



VISA DEPARTMENT
HIGH COMMISSION OF INDIA, INDIA HOUSE
ALDWYCH, LONDON, WC2B 4NA.

(Visa application form for all applicants except Pakistani and Bangladeshi nationals)
 Telephone: Visa Information: 0906 8 44 45 44*, Application Form Fax-Back No.: 0906 8 44 45 43*
High Commission: Visa Enquiries: 020 7240 1012, Fax: 020 7240 6312

Web-site Address: <http://www.hcilondon.org>

FOR OFFICE USE ONLY

Date of Receipt:	Date of Processing:	Please affix two recent passport size photographs (1.5" x 2")
Whether Passport Enclosed:	APP Ref. No.:	
Type of Visa required:	Visa Type:	
Whether Visa fee is correct:	Visa No:	
Shortage Ref No:	Date of Despatch:	
Remarks:	Recorded Delivery No:	

IMPORTANT: Read **General Information** on reverse carefully before filling this form. All columns of the application form must be correctly filled in **BLOCK LETTERS** and **BLACK INK**. Suppression of facts or furnishing misleading/false information will result in denial of visa without assigning any reason. Visa fee is **not refundable**.

Title: Mr / Mrs / Miss / Ms / Dr / Others..... Surname:

First Name:..... Middle Name:

Maiden Name Alias (if any)

Date of Birth..... Place of Birth..... Nationality

Passport No:..... Date of Issue..... Date of Expiry

Passport issued by (Authority/Agency)..... At (Place)

Father's Name & Place of Birth:

Mother's Name & Place of Birth:

Spouse's Name & Place of Birth:

Occupation:..... Business address:

..... Postcode

Permanent Address: Postcode

Present Address: Postcode

Address to which Passport has to be sent (For postal applications): Postcode

Telephone No: Day/Work:.....Evening

Details of any other Passport / Nationality being held (by you) now or earlier:

Details of child / spouse (only if included on the passport and travelling with the applicant).

<u>Name</u>	<u>Date and Place of Birth</u>	<u>Sex</u>	<u>Relationship to the Applicant</u>	<u>Identification Marks if any</u>
1
2

(Note that Visa is valid from date of issue. Check if you already hold a valid visa before applying)

Purpose of Visit

Proposed Date of : (a) Arrival in India (at first entry) : (b) Departure from India:

Duration for which visa is required and No of Entries:

Places to be visited in India.....

Was Visa refused earlier? Yes/No.....If yes, please give details.....

Name, Addresses and Telephone number of two referees in UK and in India who could be contacted in case of need.

UK: (1)	India: (1)
(2)	(2)

Declaration

I, hereby undertake that I shall utilise my visit for which Visa has been applied and shall not on arrival in India try to extend my stay for any other purpose. I declare that the information given here is true, accurate and complete.

Date: **Signature of Applicant**

GENERAL INFORMATION

IMPORTANT: It is the responsibility of the applicant to verify visa particulars on receipt of passport and before travelling. Finalise your travel arrangements only after you ascertain visa requirements and obtaining visa. **Visa fees are non-refundable and subject to change without notice.** High Commission of India reserves the right on granting & deciding type/ duration of visa irrespective of the fees tendered. Granting of Visa does not confer the right of entry and is subject to the discretion of the Immigration Authorities. Cases where a fresh application is filed during the validity of an existing visa, new visa issued will automatically annul existing visa irrespective of its validity still remaining and no fee refunds are admissible. **While every effort is taken for prompt processing, High Commission of India will not be responsible for any delay in processing or loss of passport or other documents.**

In the following cases, processing of applications will take longer: (a) British nationals holding dual nationality or of other origin, (b) applicants not resident in the UK, (c) where clearance from India is mandatory, (d) visitors to restricted areas and (e) certain cases where documents may be verified. Visa section will contact the applicants about the time of delivery of such passports. Please note that each application is examined individually and the time taken for issuing visas may vary from case to case.

(A) **REQUIREMENTS:** Original Passport valid for at least 6 months, correct visa fee, two passport size photographs, supporting documents where necessary and duly filled application form. **Visa fee** can be paid at the counters by the following methods only:

- (a) **Bank Draft/Postal Orders**, payable to '**High Commission of India**'.
 (b) **Cash (only at the counters and not through Post)**. **Credit/Debit Cards and Personal Cheques** are not accepted.

(B) VISA FEE AND OTHER DETAILS

Tourist visa	:	Fee £30.00 , short duration visa for the purpose of holiday/ visiting relatives.
Business visa*	:	Fee £30.00 , valid up to 6 months, £50.00 for 1 year and £90.00 for 2 years. A letter explaining the nature of business and duration from UK Company and a letter of invitation from an Indian Company should be submitted.
Conference visa	:	Fee £30.00 valid for 3 months, Single Entry. A letter of invitation from the conference organiser should be submitted.
Transit visa	:	Fee £8.00 (Single/Double Entry) , valid for halts of up to 72 hours within 15 days from date of issue. This visa is issued only for changing of flights en route to another country. Evidence of onward travel outside India is required.
Entry visa*	:	Fee £90.00 , valid for 5 years issued to people of Indian origin only.
Long term visa*	:	Fee £90.00 , valid for 5 years. This settlement visa is issued only to people of Indian origin.
Student visa*	:	Fee £30.00 , valid up to 6 months, £50.00 , valid for up to 1 year and £55.00 , valid for more than 1 year. Letter of admission from recognised educational institution with duration of the course is required.
Journalist visa	:	Fee £30.00 , valid for 3 months, Single Entry. Letter from employer should be submitted where applicable.
Employment visa*	:	Fee £50.00 , Valid for 1 year. An employment contract signed by both the parties should be submitted.
Transfer of visa	:	Fee £4.00 , For transfer of 5-year visa issued by this mission or other missions in U. K, from an expired passport to a new passport. Both expired and new passports have to be submitted in original along with a separate application form.

