

SUPPORTING DOCUMENTS TO BE SUBMITTED ONLINE FOR OBTAINING SERVICE(S) FROM FRROs/ FROs

S.No.	Visa Type	Mandatory documents required	Help (Refer mandatory documents listed in column to the left)
I. FRESH REGISTRATION			
1	Medical Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. Medical Certificate	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity) 4. Letter from recognized/ reputed hospital where treatment is being taken.
2	Medical Attendant Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. Medical Certificate 5. Passport & Visa page of Medical Visa holder	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity) 4. Letter from recognized/ reputed hospital where treatment is being taken 5. Copies of Passport and Visa page of the Medical Visa holder
3(i)	Student Visa (Provisional Registration)	1. Photo 2. Passport & Visa 3. Residence Proof 4. Bonafide certificate 5. NOC	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Provisional address issued by the Head of Department or Principal or the Director of the International Studies Centre of the University/ Educational Institution concerned

			4. Bonafide student Certificate from the Educational Institution concerned 5. If the student is coming for MBBS/BDS course on provisional student visa, then NOC from Ministry of Health & Family Welfare is mandatory
3(ii)	Student Visa (Final Registration)	1. Photo 2. Passport & Visa 3. Residence Proof 4. Form S / Bonafide certificate	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity). In case of staying in hostel in the University/ Educational Institution, letter from the authority concerned in the University/ Educational Institution confirming accommodation in the hostel 4. Form S / Bonafide certificate
4(i)	Employment Visa (General)	1. Photo 2. Passport & Visa 3. Residence Proof 4. Contract Paper 5. Request Letter 6. Undertaking Letter	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity) 4. Employment contract mentioning about the salary, employment period etc. 5. Request letter from the company for registration 6. Letter of undertaking from company signed by Indian host or authorized signatory with name and contact number
4(ii)	Employment Visa(VIE intern)	1. Photo 2. Passport & Visa	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration,

		3. Residence Proof 4. Contract paper 5. Request letter 6. Undertaking letter	Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1 st and last page & page containing its validity) 4. Proof of monthly salary/stipend is required 5. Request letter from the company for registration 6. Letter of undertaking from company signed by Indian host or authorized signatory with name and contact number
4(iii)	Employment Visa(NGO)	1. Photo 2. Passport & Visa 3. Residence Proof 4. Contract paper 5. Request letter 6. Undertaking letter 7. Certificate of Registration	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1 st and last page & page containing its validity) 4. Proof of monthly salary/stipend is required 5. Request letter from the NGO for registration 6. Letter of undertaking from NGO signed by Indian host or authorized signatory with name and contact number 7. Certificate of Registration of the NGO with Registrar of Societies or under Trust Act/ Companies Act

5(i)	Business Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. Business Proof 5. RBI/ GOI Approval 6. Undertaking Letter 7. Incorporation Letter 8. Memorandum of Articles 9. DIN No. 10. PAN Card	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity) 4. Business related papers for authenticity 5. Permission letter from RBI/GOI in case of Joint Venture/ Collaboration 6. Undertaking letter by one of the Directors or authorized representatives of the company 7. Incorporation letter 8. 1st & last page bearing details of Directors 9. Page bearing Director's Identification No. 10. Copy of PAN Card of the company
5(ii)	Business Visa(AIESEC Intern)	1. Photo 2. Passport & Visa 3. Residence Proof 4. Approval from GOI for intern 5. AIESEC letter	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity) 4. Approval of Government of India 5. Letter from AIESEC
6(i)	Entry (X) Visa for dependents of Employment Visa, Business Visa , Student and Research Visa	1. Photo 2. Passport & Visa 3. Passport Principal Visa Holder 4. Residence Proof 5. Request letter	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Photo copy of the passport of the principal visa holder 4. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and

