

## **Registration requirements for foreign national**

**Registration is required for:** Every Foreigner visiting India on Student Visa(S) (including those coming for study of Yoga, Vedic Culture, Indian system of dance and Music), Research Visa(R), Medical Visa(M) or Medical Attendant (MED-X) Visa and **Employment Visa(E) valid for more than 180 days** is required to get himself / herself registered with FRRO Bangalore, **within 14 days of his/her first arrival, irrespective of the duration of his / her stay. Even in other Visa types, if the Indian Visa has a stipulation/ observation/ Special endorsement for registration** made by Indian Mission / Embassy on the Indian Visa and on **Employment, Medical, Medical Attendant Visas for less than 180 days**, the Foreigners are required to be registered.

Foreigners visiting India on other categories of long term Visa (valid for more than 180 days) including Business/Entry(X) / Journalist Visa would not require registration with the Bangalore FRRO if duration of his/her stay **does not exceed 180 days on a single visit**. In case a foreigner intends to stay for more than 180 days on a single visit he / she should get himself registered well before the expiry of 180 days. Foreigners possessing tourist Visa are required registration only if they re-enter within 60 days of the last departure and they are asked to register through special endorsement etc.

**All Pakistan Nationals are required to register within 24 hours and all Afghanistan Nationals are required to register within 14 days of their arrival in India.**

**Children below 16 years of age are exempt from Registration if they have entered on PIO card or on any type of Visa and except where specified other wise.** It is mandatory for all foreigners to personally appear at the FRRO office, Bangalore for obtaining any Visa related services.

**Late Registration:** No fee is charged for registration, but a foreigner who has delayed registration and **if delay is condoned**, a penalty in Indian currency equivalent to US\$ 30/- for late registration may be charged.

**Over stay:** In the event of overstay, foreigner is liable for prosecution under the Foreigners Act 1946 and imprisonment up to **5 years with fine & Deportation** from India.

**Report of absence from Registered Address:** If at any time a foreigner proposes to be absent from his / her registered address for a **continuous period of eight weeks or more or change his / her registered address then the foreigner is required to inform in person or through an authorized representative or by registered post to his / her Registration Officer** of his / her intention to change his registered address or to leave either temporarily or permanently the jurisdiction of the Registration Officer. In case of return, the foreigner should inform the Registration Officer of the date of return and in case the foreigner is moving away inform the change of address. Any changes made subsequently should also be intimated to the Registration Officer.

Every foreigner, who stays for a period of more than eight weeks at any place in any district other than the district in which his / her registered address is situated, shall inform the Registration Officer of that district of his / her presence. This can be made in writing and the requirements deemed to have been fulfilled if, prior to arrival the foreigner furnishes to the Registration Officer of the said district intimating the dates of his proposed arrival and departure from the district.

**Change in Registered address:** A foreigner shall be deemed to have changed his / her registered address, if he / she changes his residence from one place to another place in India and if having no residence, he leaves his registered address knowing that he is not likely to return within six months of leaving it.

**Reports of other changes except address:** Every foreigner is required to furnish to the Registration Officer of the district in which his registered address is situated, particulars of any circumstances affecting in any manner the accuracy of the particulars recorded in his certificate of registration within fourteen days after the circumstance has occurred, and generally shall provide to the Registration Officer all information as may be necessary for maintaining the accuracy of the certificate.

**Surrender of certificates of registration on departure:** Every foreigner who is about to depart **finally** from India shall surrender his certificate of registration either to the Registration Officer of the place where he is registered or of the place from where he intends to depart or to the Immigration Officer at the Port/Check post of exit at the time of final departure from India. If the certificate is surrendered other than to the Immigration Officer of the port or check post of exit, a receipt indicating such surrender of the document may be obtained and shown to the Immigration Officer at the time of final departure.

