

## INDIA VISA ONLINE APPLICATION FORM

Please Note that the Indian Embassy now require all forms to be Completed Online  
**Below Are Step-by-Step Instructions on How to Do This:**

**STEP 1:** Log onto <http://in.vfsglobal.co.uk/mandatory.aspx>

**STEP 2:** Click “**I AGREE**”, and press “**CONTINUE**”

**STEP 3:** A New Page Will Open and Present You with 4 Options

Quick Links

- [Create Online Visa Application/s](#)
- [Modify/Retrieve Visa Application/s](#)
- [Download/Print Document/s](#)
- [Registered User's Login](#)

Select **Create Online Visa Application/s** option and begin completing the form

**STEP 4: IMPORTANT:** YOU WILL THEN BE PRESENTED WITH A LIST OF OPTIONS. COMPLETE THEM ACCORDING TO THE OPTIONS BELOW:

Create Visa Application/s \* Indicates Mandatory Field

Where would you like to submit your Visa Application/s? \*  
Application Center London-Goswell Road-High Commission of India, London

How would you like to submit your application? \*  
In- Person at the Application Centre

How would you like your processed application returned to you? \*  
Collect In-person from the Application Centre

Please provide your active Email-ID: \*  
[Input field]

Please provide your Contact Number (Handphone Number preferred): \*  
[Input field] [eg. 00447912345678]

Enter Code as Seen in Image (Case Sensitive): \*  
PXdKr d

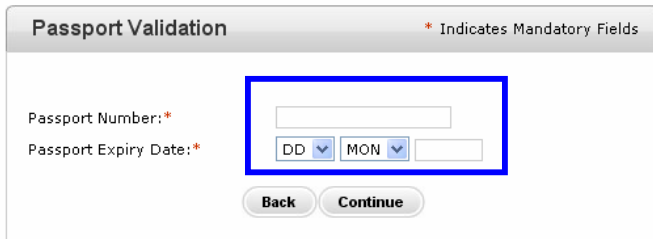
Please select: **Goswell Road** option

Please select: **In-Person** option

Please select: **Collect In-Person** option

- Please select: **Goswell Road** option
- Please select: **In-Person** option
- Please select: **Collect In-Person** option

**STEP 5: A Passport validation screen will appear which needs to be completed accordingly:**



Passport Validation \* Indicates Mandatory Fields

Passport Number: \*

Passport Expiry Date: \*

DD MON

Back Continue

Enter your passport number and expiry date and press continue. This will then take you to the “Passport/Visa Details” page.

### **STEP 6: Passport/Visa Details**

**Please complete all the entry boxes in the “Passport/Visa Details” page. Below are important guidelines on particular entry box questions.**

1. If visiting India on a holiday, please select Tourist visa **for the Visa type**
2. Or if visiting India for business, please select Business visa **for the Visa type**

After clicking continue you then go onto the “Individual Information” page.

### **STEP 7: Individual Information**

**Please complete all the boxes in the “Individual Information” section. Below are some important guidelines on particular entry box questions.**

1. When entering your name, please ensure that it matches the name as per the passport. Middle names need to be included.
2. For Previous Nationality, please put **NA** if you have only ever held one nationality.
3. For “Address in India/City/Pin Code”, please put **NA**
4. For “Restricted Area/Place Permitted/Reference”, please put **NA**
5. For “Name of the sponsor/Address/City/Post Code”, please put **NA**

After clicking continue you then go onto the “VAD Details” page.

### **STEP 8: VAF Details**

**Please complete all the entry box questions in the “VAF Details” page. Below are some important guidelines on particular entry box questions.**

1. For “Previous/other name”, please put **NA**
2. For “issuing authority”, this information is usually located in the picture page of your passport and is likely to be either **UKPA** or **IPS** for UK passport holders.
3. For “UK Referees”, these can be persons that you would want contacted in the case of an emergency.
4. For “India Referees”, you can include the details of your India accommodation. If you have no accommodation booked, then please put **NA**.

**Please then press the submit button and follow onto the next steps.**

**STEP 9: AFTER SUBMITTING YOUR APPLICATION CLICK “CONTINUE” ON THE CHARGES PAGE AND NOTE YOUR WEB REFERENCE NUMBER:**

You have successfully created online VAF.  
Please note your Web Reference Number for future use.

Applicant Name	Web Reference No	Passport No	Visa Fees	Administrative Charges	Application Courier Return Charges	Service Charges	Additional Charges	Referral Charges	Total Applicable Fee per applicant
VAT 17.50%(On Optional Services, Administrative Services a									
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Continue</div>									

When the completion and charges pay appears, press **Continue** to progress

**STEP 10: ON THE “SELECT OPTIONS” PAGE CLICK “DOWNLOAD/PRINT DOCUMENT/S” TO OPEN UP THE FORM:**

### Select Options

<a href="#">Schedule Appointment</a>	<a href="#">Make Payment</a>
<a href="#">Cancel Application</a>	<div style="border: 1px solid black; padding: 5px; display: inline-block;">Download/Print Document/s</div>

Click on: **Download/Print Document/s**

**STEP 11: ON THE DOWNLOAD/PRINT PAGE, SELECT “DOWNLOAD/PRINT VAF FORM”:**

Download/Print Documents

Applicant Name	Web Reference No	Passport Number		
			<div style="border: 1px solid black; padding: 2px; display: inline-block;">Download/Print Download/Print VAF Form</div>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Download/Print Download/Print Checklist</div>

Download Adobe Reader 8.1.2

Exit

Please select this option to **Download/Print** the application form

**STEP 12: ONCE YOU HAVE SAVED AND OPENED YOUR COMPLETED FORM, PRINT A PAPER COPY OF THE VISA FORM AND SIGN AND DATE. YOU ARE NOW READY TO SEND THIS WITH THE REST OF YOUR DOCUMENTS**

**Declaration**

I, \_\_\_\_\_ hereby undertake that I shall utilise my visit only for the purpose for which Visa has been applied, and shall not on arrival in India try to extend my stay for any other purpose. I also declare that I am present in the UK on the date of making this application and that all the information given here by me is true, accurate and complete.

**Date:** \_\_\_\_\_ **Signature of Applicant :** \_\_\_\_\_

IMPORTANT NOTE: Suppression of facts or furnishing misleading/false information will result in denial of visa without assigning any reason. Visa fee once tendered is non-refundable and subject to change without notice. After receipt of visa ensure name, spellings, passport number type and validity of visa are given correctly. Also visa bears round stamp and is duly signed by the Visa Officer.

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FOR OFFICE USE ONLY

GBRL/B/E

Once you have saved and opened the document, please **print, sign** and **date** the completed **Application form**

**Important:** Please Do Not make any payments online if wishing to use the services of Rapid Visas

If you have any questions regarding the completion of the India Visa application form please contact us by emailing [info@rapid-visas.com](mailto:info@rapid-visas.com) or calling 0845 224 9482