		6. Undertaking letter	photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity) 5. Request letter from the company for registration of the Spouse, Children of the foreigner who is employed by the company on Employment Visa 6. Undertaking from the company for registration for the Spouse, Children of the foreigner who is employed by the company on Employment Visa
6(ii)	Entry (X) Visa (Spouse or dependent of Indian citizen/ Person of Indian Origin)	1. Photo 2. Passport & Visa 3. Passport of Principal Visa Holder 4. Residence Proof 5. Marriage Certificate 6. Proof of spouse/ dependent of PIO 7. Undertaking	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Photo copy of the passport of the principal visa holder 4. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1 st and last page & page containing its validity) 5. Marriage certificate issued by Registrar of Marriage or concerned Indian Mission abroad 6. Copy of Indian spouse passport/ PIO card/ OCI Card 7. Undertaking from the foreigner that he/she will not undertake employment or do business in India
6(iii)	Entry (X) Visa (others)	1. Photo 2. Passport & Visa 3. Residence Proof 4. Other documents 5. Letter from Secretary, Auroville 6. Letter from Managing	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1 st and last page & page containing its validity)

		Trustee of Shri Aurobindo Ashram	4. If coming for training in military establishment, a letter from defence establishments or from Ministry of Defence is mandatory. If coming for social community work sponsored by AIESEC under exchange program, a letter from AIESEC is mandatory to show that NGO would arrange lodging, boarding & sustenance 5. Letter from Secretary, Auroville (For Auroville Residents) 6. Letter from Managing Trustee of Shri Aurobindo Ashram (For Aurobindo Ashram inmates)
7	PIO Card	1. Photo 2. Passport 3. Residence Proof 4. PIO Card	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity) 4. PIO card main page
8	Journalist Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. Accreditation Certificate	1. Applicant's Photo 2. Photo Page, Page Indicating Validity, Page Bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity) 4. Accreditation certificate from Press information bureau & approval of Ministry of External affairs
9	Research Visa	1. Photo 2. Passport & Visa 3. Residence Proof	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity

		4. Bonafide certificate.	bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1 st and last page & page containing its validity). In case of staying in hostel in the University/ Educational Institution, letter from the authority concerned in the University/ Educational Institution confirming accommodation in the hostel 4. Form S / Bonafide certificate
10	Re-entry on Tourist Visa (In case of Afghanistan, China, Iran, Pakistan, Iraq, Sudan, Foreigners of Pakistan Origin & Stateless Persons)	1. Photo 2. Passport & Visa 3. Residence Proof	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1 st and last page & page containing its validity)
11	Conference Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. Invitation letter	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1 st and last page & page containing its validity) 4. Invitation letter from sponsor/organizer of conference
12	Project Visa	1. Photo 2. Passport & Visa 3. Residence Proof	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of

		4. Undertaking Letter	the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity) 4. Letter of undertaking from company signed by Indian host or authorized signatory with name and contact number
13	Missionary Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. Request Letter 5. Undertaking Letter 6. Proof of Missionary Registration 7. Proof of GOI Approval	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1 st and last page & page containing its validity) 4. Request Letter from missionary 5. Undertaking/guarantee bond by missionary where he/she is working to ensure his/her repatriation in case of anything adverse 6. Proof of registration of missionary in India to substantiate that foreigner has come to work under missionary 7. Proof of Govt. of India approval, if coming to work in new missionary centre

S.No.	Visa Type	Mandatory documents required	Help (Refer mandatory documents listed in column to the left)
II. EXTENSION OF VISA			
1	Medical Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. Medical Certificate 5. RC/ RP	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1 st and last page & page containing its validity) 4. Letter from recognized/ reputed hospital where treatment is being taken clearly mentioning the duration of treatment and period of extension required 5. Registration Certificate / Residential Permit
2	Medical Attendant Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. Medical Certificate 5. RC/ RP 6. Passport & Visa page of Medical Visa holder	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1 st and last page & page containing its validity) 4. Letter from recognized/ reputed hospital where