**Duplicate certificate of registration:** If any certificate of registration, issued under existing Acts / Rules is lost or destroyed, the foreigner to whom it was issued, shall make or send to the Registration Officer of the district of his registered address a report of circumstances in which it was so lost or destroyed together with an application in writing and a copy of police report in order to issue a duplicate copy of the certificate of registration.

**NO AGENTS / HIRED REPRESENTATIVES ARE ALLOWED INSIDE FRRO OFFICE.**

## **DOCUMENTS TO BE PRODUCED FOR REGISTRATION / RESIDENTIAL PERMIT (RP)**

### **EMPLOYMENT VISA REGISTRATION:**

Application form
Recent Passport Photograph
Request letter addressed to FRRO (Only in case of Delay / Overstay)
Original passport and copy of passport (photo-page, page indicating passport validity, visa page and page indicating arrival stamp of Indian immigration)
Address proof – copy of valid & notarised lease agreement or copy of recent electricity bill or telephone bill along with a letter from house owner & ID proof of the owner or letter from hostel/hotel or copy of 'C' form
Copy of the appointment letter and employment contract
Proof of annual income (USD 25,000 & above paid in cash with the details of their components from company in prescribed format. Any income /salary component paid in kind by the company is not considered for calculation of minimum salary of USD 25,000 per annum.)
For increase in salary, undertaking from the company for income-tax compliance of increased salary amount from the date of increase
If employed by NGO, monthly salary/stipend certificate from the NGO for honorary work to be submitted with ID proof such as PAN card, Passport of the authorized signatory of the salary certificate ( <b>in prescribed format</b> ).
Fee payable, if any (to be submitted as Demand Draft after approval of application)
Those arriving as interns on VIE Programme, letter from the company specifying the period of such program subject to maximum one year.
Any other supporting document

### **STUDENT VISA REGISTRATION**

Application form
Recent Passport Photograph
Request letter addressed to FRRO (Only in case of Delay / Overstay)
Original passport and copy of passport (photo page, page indicating passport validity, visa page and page indicating arrival stamp of Indian immigration)
Address proof – copy of valid & notarised lease agreement or copy of recent electricity bill or telephone bill along with a letter from house owner & ID proof of the owner or letter from hostel/hotel or copy of 'C' form
Original bonafide certificate from the educational institutions – bonafide certificate in given format only acceptable
Study in seminaries and other theological institution, undertaking from applicant and his/her sponsor that foreigner will not be engaged in Missionary activity or any other occupation paid or unpaid.
Financial sustenance – bank letter or copy of passbook, for minors, bank letter or copy of passbook of applicants father/mother
For change of college/course prior permission from the FRRO & letter for cancellation of admission/NOC from previous institution
Fees payable, if any (to be submitted as Demand Draft after approval of application)
Any other supporting document

### **JOURNALIST VISA REGISTRATION**

Application form
Recent Passport Photograph
Request letter addressed to FRRO (Only in case of Delay / Overstay)
Original passport and copy of passport (photo page, page indicating passport validity, visa page and page indicating arrival stamp of Indian immigration)
Address proof – copy of valid & notarised lease agreement , copy of recent electricity bill or telephone bill along with a letter from house owner & ID proof of the owner , letter from hostel/hotel or copy of 'C' form
Fees payable, if any, (to be submitted as DD after approval)
Any other supporting document

### **MISSIONARY VISA REGISTRATION**

Application form
Recent Passport Photograph
Request letter addressed to FRRO (Only in case of Delay / Overstay)
Original passport and copy of passport (photo page, page indicating passport validity, visa page and page indicating arrival stamp of Indian immigration)
Address proof – copy of valid & notarised lease agreement or copy of recent electricity bill or telephone bill along with a letter from house owner & ID proof of the owner or letter from hostel/hotel or copy of 'C' form
Fee payable, if any (to be submitted as DD after approval)
Any other supporting document

