

Indian Visa Application Process Guidelines

Note: This guide is for UK Citizens flying directly to Goa as the first port of entry and staying at the Hotel Goan Heritage.

If your port of entry is not Goa, or you are not staying at the Hotel Goan Heritage, please ensure to fill in the appropriate details in the relevant sections of the application.

Prerequisites

This section provides useful links and information that we recommend you have ready prior to starting the application process.

Useful Links

- Official Government Website: <https://indianvisaonline.gov.in/evisa/tvoa.html>
- PDF Compressor: https://www.ilovepdf.com/compress_pdf
- Image Resizer: <https://www.adobe.com/express/feature/image/resize>
- Google Chrome: <https://www.google.com/chrome/what-you-make-of-it/>

Reference Information

- Hotel Goan Heritage
- Gauravaddo, Holiday Street, Calangute Bardez Goa
- Mobile: 9850988780
- Contact Person:
 - Alfredo Fernandes
 - Director Hotel Operations

Necessary Details and Information

1. National Insurance (NI) Number
2. Passport Details
3. Scanned PDF Copy of Passport Details Page
4. **Recent Front Facing Photograph with White Background:**
 - JPEG Format
 - Maximum 1MB

For image resizing we recommend using the provided image resizer link; just set the **quality to 50%** to reduce the image size to the right “**compressed size**”.

Instructions for the visa application process begin on page 2.

Visa Application Instructions

Note: As you go through the application you can “**Save and Exit**”. You will receive an email with a reference number to pick up where you left off.

Note: We recommend using the **Google Chrome** browser to complete the application process.

Instructions

1. Navigate to the visa application website using the link above.
2. Click on **apply here for e-visa** at the bottom of the page.

The screenshot shows the Indian e-Visa application website. On the left, there is a sidebar with sections: "Payment Related", "Authorized Immigration checkpoints through which eVisa holders can travel.", "Payment Helpdesk" (SBI ePay: +91-22-2753-5773 (24 x 7), Axis Bank: +91 1800-419-0073 (24 x 7), Axis Toll free No.s from limited Countries:), and "eVisa Helpdesk" (+91) 82 7808 7808, indian-evisa@gov.in). The main content area has a header with "Passport Page", "Using Credit / Debit card / Payment Wallet", "Electronic Travel Authorization/ETA Will be sent to your e-mail", and "at Immigration Check Post where eVisa will be stamped on passport.". Below this is an "Advisory" section: "Government of India makes no provision of charging of any emergency fees or additional fees for grant of any emergency / express e-visa. Those travelling to India are also advised to go through instructions available on the website of Bureau of Immigration at <https://boi.gov.in>. eVisa is admissible only under the following categories:". A grid of visa categories is shown: e-Tourist Visa, e-Business Visa, e-Conference Visa, e-Medical Visa, e-Medical Attendent Visa, e-Ayush Visa, e-Ayush Attendent Visa, e-Student Visa, and e-Student Dependent Visa. On the right, there are details for "2. One year e-Tourist Visa" (Duration: One year (365 Days) from the date of grant of ETA, Entries: Multiple) and "3. Five years e-Tourist Visa" (Duration: Five years from the date of grant of ETA, Entries: Multiple, Stay: Maximum stay in India during one Calendar Year should not exceed 180 days for 1 year and 5 year Tourist Visa.). At the bottom, a navigation bar contains buttons: "Sample e-Visa Application", "Apply here for e-visa" (highlighted with a red box), "Complete Partially Filled Application Form", "Verify Payment/ Pay e-Visa Fee", "Print e-Visa Application", "Check your Visa Status", and "Reupload Data".

3. Fill in the details on the first page.
 - **Note:** We recommend you select a **one year visa** which will allow you to process the application immediately. A 30 day visa only allows you to process the application 30 days in advance of your arrival.
 - **Check your arrival airport** – MOPA or DABOLIM (**)
 - **Check your arrival date** as this could be the day AFTER your departure depending on your flight times.
 - Please see page 3 for screenshots.

() If you are not flying to Goa as your first port of entry please select the right airport.**

e-Visa Application

Nationality/Region*

Passport Type*

Port Of Arrival*

Date of Birth*

Email ID*

Re-enter Email ID*

Visa Service* eTOURIST VISA

- eTourist Visa(for 30 Days)
- eTourist Visa(for 1 Year)
- RECREATION/SIGHT-SEEING
- MEETING FRIENDS/RELATIVES
- SHORT TERM YOGA PROGRAMME
- SHORT TERM COURSES ON LOCAL LANGUAGES, MUSIC, DANCE, ARTS & CRAFTS, COOKING, MEDICINE ETC. WHICH SHOULD NOT BE A FORMAL OR STRUCTURED COURSE/PROGRAMME (COURSES NOT EXCEEDING 6 MONTHS DURATION AND NOT ISSUED WITH A QUALIFYING CERTIFICATE/ DIPLOMA ETC).
- VOLUNTARY WORK OF SHORT DURATION (FOR A MAXIMUM PERIOD OF ONE MONTH, WHICH DO NOT INVOLVE ANY MONETARY PAYMENT OR CONSIDERATION OF ANY KIND IN RETURN).
- eTourist Visa(for 5 Years)
- eMEDICAL VISA
- eBUSINESS VISA
- eCONFERENCE Visa
- eMEDICAL ATTENDANT VISA
- e-Ayush Visa
- e-Ayush Attendant
- e-Student Visa
- e-Student Dependent

Expected Date of Arrival*

Please enter above text*

I have read the instructions ,I have all the required documents in scanned pdf format and photograph in jpg/jpeg format.