Duration & the No. of entries permitted will be at the discretion of the High Commission of India.

* **NOTE:** Persons of Indian origin holding five year multiple-entry visas, are required to register with Foreigners Regional Registration officer/Foreigners Registration Officer (FRRO/FRO) within 14 days of first arrival, only if they intend to stay continuously for more than 6 months. Registration is required only during the first visit after the visa is issued. Children below the age of 16 are exempt from the requirement of registration. All other visitors to India, including those of Indian origin holding any other category of visa valid for more than 6 months should register with the FRRO within 14 days of first arrival.

(C) **ADDITIONAL FEE (charged in addition to applicable visa fee) as given below:**

- £ 15.00 - Applicants holding US passports.
 - £ 25.00 - Applicants arriving to submit applications beyond Visa Counter hours (08:30–12:00 Hrs on working days) on emergency grounds
 - £ 10.00 - Non UK passport holders. Proof of stay of at least one year required to be produced for exemption
- Nationals of Japan, Romania and Russian Federation should contact High Commission of India for details of fees applicable.

(D) **ADDITIONAL FORMS:** Additional forms are required to be filled for/by long term visas, travel to restricted areas, non-UK residents and Sri Lankan passport holders. Separate forms are required to be filled by Pakistani and Bangladeshi nationals and for Transfer of Long Term / Entry Visa (5 years' validity only).

(E) **VISA EXEMPTION LETTER:** Visa Exemption Letters are no longer issued to children of Indian origin.

(F) **VALIDITY OF VISA:** Visa is valid for the given period from the date of Issue.

(G) **APPLICATION AT THE HIGH COMMISSION IN PERSON (All columns of the Application Form must be filled in Black Ink and BLOCK Letters)**

1. **Application forms** and '**Q**' numbers for lodging visa applications will be issued from Monday – Friday between **08.30 and 12.00** hrs only. Your '**Q**' number determines when your visa application will be processed. One '**Q**' card for each application must be obtained.
2. Please be in the visa hall only at the time given on '**Q**' number card and go to the counter when your number is called/displayed along with **all the requirements** as mentioned in paragraph 'A' above.

(H) **APPLICATION BY POST (All columns of the Application Form must be filled in Black Ink and BLOCK Letters)**

We advise submission of applications in person. No action will be taken on any communication received without the Sender's name & full postal address on the outside of the envelope. We accept no responsibility in case of loss/delay of documents.

1. Add £1.00 extra with each application towards handling charges.
2. Obtain **latest visa application** form and all other **additional forms** where applicable by downloading from our **website** or from Fax-Back No.: 0906 44 45 43 or from the High Commission of India by sending a **stamped SAE**.
3. Processing of application forms will take a minimum of **15 working days** and in some cases longer especially during September to February. **Posting of application should be properly timed to ensure that visa would cover duration of stay in India, allowing time for processing.** Validity of a visa starts from date of issue. Please check the latest visa fees and estimated processing time before posting your application form/passport/fee etc., to avoid delay or rejection of application due to submission of incorrect fee/documents. Do not apply too early as visa is issued on receipt of passport and is **valid from date of issue and not the date of travel. No refund or amendment will be made** after the application is processed and visa is issued.
4. Please send **valid passport, correct visa fee, two passport size photos**, a **Special Delivery SAE** with correct address and post code along with **duly filled application form** and additional forms / supporting documents where applicable. **Send applications by Special Delivery only.**
5. Please enclose correct **visa fee** by crossed **Postal Order or Bank Draft only** (no personal cheques please) payable to **The High Commission of India**. Under no circumstances, should **cash** be sent by post.
6. Applications, which are incomplete or not accompanied by correct fee/documents, will be returned without processing. The High Commission of India will not be responsible for any delay/loss caused as a consequence.
7. Applications should only be addressed to the **Visa Department** of this High Commission to avoid delay.

Visa forms and information can also be downloaded from our web-site: <http://www.hcilondon.org>.
TOURIST INFORMATION: India Tourist Office, 7 Cork street, London W1X 2AB: 0207 437 3677, INDIAN RAILWAYS (Reservations): 020 8903 3411.

LIST OF HOLIDAYS: High Commission will remain closed on following days during the year 2002
 1st, 26th Jan; 25th, 29th Mar; 1st 25th Apr; 15th Aug; 2nd, 15th Oct; 4th, 19th Nov; 6th, 25th, 26th Dec.