**BUSINESS VISA REGISTRATION**

Application form
Recent Passport Photograph
Request letter addressed to FRRO (Only in case of Delay / Overstay)
Original passport and copy of passport (photo-page, page indicating passport validity, visa page and page indicating arrival stamp of Indian immigration)
Address proof – copy of valid & notarised lease agreement or copy of recent electricity bill or telephone bill along with a letter from house owner & ID proof of the owner or letter from hostel/hotel or copy of 'C' form
Letter addressed to FRRO by Business firm about the nature and duration of the Business
Letter from AIESEC in case of internship/project based work shop
Letter from the AIESEC to show that the company would pay the subsistence allowance or arrange for boarding and lodging
Fees payable, if any (to be submitted as DD after approval of application)
Relevant documents from the concerned authority according to the business activity such as Technical meeting/board meeting/manpower recruitments/pre & post sales activity etc.
Any other supporting document

**PIO CARD REGISTRATION**

Application form
Recent Passport Photograph
Request letter addressed to FRRO (Only in case of Delay / Overstay)
Original passport and copy of passport (photo-page, page indicating passport validity, original PIO card and copy of PIO card, and page indicating arrival stamp of Indian immigration)
Address proof – copy of valid & notarised lease agreement or copy of recent electricity bill or telephone bill along with a letter from house owner & ID proof of the owner or letter from hostel/hotel or copy of 'C' form
Fees payable, if any (to be submitted as DD after approval of application)
Undertaking to be furnished that the PIO card holder is not having ration card and voter ID card.
Any other supporting document

**MEDICAL VISA REGISTRATION**

Application form
Recent Passport Photograph
Request letter addressed to FRRO (Only in case of Delay / Overstay)
Original passport and copy of passport (photo page, page indicating passport validity, visa page and page indicating arrival stamp of Indian immigration)
Address proof – copy of valid & notarized lease agreement or copy of recent electricity bill or telephone bill along with a letter from house owner & ID proof of the owner or letter from hostel/hotel or copy of 'C' form
Medical report from recognized/specialized hospital/ treatment centre specifying the period of treatment with patient details. Treating doctor's name and signature with hospital seal and nature of illness
Fees payable, if any (to be submitted as DD after approval of the applicant)
Any other supporting document

**MEDICAL ATTENDANT (MED-X) VISA REGISTRATION**

Application form
Recent Passport Photograph
Request letter addressed to FRRO (Only in case of Delay / Overstay)
Original passport and copy of passport (photo-page, page indicating passport validity, visa page and page indicating arrival stamp of Indian immigration)
Address proof – copy of valid & notarized lease agreement or copy of recent electricity bill or telephone bill along with a letter from house owner & ID proof of the owner or letter from hostel/hotel or copy of 'C' form
Medical report from recognized/specialized hospital/ treatment centre specifying the period of treatment of patient, nature of illness and medical attendant details, treating doctor's name and signature with hospital seal ( <b>if registering separately – not accompanying the patient</b> )
Fees payable, if any ( <b>to be submitted as DD after approval of application</b> )
Any other supporting document

**RESEARCH VISA REGISTRATION**

Application form
Recent Passport Photograph
Request letter addressed to FRRO (Only in case of Delay / Overstay)
Original passport and copy of passport (photo page, page indicating passport validity, visa page and page indicating arrival stamp of Indian immigration)
Address proof – copy of valid & notarised lease agreement or copy of recent electricity bill or telephone bill along with a letter from house owner & ID proof of the owner or letter from hostel/hotel or copy of 'C' form
Bona fide certificate from the educational institute ( <b>in the prescribed format only</b> ). It should indicate duration of the Research and name of Professor/Guide
Fee payable , if any (to be submitted as DD after approval of application)
Any other supporting document