			treatment is being taken by the patient 5. Registration Certificate/ Residential Permit 6. Copies of Passport and Visa page of the Medical Visa holder
3	Student Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. Bonafide certificate (Form S) 5. RC/ RP covering the visa period 6. Financial guarantee	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity). In case of staying in hostel in the University/ Educational Institution, letter from the authority concerned in the University/ Educational Institution confirming accommodation in the hostel 4. Form S / Bonafide certificate 5. Registration Certificate/ Residential Permit 6. (i) Bank statement for the past three years of the Student visa holder/ parent/ sponsor, duly verified by the Bank authorities, and/or (ii) Original fixed deposit receipts of Student Visa holder/ parent/ sponsor, and/or (iii) loan sanctioning letter from the bank/ financial institution, if perusing studies after obtaining Educational loan (Applicant should furnish financial proof of

			liquid assets if loan does not cover 100% expenses), and/or (iv) documents related to scholarship, if any, along with additional liquid assets
4	Employment Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. Contract Paper 5. Request Letter 6. Undertaking Letter 7. Income Tax paper 8. RC/ RP	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity) 4. Employment contract mentioning about the salary, employment period etc. 5. Request letter from the company for extension mentioning the period for which extension is sought along with proof of Employees Provident Fund (EPF) payment 6. Letter of undertaking from company signed by Indian host or authorized signatory with name and contact number 7. Form 16/ Income Tax return in case the applicant is residing in India for more than 1 year or proof of TDS with Bank Challan for the current financial year 8. Registration Certificate/ Residential Permit
5	Business Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. Business Proof	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration,

		5. RBI/ GOI Approval 6. Undertaking Letter 7. AIESEC Letter 8. Incorporation Letter 9. Memorandum of Articles 10. DIN No. page 11. Income Tax paper 12. Balance Sheet 13. RC/ RP	Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1 st and last page & page containing its validity) 4. Business related papers for authenticity 5. Permission letter from RBI/GOI in case of Joint Venture/ Collaboration 6. Undertaking letter by one of the Directors or authorized representatives of the company 7. Letter from AIESEC in case of internship 8. Incorporation letter 9. 1 st & last page bearing details of Directors 10. Page bearing Director's Identification No. 11. Income Tax Return 12. Balance sheet showing turn over 13. Registration Certificate/ Residential Permit
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6(i)	Entry Visa for dependents of Employment Visa, Business Visa, Student and Research Visa (X)	1. Photo 2. Passport & Visa 3. Passport Principal Visa Holder 4. Residence Proof 5. Request letter 6. Undertaking letter 7. RC/RP	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Photo copy of the passport of the principle visa holder 4. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity) 5. Request letter from the company for extension of visa of the Spouse, Children of the foreigner who is employed by the company on Employment Visa 6. Undertaking from the company for registration for the Spouse, Children of the foreigner who is employed by the company on Employment Visa 7. Registration Certificate/ Residential Permit
6(ii)	Entry Visa (Spouse or dependent of Indian citizen/ Person of Indian Origin) (X)	1. Photo 2. Passport & Visa 3. Passport of Principal Visa Holder 4. Residence Proof 5. Marriage Certificate/ Birth Certificate 6. Proof of spouse / dependent of PIO 7. Undertaking 8. RC/RP	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Photo copy of the passport of the principal visa holder 4. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord.

			In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity) 5. Marriage certificate issued by Registrar of Marriage or concerned Indian Mission abroad. In the case of child born to Indian citizen/ PIO, birth certificate of the child 6. Copy of Indian spouse passport/ PIO card/ OCI Card 7. Undertaking from the foreigner that he/ she will not undertake employment or do business in India 8. Registration Certificate / Residential Permit
6(iii)	Entry (X) Visa (others)	1. Photo 2. Passport & Visa 3. Residence Proof 4. Other documents 5. Letter from Secretary, Auroville 6. Letter from Managing Trustee of Shri Aurobindo Ashram 7. RC/RP	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity) 4. If coming for training in military establishment, a letter from defence establishments or from Ministry of Defence is mandatory. If coming for social community work sponsored by AIESEC under exchange program, a letter from

