



India Visa Experts

Independent India Visa & Immigration Consulting

FREE DOWNLOADABLE GUIDE

India Business Visa

Document Checklist & Application Guide

Everything you need to prepare a complete Indian Business Visa (B Visa) application and reduce the risk of delays or rejection. A Business Visa is for business activities — meetings, conferences, investment exploration — and does not permit paid employment in India.

WHAT'S INSIDE

- Complete document checklist
- Common mistakes to avoid
- Step-by-step timeline
- Your readiness score
- Document specifications
- Why applications get delayed
- Pre-submission checklist
- FAQs & official resources

COMPLETE DOCUMENT CHECKLIST

-  Valid passport (see specifications) plus copies of the bio-data page
-  Completed and signed online visa application form
-  Recent passport-size photographs meeting the official specification
-  Invitation letter from the Indian company on its letterhead, with signatory details
-  Business introduction / covering letter from your employer abroad
-  Proof of financial means (recent personal or company bank statements)
-  Company registration documents of the inviting Indian entity
-  Confirmed return/onward flight itinerary and accommodation details
-  Business registration certificate of your own company (if self-employed)
-  Records of previous India visits, if any

DOCUMENT SPECIFICATIONS

- Passport: valid for at least 6 months beyond your intended stay, with at least two blank pages.
- Photograph: recent (within 6 months), roughly 2 x 2 inches (51 x 51 mm), full face, plain white/light background, no headgear except for religious reasons.
- Scans/uploads: clear, full-page, in focus, no glare or cropped edges; use the file type and size limits stated on the official portal.
- Foreign-language documents: provide a certified English translation; certain civil documents may require apostille or attestation.
- Consistency: names, dates and passport numbers must match exactly across every document.
- Invitation letter: on Indian company letterhead, stating purpose, duration, and the relationship between the parties.
- Financial proof: typically bank statements for the last 3–6 months showing sufficient funds.

COMMON MISTAKES TO AVOID

-  Applying for a Business Visa when the activity is really paid employment (that needs an Employment Visa).
-  Invitation letter missing a purpose, duration, or authorised signatory.
-  Passport with under 6 months validity or no blank pages.
-  Photograph that fails the size/background rules and is rejected by the portal.
-  Assuming the visa validity equals the permitted stay per visit — check both dates.

EXPERT INSIGHT

Why applications are often delayed

Based on patterns we've observed across client cases:

- > Company names do not exactly match the registration documents.
- > Invitation letters omit the purpose or duration of the visit.
- > Passport scans have cropped edges or glare and fail portal checks.
- > Supporting documents contain inconsistent dates or name spellings.

PREPARATION TIMELINE

- 1 4–6 weeks before travel**
Confirm the correct visa category and request the invitation letter from the Indian host.
- 2 3–4 weeks before**
Gather financial and company documents; check passport validity and blank pages.
- 3 2–3 weeks before**
Complete the online form, upload documents, and pay the fee.
- 4 1–2 weeks before**
Track the application; respond quickly to any query.
- 5 On arrival / within 14 days**
Register with the FRRO if your stay or visa category requires it.

PRE-SUBMISSION CHECKLIST

Before you submit, verify each of these:

- ✓ Every passport number matches across all documents.
- ✓ Every date uses the same format throughout.
- ✓ The invitation letter is signed and on company letterhead.
- ✓ Your photograph meets the size and background specification.
- ✓ Your passport has at least two blank pages and 6+ months validity.

YOUR READINESS SCORE

Tick each box — when all five are checked, you are ready to apply.

Business Visa Readiness Score

- ☐ Passport valid (6+ months, 2 blank pages)
- ☐ Invitation letter received
- ☐ Financial documents prepared
- ☐ Employer / business letter ready
- ☐ Application reviewed before submission

FREQUENTLY ASKED QUESTIONS

Can I work on a Business Visa?

No. It does not permit employment or drawing a salary from an Indian company. Paid work requires an Employment Visa.

Is an e-Business Visa available?

Yes, for eligible nationalities, with limits on visits and stay per year. A regular consular visa may suit long-term engagements better.

How long can I stay per visit?

Often up to 180 days, but the officer at entry decides. Carry supporting documents and track your permitted stay.

OFFICIAL GOVERNMENT RESOURCES

- **Indian Visa Online (official e-Visa portal)**
<https://indianvisaonline.gov.in>
- **Bureau of Immigration, India**
<https://boi.gov.in>
- **Ministry of Home Affairs**
<https://www.mha.gov.in>

Need your documents reviewed before submission?

Our team can sense-check your application before you file. India Visa Experts offers:

- ✓ Document review — a second pair of expert eyes on your full set
- ✓ Checklist verification — confirm nothing is missing or inconsistent
- ✓ Visa strategy guidance — making sure you are in the right category
- ✓ End-to-end application support — from paperwork to submission

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IMPORTANT — PLEASE READ

India Visa Experts is an independent private consultancy and is NOT affiliated with the Government of India, the Ministry of Home Affairs, the MEA, the Bureau of Immigration, or the FRRO. This checklist is general guidance only, is not legal advice, and can go out of date. Requirements, fees and processing times are set by the authorities and change — always verify against the official sources listed before you apply.