**X/ENTRY/DEPENDANT VISA REGISTRATION**

Application form
Recent Passport Photograph
Request letter addressed to FRRO (Only in case of Delay / Overstay)
Original passport and copy of passport (photo page, page indicating passport validity, visa page and page indicating arrival stamp of Indian immigration)
Address proof – copy of valid & notarised lease agreement or copy of recent electricity bill or telephone bill along with a letter from house owner & ID proof of the owner or letter from hostel/hotel or copy of 'C' form
Copy of Marriage Certificate duly solemnized /registered in India (if married in India). If married abroad, marriage certificate to be authenticated/certified by concerned Indian Mission abroad/Apostille
If parents, spouse on employment/ business, letter from the company/firm
Indian Origin proof wherever applicable
Copy of parents passport/visa and residential permit if parents are registered with this office
If own property in India (a) copy of RBI clearance for purchase <b>wherever applicable</b> , (b) copy of registration certificate of property
For training in military establishment (a) letter from the local defense training establishment, (b) letter from the Ministry of Defence.
For social community work in NGO sponsored by AIESEC under exchange program, a letter from AIESEC to show that NGO would pay the substance allowance or arrange for boarding and lodging, (b) proof of registration of NGO, (c) letter from NGO
Fees payable, if any (to be submitted as DD after approval of the application)
Any other supporting document

**PROJECT VISA REGISTRATION**

Application form
Recent Passport Photograph
Request letter addressed to FRRO (Only in case of Delay / Overstay)
Original passport and copy of passport (photo page, page indicating passport validity, visa page and page indicating arrival stamp of Indian immigration)
Address proof – copy of valid & notarised lease agreement or copy of recent electricity bill or telephone bill along with a letter from house owner & ID proof of the owner or letter from hostel/hotel or copy of 'C' form
Copy of the invitation/appointment letter and project contract
Fees payable, if any (to be submitted as DD after approval of application)
Any other supporting document

**TOURIST VISA REGISTRATION**

Application form
Recent Passport Photograph
Request letter addressed to FRRO (Only in case of Delay / Overstay)
Original passport and copy of passport (photo page, page indicating passport validity, visa page and page indicating arrival stamp of Indian immigration)
Address proof – copy of valid & notarized lease agreement or copy of recent electricity bill or telephone bill along with a letter from house owner & ID proof of the owner or letter from hostel/hotel or copy of 'C' form
Letter from airport/Letter from the foreigner regarding travel itinerary, if certificate from airport is not available (tourism cases)
Copy of permission from concerned foreign mission (re-entry) wherever applicable.
Fees if applicable, if any (to be submitted as DD after approval of application)
Any other supporting document

**TIBETAN REFUGEES REGISTRATION**

Application form
Recent Passport Photograph
Request letter addressed to FRRO (Only in case of Delay / Overstay)
Original passport and copy of passport (photo page, page indicating passport validity, visa page and page indicating arrival stamp of Indian immigration)
Address proof – copy of valid & notarised lease agreement or copy of recent electricity bill or telephone bill along with a letter from house owner & ID proof of the owner or letter from hostel/hotel or copy of 'C' form
Tibetan entering on special entry permit (valid special entry permit with proper immigration stamp of entry of the check-post with one photocopy, Recommendation letter from Tibetan Reception Centre/Tibetan Settlement Officer/ CTA or any other authority so designated by Central Govt. If student, document as per Student Visa, If employed, document as per Employment Visa)
Tibetan born in India: Birth certificate issued by Tibetan Welfare Office/Tibetan Settlement Officer
Registration certificate of both parents along with recommendation letter from Tibetan Centre/Tibetan Settlement officer/CTA or any other authority designated by the Central Govt.
Fees payable, if any (to be submitted as DD after approval of application)