			AIESEC is mandatory to show that NGO would arrange lodging, boarding & sustenance - Letter from Secretary, Auroville (For Auroville Residents) - Letter from Managing Trustee of Shri Aurobindo Ashram (For Aurobindo Ashram inmates) - Registration Certificate / Residential Permit
7	Journalist Visa	- Photo - Passport & Visa - Residence Proof - Accreditation Certificate - RC/ RP	- Applicant's Photo - Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement - Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity) - Accreditation certificate from Press information bureau & approval of Ministry of External affairs - Registration Certificate/ Residential Permit.
8	Research Visa	- Photo - Passport & Visa - Residence Proof - Bonafide certificate - Financial Resource proof - RC/ RP	- Applicant's Photo - Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement - Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and

			photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity). In case of staying in hostel in the University/ Educational Institution, letter from the authority concerned in the University/ Educational Institution confirming accommodation in the hostel 4. Bonafide certificate (if Form S is not online) from institute 5. (i) Bank statement for the past three years of the Research visa holder/ parent/ sponsor, duly verified by the Bank authorities, and/or (ii) Original fixed deposit receipts of Research Visa holder/ parent/ sponsor, and/or (iii) loan sanctioning letter from the bank/ financial institution, if perusing research after obtaining Educational loan (Applicant should furnish financial proof of liquid assets if loan does not cover 100% expenses), and/or (iv) documents related to scholarship, if any, along with additional liquid assets 6. Registration Certificate/ Residential Permit.
9	Conference Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. Invitation letter 5. RC/ RP	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and

			photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity) 4. Invitation letter from the Conference organizer justifying extension of visa 5. Registration Certificate/ Residential Permit
10	Project Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. Contract paper 5. Income Tax Paper 6. RC/ RP 7. Undertaking Letter	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity) 4. Contract paper for the project 5. Income Tax return in case the applicant is residing in India for more than 1 year 6. Registration Certificate/ Residential Permit 7. Letter of undertaking from company signed by Indian host or authorized signatory with name and contact number
11	Missionary Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. RC/ RP 5. Request Letter 6. Undertaking Letter 7. Proof of Missionary Registration 8. Proof of GOI Approval	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or

			friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity) 4. Registration Certificate/ Residential Permit 5. Request Letter from missionary 6. Undertaking/guarantee bond by missionary where he/she is working to ensure his/her repatriation in case of anything adverse 7. Proof of registration of missionary in India to substantiate that foreigner has come to work under missionary 8. Proof of Govt. of India approval, if coming to work in new missionary centre
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S.No.	Current Visa type	Visa type to which conversion sought	Mandatory documents required	Help (Refer mandatory documents listed in column to the left)
III. VISA CONVERSION				
1	Tourist Visa/ Business Visa/ Employment Visa/ Student Visa/ Research Visa	Medical Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. Medical Certificate	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1 st and last page & page containing its validity) 4. Letter from reputed/ recognised hospital about the emergency treatment being taken
2	Tourist Visa (Married to Indian Citizen)	Entry Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. Marriage certificate 5. Proof of spouse of Indian citizen 6. Undertaking	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the

				landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity) 4. Marriage certificate issued by Registrar of Marriage or concerned Indian Mission abroad 5. Copy of Indian spouse passport 6. Undertaking from the foreigner that he/she will not undertake employment or do business in India
3	Student Visa	Research Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. Bonafide certificate 5. Financial Resource proof 6. G-Form 7. Synopsis 8. Certificate of Affiliation 9. RC/RP	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity). In case of staying in hostel in the University/ Educational Institution, letter from the authority concerned in the University/ Educational Institution confirming accommodation in the hostel 4. Form S / Bonafide certificate 5. (i) Bank statement for the past three years of the visa holder/ parent/ sponsor, duly

				verified by the Bank authorities, and/or (ii) Original fixed deposit receipts of Visa holder/ parent/ sponsor, and/or (iii) loan sanctioning letter from the bank/ financial institution, if perusing research after obtaining Educational loan (Applicant should furnish financial proof of liquid assets if loan does not cover 100% expenses), and/or (iv) documents related to scholarship, if any, along with additional liquid assets 6. G-form in the prescribed Proforma approved by Institute/University 7. Synopsis (Not more than 5 pages) 8. Certificate of Affiliation from the Educational Institution where the foreign national proposes to undertake the research project (This Certificate may also have the signature of the Research guide in the Educational Institution who will be assisting the foreign national in the research project) 9. Registration Certificate/ Residential Permit
4	Business Visa	Entry Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. Marriage certificate 5. Proof of spouse of Indian citizen	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord

