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1.	Fill Online Application Form (Mandatory to fill the applicants email id & mobile #) with Signature. Attach 2 Photographs (Size 5.5 cm X 5.5 cm) with white background –
2.	The travel document should be valid for at least 6 months (recommended 09 months) Passport must have at least 2 blank pages
3.	Must submit ALL <b>PASSPORTS</b> that you hold (Including current/old/cancelled/expired/ special)
4.	Must enclose the following documents: <ul style="list-style-type: none"> <li>a) Approval letter from the place of work (<b>In Original</b>) containing following details: Name, Passport No., Date of joining, Purpose of travel, duration of stay, nature of business and signed by the authorized signatory with contact details with company website and email id.</li> <li>b) If the person is owner of the company, mention on the letter head (<b>In Original</b>) the following details: -Name, Passport no., Nature of Business, purpose of visit, Duration of stay and signed by the authorized signatory with company website and Email id.</li> <li>c) In case of business owner (Incorporation Certificate, GST Certificate).</li> <li>d) Invitation letter in Hebrew/ English containing following details: Name, Passport No., Purpose of travel, duration of stay and signed by the authorized signatory with contact details (Company website and Email id).</li> <li>e) Salary slips for the last 4 months.</li> <li>f) Travel Ticket –Booking (NOT CONFIRMED TICKET)</li> <li>g) Travel and Medical insurance.</li> <li>h) Personal Bank A/c statement for the last 4 months. (If salaried then salaried bank account statement for the last 4 months).</li> <li>i) If the applicant has a Business/ Company's account, please also attach a copy of that account (for last 4 months) and a copy of <b>PAN Card</b> for the company</li> <li>j) Photocopy of Aadhaar card and Current valid Passport (1<sup>st</sup> &amp; last Page)</li> </ul>

**IMPORTANT REMARKS**

1. Submit all the above-mentioned documents Only in A4 size and not in back-to-back format.
2. In case applying for Exchange program/workshop/seminar etc. with any university in Israel, it is MANDATORY to submit copy of graduation/Post graduation certificate.
3. **IN CASE OF MINOR ACCOMPANYING PARENTS: -**
  - a) Need original Birth Certificate with Apostille (attested by MEA).
  - b) Parents (Father & Mother) need to visit IVP at the time of submission for signing the Minor consent form (**Only for Delhi**) and **For Mumbai and Bengaluru** (Parents (Father & Mother) need to visit consulate office for signing the Minor consent form upon appointment).
  - c) In case one of the Parent is not in India then he/ she must sign the Minor consent form at Embassy of Israel in that particular country.
4. If married, then Passport must be updated with the spouse name. If not updated then provide Marriage Certificate/ any other ID with updated spouse name.
5. Embassy may ask for additional documents or request for the Interview.