Any other supporting document
<b><u>CONFERENCE VISA REGISTRATION</u></b>
Application form
Recent Passport Photograph
Request letter addressed to FRRO (Only in case of Delay / Overstay)
Original passport and copy of passport (photo page, page indicating passport validity, visa page and page indicating arrival stamp of Indian immigration)
Address proof – copy of valid & notarised lease agreement or copy of recent electricity bill or telephone bill along with a letter from house owner & ID proof of the owner or letter from hostel/hotel or copy of 'C' form
Copy of invitation to the conference/workshop
<b><u>RETURN VISA APPLICATION</u></b>
Application form
Recent Passport Photograph
Request letter addressed to FRRO (Only in case of Delay / Overstay)
Original passport and copy of passport (photo-page, page indicating passport validity, visa page and page indicating arrival stamp of Indian immigration)
Address proof – copy of valid & notarised lease agreement or copy of recent electricity bill or telephone bill along with a letter from house owner & ID proof of the owner or letter from hostel/hotel or copy of 'C' form
Copy of onward/return ticket (within 90 days of departure from India)
Copy of RC/RP
Copy of acknowledgement for Visa extension under consideration, wherever applicable
Fees payable, if any (DD )
Any other supporting document
<b><u>FOR DUPLICATE RP</u></b>
Application forms
Recent Passport size Photographs – Two Nos.
Request letter addressed to the FRRO.
Original passport and Copy of Passport – Photo page, page indicating passport validity, Visa Page and page indicating arrival stamp of Indian immigration, copy of RP if available, and acknowledgement for police complaint on loss of RP.
Any other supporting document.
<b><u>FOR ARRIVAL ON TRANSFER</u></b>
Application form
Recent Passport size Photographs – Two Nos.
Request letter addressed to the FRRO.
Original passport and copy of passport (photo page, page indicating passport validity, visa page and page indicating arrival stamp of Indian Immigration, original and copy of RP
Invitation letter/ Transfer letter from company for Employment/ Business visa holders
For students a) Bona fide certificate from new institution, b) Letter of cancellation of admission from the previous institution
Any other supporting document.
<b><u>FOR CHANGE OF ADDRESS &amp; OTHER INFORMATION</u></b>
Application form
Recent Passport size Photographs – Two Nos.
Request letter addressed to the FRRO.
Original passport and copy of passport (photo page, page indicating passport validity, visa page and page indicating arrival stamp of Indian Immigration)
New address proof – copy of valid and notarized lease agreement copy of copy of recent electricity bill or telephone bill and a letter from house owner & ID proof of the owner or letter from hostel/hotel or copy of C form
Any other supporting document.
<b><u>EXIT FOR ALL VISA</u></b>
Application form
Recent Passport Photograph
Request letter addressed to FRRO (Only in case of Delay / Overstay)
Original passport and copy of passport (photo page, page indicating passport validity, visa page and page indicating arrival stamp of Indian immigration)
Address proof – copy of valid & notarized lease agreement or copy of recent electricity bill or telephone bill along with a letter from house owner & ID proof of the owner or letter from hostel/hotel or copy of 'C' form
If employed, letter from the employer and up to date tax paid details with copy of PAN card
If on Business, letter from the Business firm and up to date tax paid details with copy of PAN card
If on Student visa, no due certificate from the educational institution

For loss of passport (a) new passport or emergency travel document issued by the concerned foreign missions and one photocopy , (b) letter from the concerned foreign missions, (c) police report about the loss/stolen passport (in Loss certificate or FIR)

For child born in India, (a) copy of passport or emergency travel document, (b) letter from the concerned foreign mission, (c) copy of birth certificate, (d) copy of passport/visa and RP of parents (if parents are registered)

For surrogacy case, (a) copy of notarised agreement between the applicants, surrogate mother and doctor, (b) a copy of Surrogacy agreement (c) letter from treating doctor, (d) a certificate from the registered ART clinic (recognized by ICMR) concerned to the effect that the child/children have been duly taken custody of by the foreign parents and that liabilities towards the Indian surrogate mother have been fully discharged as per the agreement, (e) infant's birth certificate (without Indian mother's name), (f) copy of Infants passport, (g) copy of passport, visa and RP of parents (if parents are registered) & (h) undertaking from surrogate mother for compliance of receipt OF payment