			6. Undertaking 7. RC/RP	in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1 st and last page & page containing its validity) 4. Marriage certificate issued by Registrar of Marriage or concerned Indian Mission abroad 5. Copy of Indian spouse passport 6. Undertaking from the foreigner that he/she will not undertake employment or do business in India 7. Registration Certificate/ Residential Permit
5	Employment Visa	Entry Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. Marriage certificate 5. Proof of spouse of an Indian citizen 6. Undertaking 7. RC/RP	1. Applicant's Photo 2. Photo Page, Page Indicating Validity, Page Bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1 st and last page & page containing its validity) 4. Marriage certificate issued by Registrar of Marriage or concerned Indian Mission abroad 5. Copy of Indian spouse passport

				6. Undertaking from the foreigner that he/she will not undertake employment or do business in India 7. Registration Certificate/ Residential Permit
6	Student/ Research Visa	Entry Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. Marriage certificate 5. Proof of spouse of an Indian citizen 6. Undertaking 7. RC/RP	1. Applicant's Photo 2. Photo Page, Page Indicating Validity, Page Bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1 st and last page & page containing its validity)). In case of staying in hostel in the University/ Educational Institution, letter from the authority concerned in the University/ Educational Institution confirming accommodation in the hostel 4. Marriage certificate issued by Registrar of Marriage or concerned Indian Mission abroad 5. Copy of Indian spouse passport 6. Undertaking from the foreigner that he/she will not undertake employment or do business in India 7. Registration Certificate/ Residential Permit
7	Entry Visa (Dependents of foreign	Student/ Research Visa	1. Photo 2. Passport & Visa	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival

	nationals coming on Employment, Business, Student, Research Visas)		3. Residence Proof 4. Bonafide certificate/ Form S 5. RC/RP 6. Financial Resource proof 7. G-Form (for conversion to Research Visa) 8. Synopsis (for conversion to Research Visa) 9. Certificate of Affiliation (for conversion to Research Visa)	Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1 st and last page & page containing its validity) 4. Form S / Bonafide certificate 5. Registration Certificate/ Residential Permit 6. (i) Bank statement for the past three years of the visa holder/ parent/ sponsor, duly verified by the Bank authorities, and/or (ii) Original fixed deposit receipts of Visa holder/ parent/ sponsor, and/or (iii) loan sanctioning letter from the bank/ financial institution, if perusing studies after obtaining Educational loan (Applicant should furnish financial proof of liquid assets if loan does not cover 100% expenses), and/or (iv) documents related to scholarship, if any, along with additional liquid assets 7. G-form in the prescribed Proforma approved by Institute/University (for conversion to Research Visa) 8. Synopsis (Not more than 5 pages)(for conversion to Research Visa) 9. Certificate of Affiliation from
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				the Educational Institution where the foreign national proposes to undertake the research project (This Certificate may also have the signature of the Research guide in the Educational Institution who will be assisting the foreign national in the research project)
8	Diplomat Visa	Entry Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. NOC	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity) 4. No Objection Certificate (NOC) from the Ministry of External Affairs, Government of India
9	Diplomat Visa	Employment Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. NOC from MEA 5. Contract Paper 6. Undertaking	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id

				card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity) 4. No Objection Certificate (NOC) from the Ministry of External Affairs, Government of India 5. Employment contract mentioning about the salary, employment period etc. 6. Letter of undertaking from company signed by Indian host or authorized signatory with name and contact number.
10	Official Visa	Entry Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. NOC	1. Applicant's Photo 2. Photo Page, Page Indicating Validity, Page Bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity) 4. No Objection Certificate (NOC) from the Ministry of External Affairs, Government of India
11	Official Visa	Employment Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. NOC from	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or