While entering India, Covid related measures shall be applicable as per guidelines issued by Govt of India from time to time.

e-Visa Application

4. Fill in your personal and passport details on the next page.

- Citizenship/National Id No. is your National Insurance No. which you can find on your payslips.

Applicant Details

Surname (exactly as in your Passport)	<input type="text" value="ROBERTSON"/>	Surname/Family Name (exactly as in Passport)	
Given Name/s (exactly as in your Passport)*	<input type="text" value="DOROTHY PAULETTE"/>	Given Name/s (exactly as in Passport)	
Have you ever changed your name? If yes, click the box <input type="checkbox"/> and give details.		If You have ever changed your Name Please tell us.	
Gender*	<input type="text" value="FEMALE"/>	Gender	
Date of Birth*	<input type="text" value="18/09/1993"/>	Date of Birth as in Passport in DD/MM/YYYY format	
Town/City of birth*	<input type="text" value="LONDON"/>	Province/Town/City of birth	
Country/Region of birth*	<input type="text" value="UNITED KINGDOM"/>	Country of birth	
Citizenship/National Id No.*	<input type="text" value=""/>	Citizenship/National Id No number is required	
Religion*	<input type="text" value="CHRISTIAN"/>	If Others .Please specify	
Visible identification marks*	<input type="text" value="NO"/>	Visible identification marks	
Educational Qualification *	<input type="text" value="GRADUATE"/>	Educational Qualification	
Nationality/Region *	<input type="text" value="UNITED KINGDOM"/>	Nationality/Region	
Did you acquire Nationality by birth or by naturalization? *	<input type="text" value="By Birth"/>	Did you acquire Nationality by birth or by naturalization?	

Have you lived for at least two years in the country where you are applying visa? Yes No

5. Fill in your address and family details on the next page.

Applicant's Address Details	
Present Address	
House No./Street*	<input type="text"/>
Village/Town/City*	<input type="text"/>
Country*	Select Country ▼
State/Province/District*	<input type="text"/>
Postal/Zip Code*	<input type="text"/>
Phone No.*	<input type="text"/>
Mobile No.*	<input type="text"/>
Email Address	DPROBERTSON10@GMAIL.COM
Click here for same address	<input type="checkbox"/>
Permanent Address	
House No./Street*	<input type="text"/>
Village/Town/City	<input type="text"/>
State/Province/District	<input type="text"/>

Family Details	
Father's Details	
Name *	<input type="text"/>
Nationality/Region*	Select Nationality ▼
Previous Nationality/Region	Select Nationality ▼
Place of birth *	<input type="text"/>
Country/Region of birth *	Select Country ▼
Mother's Details	

6. On the next page, fill in previous visits to India (if any) and the reference in Goa outlined below (Hotel Goan Heritage).

Reference	
Reference Name in India*	ALFREDO FERNANDES
Address*	GAURAVADDO, CALANGUTE, BARDEZ, GOA
	403516, INDIA
State*	GOA ▼
District*	NORTH GOA ▼
Phone No/Mobile No*	9850988780

7. Answer question on the next page.

Please provide below given details. Please give details if marked YES.

1	Have you ever been arrested/ prosecuted/ convicted by Court of Law of any country?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
2	Have you ever been refused entry / deported by any country including India?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
3	Have you ever been engaged in Human trafficking/ Drug trafficking/ Child abuse/ Crime against women/ Economic offense / Financial fraud?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
4	Have you ever been engaged in Cyber crime/ Terrorist activities/ Sabotage/ Espionage/ Genocide/ Political killing/ other act of violence?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
5	Have you ever by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to terrorist acts or other serious criminal acts?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
6	Have you sought asylum (political or otherwise)in any country?*	<input type="radio"/> Yes <input checked="" type="radio"/> No

8. Take a photo of yourself against a white background. Ensure lighting clearly illuminates your face.
 - Optionally, use the image resizer above to reduce the size of your image.
9. Upload your profile picture on the next page.

Upload Photograph 🏠

Choose the Photo To Upload No file chosen

Temporary Application Id: ██████████
Kindly ensure that the photo is as per specifications mentioned below.
In case you are not ready for photo upload you can do it later, Please note down the Temporary Application Id ,close the window and Press Save and Exit .
You can complete your application later using Complete Partially Filled Form option on home page.

