



Checklist Indian Employment Visa – Visa Handling Service

Please see to follow a list of documents required to apply for an Indian Tourist Visa. Please note that visa requirements are subject to change at short notice and contractors are advised to contact our Visa Administrators to confirm before sending documentation through. Also, please contact us for information if you are not applying with a UK passport. Please note, to be able to apply in Edinburgh applicants must provide a Scottish address.

What we need from you...

- Passport** (in good condition, with at least 2 blank pages and valid for 6 months after visa expires)
- two 2 inch x 2 inch coloured passport picture**
- Visa Application Form** (which must be completed online and can be downloaded here http://in.vfsglobal.co.uk/touristvisa_form.html)
- Completed and signed additional form** ('Information Form for Grant of Employment Visa')
- Copy of an employment contract signed by both parties** (the contract should have specific clause for payment of income tax in India)
- Letter of introduction from your UK company** (original, explaining the nature of business and duration of visit)
- Copy of educational documents**
- Visa Handling Fee**

Any difficulties completing the Visa Application Form? Please do not hesitate to contact our Visa Administrators in our Edinburgh headquarter or London office:

Edinburgh 0131 662 0930

London 0207 391 8515

Once completed...

...please send your application to our visa processing centres in London or Edinburgh:

RuVisa Ltd
103 St. Leonards Street
Edinburgh
EH8 9QY

RuVisa Ltd
4th Floor, Hamilton House,
Mabledon Place, Bloomsbury
London
WC1H 9BB

- We will return your passport by Royal Mail Special Next Day Delivery or will prepare it for collection as you require
- Please remember to include a note of your daytime contact number and indicate the return address your passport and visa should be delivered to.

Visa Processing Fee

We will require payment before we can begin processing your order. Payment can be made by AMEX (3.5% surcharge), credit (2% surcharge) or debit (no surcharge) card either over the phone or by completing and sending our [Payment Authorisation Form](#)

The cost of this service is as follows:



Visa Type	Processing Time (working days)*	Price (UK citizen)*
Multiple Entry 6 Months	10 days	£379
Multiple Entry 12 Months	10 days	£399

*Prices are inclusive of the Consular fee, visa support documents, postage and VAT. Processing time is the time taken to obtain the visa support documents and to process the application at the Consulate and does not include delivery time. Please note that processing time can vary between 5 – 10 days and must therefore be seen as a guideline.