			MEA 5. Contract Paper 6. Undertaking 7. Request Letter	Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity) 4. No Objection Certificate (NOC) from the Ministry of External Affairs, Government of India 5. Employment contract mentioning about the salary, employment period etc. 6. Letter of undertaking from company signed by Indian host or authorized signatory with name and contact number 7. Request Letter from Employer/Company
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SI No.	Entry conversion	Mandatory documents required	Help (Refer mandatory documents listed in column to the left)
IV. ENTRY CONVERSION			
1	Single entry to multiple entry (for all visa types)	1. Photo 2. Passport & Visa 3. Residence Proof 4. RC/RP	1. Applicant's Photo 2. Photo Page, Page indicating Validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement Or in case of Loss of Passport emergency travel document issued by the concerned foreign Mission 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1 st and last page & page containing its validity) 4. Registration Certificate/ Residential Permit

S.No.	Visa Type	Mandatory documents required	Help (Refer mandatory documents listed in column to the left)
V. EXIT PERMIT			
1	For all types of visa (except Student/ Research Visa) & Arrested persons, new passport (lost) overstay or ineligible to stay.	1. Photo 2. Passport & Visa 3. Residence Proof 4. Travel ticket 5. FIR (for arrest) 6. Embassy letter 7. NOC 8. Acquittal Paper (arrest) 9. RC/RP	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement Or If the foreigner is a registered with any FRRO/FRO then a NOC to that effect from the concerned FRRO/FRO (in the case of lost/stolen passport) or in the Jail.

			In case of Loss of Passport, emergency travel document issued by the concerned foreign Mission. 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity) 4. Travel ticket 5. Police reporting about the lost/stolen passport i.e. lost certificate or FIR 6. Embassy letter indicating the particulars of lost/stolen passport and new passport 7. Acquittal case - NOC from prosecuting agency 8. Jail release certificate / Court order in case of acquittal 9. Registration Certificate/ Residential Permit
2	Student/ Research Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. Travel ticket 5. No Due Certificate 6. RC/RP	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity).). In

			case of staying in hostel in the University/ Educational Institution, letter from the authority concerned in the University/ Educational Institution confirming accommodation in the hostel 4. Travel ticket 5. No Due Certificate issued by the University/ Educational Institution concerned 6. Registration Certificate/ Residential Permit
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Sl No.	Visa Type	Mandatory documents required	Help (Refer mandatory documents listed in column to the left)
VI. CHANGE OF ADDRESS			
1	For all types of visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. RC/ RP	1. Applicant's Photo. 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement Or in case of Loss of Passport emergency travel document issued by the concerned foreign Mission 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity) 4. Registration Certificate/ Residential Permit.

SI No.	Visa Type	Mandatory documents required	Help (Refer mandatory documents listed in column to the left)
VII CHANGE OF PASSPORT			
1	For all types of visa	1. Photo 2. Residence Proof 3. RC/ RP 4. Passport	1. Applicant's Photo 2. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1 st and last page & page containing its validity) 3. Registration Certificate/ Residential Permit 4. Old and New passport (Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration(for old passport))

SI No.	Visa Type	Mandatory documents required	Help (Refer mandatory documents listed in column to the left)
VIII RESTRICTED/ PROTECTED AREA PERMIT			
1	For all types of visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. Request letter	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1 st and last page & page containing its validity) 4. Request letter justifying the visit to Restricted/ Protected Area

SI No.	Visa Type	Mandatory documents required	Help (Refer mandatory documents listed in column to the left)
IX RETURN VISA/ ADDITIONAL ENTRY			
1	Student Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. RC/ RP	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1 st and last page & page containing its validity).). In case of staying in hostel in the University/ Educational Institution, letter from the authority concerned in the University/ Educational Institution confirming accommodation in the hostel 4. Registration Certificate/ Residential Permit.
2	Research Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. RC/ RP	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1 st and last page & page containing its validity).). In case of staying in hostel in the University/ Educational Institution, letter from the authority concerned in the University/ Educational Institution confirming accommodation in the hostel 4. Registration Certificate/ Residential Permit.

