

Visa Invitation Letter Request Manual

- ❖ Login to Your Account
 - Go to the IMW portal and log in as a Conference Speaker, Delegate, or Exhibitor.
 - Conference Speaker- <https://imw.org.in/conference/profile/>
 - Delegate- <https://imw.org.in/delegates/profile/>
 - Exhibitor - <https://imw.org.in/exhibition/profile/>
- ❖ Access Visa Invitation Letter Section
 - In your dashboard/profile, click on “Visa Invitation”.
- ❖ Fill Details as Per Passport
 - Select Title (Mr./Mrs./Ms./Dr./Prof./Engg./Capt./Col.)
 - Enter First Name and Last Name.
 - Enter Designation.
- ❖ Enter Company/Organization Information
 - Fill Company/Organization Name.
- ❖ Provide Address
 - Enter Address Line 1 and (optional) Address Line 2.
 - Enter City, State, PIN/Postal/ZIP Code, and select Country.
- ❖ Contact Details
 - Enter Mobile Number (with country code).
 - Enter Email ID.
- ❖ Passport Information
 - Enter Passport Number.
 - Enter Nationality.
 - Enter Place of Issue.
 - Enter Place of Birth.
 - Enter Date of Birth.
 - Enter Date of Issue & Expiry.
 - Enter Country of Origin.
 - Upload scanned copy of your Passport (PNG, JPG, JPEG, Max 15 MB).
- ❖ Registration Details
 - Your event Registration Number will display automatically (readonly).
- ❖ Review & Submit
 - Double-check all information for accuracy.
 - Submit the completed form to the organisers.
- ❖ After Submission

- The invitation letter is processed and sent by email, fax, or courier within 7 days after all details are received by organisers.
- Use this invitation letter, your passport, a recent photograph, filled visa application form, and any additional documents required at the Visa Agency/Consulate in your country.

Important Notes:

- Indians cannot apply for Visa Invitation Letters (only for foreign nationals).
- Passport must be valid at least 6 months beyond arrival date in India.
- Visa invitation is not granted for countries on the exemption list.
- Submit your form well before the specified deadline.