



## **2017- VISA REQUIREMENTS: UK / USA**

### **1. PASSPORT**

- Must be valid for 6 months from the date of application
- Please make sure that your passport has at least Two Blank pages with no stamps, visas or endorsements on it.
- Old passport if any must be attached
- Passport must have 10 years or less validity.
- Passport with more than 10 years validity is NOT ACCEPTED by the consulate

### **2. APPLICATION FORM**

- Completed application in Capital letters ( If visa processed by yourself )
- Don't fill the application form if visa is processed through Star Tours. Only signature/s required in form.
- Each applicant has to sign a form (Parents sign for Minor under 12 years)

### **3. PHOTOGRAPH**

- 2 photograph per applicant (Latest)
- **Size: 35mm width x 45mm height ( UK )**
- White back ground (wear Dark Color Clothes) .
- Glossy finish. No borders.
- 80% CLOSE UP (up to Shoulder) without glasses with front profile ( UK )
- Photo must be Camera clicked (No Scanned Image)

### **4. COVERING LETTER from the Lead applicant**

- If in Business: Covering letter must be on BUSINESS LETTERHEAD with recent telephone no. and email address.
- If employed / retired: Covering letter must be on plain paper or personal letter head with recent telephone number.
- Letter has to be typed (Hand written letters not accepted)
- To be signed by the lead applicant / head of the family
- Format attached

### **5. BIOMETRIC (Finger print )**

- It is Mandatory to have Biometrics (Fingerprints) to obtain UK Visa & USA Visa.
- All passengers must go personally for submission of documents and biometric.
- Applicant's palm and fingers should not have any Cuts, Bruises, Henna (Mahanadi), Colour or Tattoo on the palms & fingers at the time of going for finger prints



## 6. DOCUMENTS

Following suggested documents to be submitted along with the application showing evidence of your personal circumstances in India. (**All below documents must be submitted in “ORIGINAL” – except the FIXED DEPOSIT & PROPERTY DOCUMENTS**)

### A. If salaried employee

- Last 3 years income tax Returns with computation of Income with Tax paid Challan Or Form No. 16
- Last 6 months updated latest Bank Statements in ORIGINAL (with bank's stamp & signature) or Pass Books including Recent Month.
- PPF / Post Office Savings / DMAT accounts in Original (with Valuation)
- Fixed Deposit & Post Saving Certificate
- Evidence of your assets - Property Documents, Ownership Certificate, Rent Receipt, Agreements etc
- Letters of employment & leave sanction letter from employer mentioning the designation and period of leave.
- Evidence of a regular salary (last three months) in the form of wage slips. This must reflect of bank statement.

### B. If in Business

- Covering letter on BUSINESS LETTER HEAD
- Last 3 years income tax Returns with computation of Income with Tax paid Challan(**PERSONAL**).
- Last 3 years income tax Returns with computation of Income with Tax paid Challan(**COMPANY**)
- Last 6 months updated latest Bank Statements in ORIGINAL (with bank's stamp & signature) or Pass Books including Recent Month (**PERSONAL**)
- Last 6 months updated latest Bank Statements in ORIGINAL (with bank's stamp & signature) or Pass Books including Recent Month (**COMPANY**)
- PPF / Post Office Savings / DMAT accounts in Original (with Valuation)
- Fixed Deposit & Post Saving Certificate
- Evidence of your assets - Property Documents – Ownership Certificate, Rent Receipt, Agreements etc
- Director in the company: Memorandum & Article of Association and NOC from other directors of the company.
- Partnership in a company: Partnership deed copy. NOC from other partner/s.
- Proprietor: Shop establishment & sales tax registration etc.

### C. For Students / children travelling with Parents

- School/ College ID or Bonafide certificate from the School (**ORIGINAL**)
- **Leave sanction** required if students travelling any time other than usual Holidays period

### D. For Students / children travelling without Parent /s

- School/ College ID or Bonafide certificate from the School (**ORIGINAL**)
- **Leave sanction** required if students travelling any time other than usual Holidays period
- If child is traveling with one of the parent, then NOC from other Parent is required on a stamp paper duly notarized along with parents Passport Copies (Rs.100 stamp paper).
- If child is traveling without parents, then NOC from both Parents is required on a stamp paper duly notarized along with parents Passport Copies. (Rs.100 stamp paper)
- Parents Proof of occupation.
- Parents last 03 years IT returns
- Parents last 06 months bank statements (with banks stamp & signature) / passbook in original.