3	Medical Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. RC/ RP 5. Request letter	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1 st and last page & page containing its validity) 4. Registration Certificate/ Residential Permit 5. Request letter along with copies of medical documents justifying the request
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S.No.	Visa Type	Mandatory documents required	Help (Refer mandatory documents listed in column to the left)
X REGISTRATION RENEWAL			
1	Student Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. Bonafide certificate 5. RC/ RP 6. Financial Resource Proof	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1 st and last page & page containing its validity).). In case of staying in hostel in the University/ Educational Institution, letter from the authority concerned in the University/ Educational Institution confirming accommodation in the hostel 4. Bonafide certificate(if Form S is not online) from institute 5. Registration Certificate/ Residential Permit. 6. (i) Bank statement for the past three years of the visa holder/ parent/ sponsor, duly verified by the Bank authorities, and/or (ii) Original fixed deposit receipts of Visa holder/ parent/ sponsor, and/or (iii) loan sanctioning letter from the bank/ financial institution, if perusing studies after obtaining Educational loan (Applicant should furnish financial proof of liquid assets if loan does not cover 100% expenses), and/or (iv) documents related to scholarship, if any, along with additional liquid assets
2	Employment Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. Contract Paper	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement

		5. Request Letter 6. Income Tax paper 7. Undertaking letter 8. RC/ RP	3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1 st and last page & page containing its validity) 4. Employment contract mentioning about the salary, employment period, etc. 5. Request letter from the company for extension along with proof of the Employees Provident Fund (EPF) payment 6. Income Tax return in case the applicant is residing in India for more than 1 year 7. Letter of undertaking from company signed by Indian host or authorized signatory with name and contact number 8. Registration Certificate/ Residential Permit
3	Business Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. Business proof 5. RBI/GOI approval 6. Incorporation letter 7. Memorandum of Articles 8. DIN No. page 9. Request Letter 10. Income Tax paper 11. Turnover Proof 12. Undertaking letter 13. AIESEC letter 14. RC/RP	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1 st and last page & page containing its validity) 4. Business related papers for authenticity 5. Permission letter from RBI/ GOI in case of Joint Venture Collaboration 6. Incorporation letter 7. 1 st and last page bearing details of Directors 8. Page bearing Director's Identification

			Number 9. Request letter from the company for registration renewal 10. Income Tax return in case the applicant is residing in India for more than 1 year 11. Proof of turnover of business – Balance sheet 12. Letter of undertaking from company signed by Indian host or authorized signatory with name and contact number 13. Letter from AIESEC in case of internship 14. Registration Certificate/ Residential Permit
4	Entry Visa (X)	1. Photo 2. Passport & Visa 3. Residence Proof 4. RC/ RP	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity) 4. Registration Certificate/ Residential Permit of spouse
5	Research Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. Bonafide certificate 5. Financial Resource Proof	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity). In case of staying in hostel in the University/ Educational Institution,

			letter from the authority concerned in the University/ Educational Institution confirming accommodation in the hostel 4. Bonafide certificate(if Form S is not online) from institute 5. (i) Bank statement for the past three years of the visa holder/ parent/ sponsor, duly verified by the Bank authorities, and/or (ii) Original fixed deposit receipts of Visa holder/ parent/ sponsor, and/or (iii) loan sanctioning letter from the bank/ financial institution, if perusing studies after obtaining Educational loan (Applicant should furnish financial proof of liquid assets if loan does not cover 100% expenses), and/or (iv) documents related to scholarship, if any, along with additional liquid assets
6	Project Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. Request Letter 5. Income Tax paper 6. Contract Letter 7. Undertaking	1. Applicant's Photo 2. Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity) 4. Request letter from the company 5. Income Tax return in case the applicant is residing in India for more than 1 year 6. Contract Paper for the Project indicating the location and duration of the Project, salary, employment period, etc. 7. Letter of undertaking from company signed by Indian host or authorized signatory with name and contact number

