all is correct. If required, click ‘**Modify/Edit**’ at the bottom of the page or if all details are correct, click ‘**Verified and Continue**’. *If there are any errors the application will need to be completed again.*
2. Click ‘**Print Form**’ and attach your 5x5cm photo to the designated area on the form and be sure to sign under the photo and the bottom of the second page!

Checklist:

The Checklist you are required to submit with your application is located on the www.vfsglobal.com/india/australia website as follows;

1. Click on 'Visa Information'



2. Select 'Tourist Visa'

All foreign nationals entering India are required to obtain a visa from an Indian Mission or Post abroad. A Passport and Visa Services centres.

Applicants can apply for any of the below category related checklists.

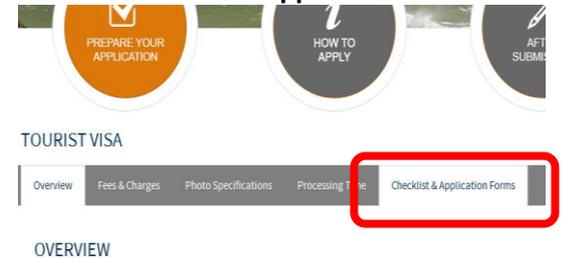
> Tourist visa

> Student Visa

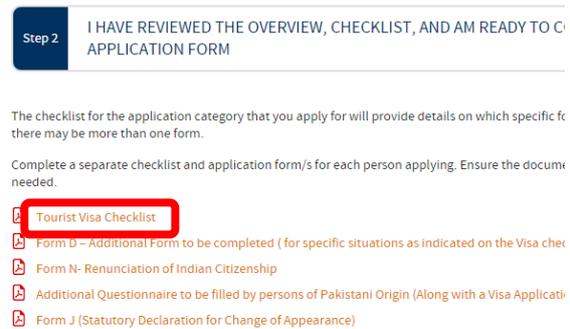
> Journalist Visa

> Employment Visa

3. Click on 'Checklist & Application Forms'



4. Scroll down and click on 'Tourist Visa Checklist', print off the checklist and complete accordingly.



Overview of Documentation to be submitted to Wendy Wu Tours:

- ☑ 1 x original passport
- ☑ 1 x original visa application form per person (printed online and signed twice)
- ☑ 1 x original photo per person (*don't forget the Consulate will only accept a photo 5cm high x 5cm wide - this is not including any framing*)
- ☑ 1 x original signed checklist
- ☑ Any additional supporting documentation required