



**India Visa Experts**

Independent India Visa & Immigration Consulting

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**FREE DOWNLOADABLE GUIDE**

# India Employment Visa

## Document Checklist & Application Guide

Everything you need to prepare an Indian Employment Visa application. An Employment Visa is required when a foreign national takes up paid employment with an Indian entity and draws a salary from it. It is employer-specific and generally applied for from your home country.

### 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 plus copies of the bio-data page
- Completed and signed online visa application form
- Recent passport-size photographs meeting the official specification
- Employment contract / appointment letter from the Indian employer
- Invitation / sponsorship letter from the Indian employer
- Proof of the employer's company registration and incorporation
- Evidence of your qualifications and relevant experience (CV, certificates)
- Proof of salary meeting the applicable threshold
- Employer's undertaking regarding conduct and departure, where required
- Tax and prior-visa documents, if applicable

## 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.
- Salary evidence: documentation should show gross annual pay meeting the current minimum threshold (commonly cited around USD 25,000; verify the current figure and exemptions).
- Contract: signed by both parties, stating role, duration and remuneration.

## COMMON MISTAKES TO AVOID

- ⚠ Applying for a Business Visa for what is really employment — a common cause of rejection or later trouble.
- ⚠ Salary documentation that does not clearly meet the threshold.
- ⚠ Trying to switch employers on the same visa (it is employer-specific).
- ⚠ Missing mandatory FRRO registration within 14 days of arrival.
- ⚠ Incomplete employer documents (no registration proof or signed contract).

## EXPERT INSIGHT

### Why applications are often delayed

*Based on patterns we've observed across client cases:*

- > Salary evidence does not clearly meet the applicable threshold.
- > Employer registration documents are missing or out of date.
- > The employment contract is unsigned or lacks role/duration details.
- > Names differ between the passport, contract and application.

## PREPARATION TIMELINE

- 1 6–8 weeks before travel**  
Confirm the offer, salary threshold, and gather employer documents.
- 2 4–5 weeks before**  
Assemble qualifications, contract and sponsorship letter; verify passport validity.
- 3 3–4 weeks before**  
Complete the online form, upload documents, pay the fee.
- 4 1–2 weeks before**  
Track the application and respond to any query.
- 5 Within 14 days of arrival**  
Complete mandatory FRRO registration (see the FRRO checklist).

## PRE-SUBMISSION CHECKLIST

Before you submit, verify each of these:

- ✓ Passport number and name match across the contract and application.
- ✓ Salary figures are consistent across all documents.
- ✓ The employment contract is signed by both parties.
- ✓ Employer registration proof is current and legible.
- ✓ Photograph and passport meet the specifications.

## YOUR READINESS SCORE

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

### Employment Visa Readiness Score

- ☐ Passport valid (6+ months, 2 blank pages)
- ☐ Signed employment contract in hand
- ☐ Employer sponsorship letter ready
- ☐ Salary-threshold evidence prepared
- ☐ FRRO registration planned for arrival

## FREQUENTLY ASKED QUESTIONS

### What is the minimum salary?

A gross annual salary threshold applies (commonly cited around USD 25,000) with exceptions for certain roles. Verify the current figure before you rely on it.

### Can I change employers in India?

Generally no — the visa is tied to one employer. A new employer usually means a fresh visa.

### Can my family join me?

Yes, dependants can travel on an X (Dependent) Visa with supporting relationship documents.

## OFFICIAL GOVERNMENT RESOURCES

- **Indian Visa Online (official e-Visa portal)**  
<https://indianvisaonline.gov.in>

- **e-FRRO (registration portal)**  
<https://indianfrro.gov.in/frro>
- **Bureau of Immigration, India**  
<https://boi.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

[www.indiavisaexperts.com](http://www.indiavisaexperts.com) · +91 98183 85663 · [indiavisaxperts@gmail.com](mailto:indiavisaxperts@gmail.com)

### 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.