S.No.	Category name	Service name	Mandatory documents required	Help (Refer mandatory documents listed in column to the left)
XI SPECIAL CATEGORIES				
1	Newly Born	New Visa	1. Photo 2. Passport & Visa 3. Residence Proof 4. Birth Certificate 5. Child's Passport	1. Applicant's Photo 2. Parent's passport & visa copy (Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement.) 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1 st and last page & page containing its validity) 4. Birth certificate of child 5. Child's passport(Photo Page, Page indicating validity)
2	Newly Born to foreign nationals claiming to be refugees	Registration	1. Photo 2. Certificate 3. Residence Proof 4. Birth Certificate	1. Applicant's Photo 2. Parent's relevant documents issued by any authorized agency nominated by Government of India 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1 st and last page & page containing its validity) 4. Birth certificate of child
3	Newly Born to foreign	Exit permit	1. Photo 2. Certificate 3. Residence	1. Applicant's Photo 2. Parent's relevant documents issued by any authorized

	nationals claiming to be refugees		Proof 4. Birth Certificate 5. Travel ticket 6. Letter from Embassy 7. Travel Document	agency nominated by Government of India 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity) 4. Birth certificate of child 5. Travel ticket 6. Letter from the Embassy for final exit/settlement 7. Copy of Travel document
4	Newly Born	Exit permit	1. Photo 2. Passport & Visa 3. Residence Proof 4. Birth Certificate 5. Passport 6. Travel ticket	1. Applicant's Photo 2. Parent's passport & visa copy (Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement.) 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity) 4. Birth certificate of child having name of parents 5. Infant's new passport or Emergency travel document issued by the concerned Mission 6. Travel ticket

5	Surrogacy	Exit Permit	1. Photo 2. Infant's Passport 3. Passport & Visa of foreign parents 4. Residence Proof 5. Surrogacy agreement 6. NOC 7. Embassy letter 8. Recognition Letter 9. Discharge Letter 10. No dues Certificate 11. Certificate from ART clinic 12. Embryology letter 13. Undertaking letter 14. Birth Certificate	1. Applicant's Photo 2. Infant's new passport or Emergency travel document issued by the concerned Mission 3. Foreign Parent's passport & visa copy (Photo Page, Page indicating validity, Page bearing arrival Stamp of Indian Immigration, Visa with endorsement) 4. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity) 5. Notarised agreement between the commissioning parents, surrogate mother and doctor treating the case 6. No objection Certificate(NOC) from surrogate mother 7. Embassy letter indicating the issuance of new passport 8. Letter from the Embassy of the foreign country in India or the Foreign Ministry of the country stating that (a) the country recognises surrogacy and (b) the child/ children to be born to the commissioning couple through the Indian surrogate mother will be permitted entry into their country as a biological child/ children of the couple commissioning surrogacy 9. Discharge letter from the hospital where child is born
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				10. Copy of no dues certificate from ART clinic where child is born. 11. Certificate from the ART clinic concerned confirming that the child/ children have been duly taken custody by the foreigners and that liabilities towards the Indian surrogate mother have been fully discharged as per the agreement 12. Copy of embryology letter from ART clinic 13. Undertaking from the commissioning Parents that they would take care of the child/ children born through surrogacy 14. Birth Certificate(s) of the surrogate child/ children
6	Passport surrender (Indian Passport)	New visa	1. Photo 2. Passport 3. Residence Proof 4. Surrender certificate	1. Applicant's Photo 2. Copy of foreign passport (Photo Page, Page indicating validity) 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1st and last page & page containing its validity) 4. Indian passport surrender certificate
7	Foreign nationals claiming to be refugees	Registration	1. Photo 2. Certificate 3. Residence Proof	1. Applicant's Photo 2. Relevant documents issued by any authorized agency nominated by Government of India 3. Form C copy from Hotel or Lodge/ Electricity bill /

				Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1 st and last page & page containing its validity)
8	Foreign nationals claiming to be refugees	Registration Extension	1. Photo 2. Certificate 3. Residence Proof 4. RC/ RP	1. Applicant's Photo 2. Relevant documents issued by any authorized agency nominated by Government of India 3. Form C copy from Hotel or Lodge/ Electricity bill / Landline Telephone / Municipal Bill of the landlord in case of staying in a house of a relative or friend along with a letter and photo-id card of the landlord. In case of rented accommodation copy of the Lease and License agreement (1 st and last page & page containing its validity) 4. Registration Certificate/ Residential Permit