Photo Specifications

- Format JPEG
- Size Minimum 10 KB , Maximum 1 MB
- The minimum dimensions are 350 pixels (width) x 350 pixels (height).
- Recent front facing photograph with white background to be uploaded by the applicant.
- Do not crop the Passport Image to use it as your recent photograph. Upload clear front facing photograph with preferable white/light coloured background.
- **The application is liable to be rejected if the uploaded photograph are not clear and as per specification.**

10. Take a scanned copy of your passport details page. You can use a picture and convert to a PDF if necessary. Ensure the final result is clear and all details can be read easily.
 - Optionally, use the PDF compressor above to reduce the size of the file.
11. Upload your scanned passport copy on the next page.
 - **Note:** Please click the **Upload Document** button and wait for the **Status** to say **Uploaded**

Document description		Status
1) Copy of Passport page containing personal particulars	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload Document"/>	Only PDF files can be uploaded. Please try again.

Kindly ensure that the document is as per specifications mentioned below.

- i. All documents uploaded by the applicant including business cards, invitation letters etc. must be in English language, failing which e-Visa application would be liable for rejection.
- ii. File Format PDF, Size Maximum 300 KB
- iii. Passport Upload- Photo page of Passport containing personal details like name, date of birth, nationality, expiry date etc. to be uploaded by the applicant.
- iv. Photo page of Passport uploaded should be of the same passport whose details are provided in Passport Details section.
- v. The application is liable to be rejected if the uploaded document is not clear, legible and as per specification.

I have verified that all the documents are uploaded as per the requirement.

12. Verify all your details on the next page.
 - **Important** to ensure all document numbers, name spellings and addresses are correct.

13. Generate a PDF copy of your application and proceed to Pay Now section.

- Click the **Generate Application Form** which will download a copy of your application.
- Click the **Pay Now** and then the select the **SBI e-pay** option.
- Click **Continue**

Online VISA Fee Payment

Applicant Name : DOROTHY ROBERTSON
Application Id : [REDACTED]

Generate Application Form

On pressing "Pay Now", the application will be redirected to Payment Gateway to pay the visa fee and will be outside the control of Visa Online Application. The responsibility of security of transaction process and details on payment page will be of Payment gateway. Bank Payment Gateway accepts both OTP (One Time Password) and non-OTP transactions. In case of any issue, please contact your Bank. Application ID will be blocked after three failed attempts of payment, in such case applicant has to apply again. On pressing "Pay Later", you can pay the visa fee later using your Application ID and date of birth.

Please note that your application for e-Visa will not be submitted without fee payment. It should be done prior to 4 days of Journey date.

Disclaimer

All travelers seeking admission to India under the e-Visa (e-Visa) scheme are required to carry printout of the Electronic Travel Authorization

Undertaking

I, the applicant, hereby certify that I have read and understood all the statements/questions in this application. The answers are furnished in this application are true and correct to the best of my knowledge and belief. I understand that the Visa fee once paid is refundable irrespective of the outcome of my application and doesn't in any way guarantee issuance of e-Visa by the Government. I agree that I cannot cancel or amend this transaction.

Yes No

Select Payment Gateway Sbi e-pay Paypal Axis Bank

14. Fill in your card details on the next page and click **Pay Now**

- **Note: Do not click Generate Fee Receipt** as this sometimes causes an error.
- **Note:** Before closing the tab, check your email inbox if you have received confirmation of payment.

sbiepay.sbi/secure/AggregatorHostedListener#no-back-button

SBIePay

As per RBI Guidelines all cards (physical and virtual) shall be enabled for use only at contact-based point of sale.

Payment Details

Debit/Credit Card

PayPal

Please ensure that your card is enabled for online (E-Commerce) transactions
कृपया सुनिश्चित करें कि आपका कार्ड (ई-कॉमर्स) लेनदेन के लिए सक्षम है

Card Number
Please Enter Card Number

Name of the card holder
Name as on card

Expiry Date/Valid Thru
Month Year CVV/CVC

Use your GSTIN for claiming input tax (Optional)

Order Summary
Kindly note Order No.

Order No.:
I034V094A025

Merchant Name:
Ministry of External Affairs
New Delhi

Amount: 40.00
Processing fee: 1.20 USD
GST: 0.22 USD
Total: 41.42 USD

Payment Success

Applicant Name:-DOROTHY ROBERTSON ROBERTSON
Application Id:- [REDACTED]

INDIAN e-Visa

Dear [REDACTED]

Thank you for applying for e-Visa service. We appreciate your interest in visiting India.

Your Application has been successfully received with the following details.

Application ID :- [REDACTED]

Passport No :- [REDACTED]

Note: Application will take 72 hours for processing and a response would be sent to the email provided in the visa application.

For any assistance contact e-Visa support center at indiatvoa@gov.in and for Tele Enquiries (IVRS enquiry) call at **(+91) 82 7808 7808**.

e-Visa fee once submitted is non refundable as the fee is for processing of the application and is not dependent on either Grant or Rejection of VISA. You can check Visa Status or Print ETA by clicking 'Visa Status' on <https://indianvisaonline.gov.in/visa/tvoa.html>

Note : Email generated on 18/AUG/2025 at 01:18:29 AM IST .

[Generate Fee Receipt](#)

Activate Window
Go to Settings to activate

You should hopefully hear back within 72 hours! We hope it all goes well and please let us know if you have any questions or issues.