#### **E. If retired / Single Traveler / Widow**

- Last 3 years income tax Returns with computation of Income along-with return filled acknowledgement with Tax paid Challans.
- Last 6 months updated latest Bank Statements in ORIGINAL ( with bank's stamp & signature ) or Pass Books including Recent Month.
- PPF / Post Office Savings / DMAT accounts in Original (with Valuation)
- Fixed Deposit & Post Saving Certificate (**PHOTCOPY / XEROX**)
- Evidence of your assets - Property Documents, Ownership Certificate, BhadaChitthi/Rent Receipt, Agreements etc
- Letters of employment & leave sanction letter from employer mentioning the designation and the period of leave.
- Evidence of a regular salary (last three months) in the form of wage slips. The same should be reflecting in your Bank Account.
- Retirement Certificate
- Pension Statement
- If Single: NOC from the spouse with Photo ID proof of spouse for signature and name verification.
- If Widow – Death Certificate of the spouse

#### **F. Newly married couple.**

- All documents as mentioned above ( a. if salaried or b. If Business )
- Covering letter from each individual giving details of each other, marriage date and purpose of visit.
- Marriage Card and Engagement Photo
- NOC from brides parents stating no objection on travel along with their passport copies / ID proof.

#### **FOR ALL ABOVE CATEGORIES –**

**You have to show evidence of your stay, for example, a hotel reservation or a confirmation from Tour operator or a letter from your sponsor confirming that you are staying with them.**

**Any other document/s that will satisfy the Visa Officer that you plan to return to India at the end of your visit.**

**Time Taken: Minimum 15 - 20 working days from date of appointment /submission (May take more time as decided by respective consulate / embassy)**

#### **For Passengers having Blood Relation / Sponsor staying in UK / USA**

- Passport Copy (Visa status and copy respectively) of the Blood Relation in UK / USA
- Invitation Letter / Sponsor Letter: Stating Address and Contact Numbers , Any one residence proof like agreement/Electric Bill
- Last 3 months Bank Statements
- Employment Proof (last three months Salary Slip etc)

#### **(VISA FEE IS NON REFUNDABLE IN ANY CIRCUMSTANCES)**

Above mentioned visa requirements are subject to changes & is at the discretion of the respective Consulate / Embassy

#### **APPLICABLE VISA FEES**

**AIRTICKET ARE NOT MANDATORY.**

**INSURANCE IS NOT MANDATORY.**



**THE ABOVE IS FOR A GUIDELINE FOR VISA APPLICATION WITH SUGGESTED DOCUMENTS. DOCUMENTATION LIST AND REQUIREMENT MIGHT CHANGE AND IS AT THE DISCRETION OF THE RESPECTIVE CONSULATE / EMBASSY.**

**FOR MORE DETAILED INFORMATION – PLEASE VISIT [WWW.VFSGLOBAL.COM](http://WWW.VFSGLOBAL.COM)**



(To be printed on Business letterhead – If in Business otherwise you can type on plain papers / personal letter head).  
Letter should have recent Telephone number & Email-id. To be signed by the lead applicant / head of the family - with designation

Date:

To,

The Consulate General of \_\_\_\_\_  
Mumbai

Sub: Application for Tourist Visa

Dear Sir / Madam,

I, the undersigned Mr. \_\_\_\_\_ along with my wife Mrs. \_\_\_\_\_ and my son / daughter \_\_\_\_\_ are traveling to Europe in the month of \_\_\_\_\_ 2017.

Currently I am into business / service / retired (Give brief description of your job, since when you are into this job or business etc.) ( Also mention about your partner or family )

We are traveling to UK/ Europe on \_\_\_\_\_ and will be staying in Hotel or with my son/daughter/relative Mr. / Ms \_\_\_\_\_ residing at / hotel address \_\_\_\_\_. We will be joining the Europe tour from London on \_\_\_\_\_ 2017.

All our travel arrangements are being done by **M/s STAR TOURS.**

I am holding sufficient funds to take care of our expenses while on tour.

I, guarantee our return back to India on completion of the tour.

Please find enclosed herewith documents to support our application.

Request you to grant us the necessary visa to facilitate our travel and oblige.

Thanking you,

Yours Faithfully

Name:

(Designation)

Mobile:

Encl: Application and Supporting Document