Fees payable (Demand draft)

Police report (In case of Overstay etc) wherever required, except minor

Any other supporting document

### **PIO SCHEME APPLICATION / REGISTRATION**

Prescribed application form are available on website [www.immigrationindia.nic.in](http://www.immigrationindia.nic.in) . Please download and fill manually

Applicants residing within the jurisdiction of Bangalore City Police Commissionerate and Bangalore Rural district only shall apply for issue of a PIO Card at FRRO Office, Bangalore

Applicant must have a valid passport and valid Indian visa with minimum remaining validity of 6 months and 3 months respectively

The following documents are required for PIO card application in Two sets

- a) Filled in Application form
- b) Original passport and copy of passport (photo page, page indicating passport validity, visa page and page indicating arrival stamp of Indian Immigration
- c) Copy of present valid visa, if it is extended
- d) Copy of Registration Certificate/Residential Permit/ Stay visa issued by FRRO Bangalore office.
- e) Proof of Indian Origin (Required documents)
  - i) Applicants Birth Certificate, Parent's marriage certificate and Indian Passport (in case of minor) and applicant's Indian Passport (valid/cancelled or surrender certificate, if held)
  - ii) Marriage certificate and valid Indian Passport/ holding Indian Origin proof of Spouse
- f) If cases of difference in name of applicant in Indian passport, Gazette copy of change of name or copy of Deed Poll for name change
- g) Employment/business documents of the applicant, if he/she is employee in India or having business in India
- h) School/College/University certificate, if the applicant is studying in India

Address proof – copy of valid & notarised lease agreement or copy of recent electricity bill or telephone bill along with a letter from house owner & ID proof of the owner such as PAN card/Electoral ID

Two passport size photographs (35 mm X 35 mm), 2 stamp size photographs (with clear background, ears clearly visible, no spectacles and caps)

Demand Draft of Rs.15,000/- for adult & Rs.7,500 for minors (below 18 years) in favour of DDO, Bureau of Immigration , Bangalore” along with 1 xerox copy of the DD, issued within last 15 days of submission of application. DD shall be taken separately for each application

### **OCI MISCELLANEOUS SERVICES**

Application form for OCI and miscellaneous services can be filled online and downloaded from the website of the Ministry of Home affairs ([www.ociindia.nic.in](http://www.ociindia.nic.in)) and printout taken

The following documents are required for OCI misc application in duplicate (**application along with documents**):

- i) Filled application form
- ii) Copy of New and old passport (photo page, page indicating passport validity, 'U' visa page, and page indicating arrival stamp of Indian Immigration)
- iii) Copy of the applicant's OCI card (photo page, page indicating applicant's address details (Page No.1 and No.4)
- iv) In case of loss of OCI card/passport, FIR copy to be submitted
- v) Address Proof : (a) copy of valid & notarised lease agreement or (b) copy of recent electricity bill or telephone bill along with a letter from house owner & ID proof of the owner such as PAN card/Electoral ID

Two photographs of 51mm X 51 mm size without border on light coloured background (Not on white or off-white background) with ears clearly visible, no spectacles and caps)

Demand Draft of Rs.1,400/- in case of issuance of new OCI card for new Passport and Rs.5,500/- for loss/damage. The DD to be drawn in favour of "Pay & Accounts Officer (Secretariat), MHA payable at New Delhi" (along with 1 xerox copy of the DD), issued within last 15 days of submission of application. DD shall be taken separately for each applicant

NOTE : OCI registration certificate and 'U' visa shall be re-issued by availing this service, each time a new passport is issued up to the completion of 20 years of age and once after completing 50 years of age. In case of loss/damage of OCI document(s), the personal interview is mandatory for re-issue.

## **OCI SCHEME FOR APPLICATION/ REGISTRATION**

Application of OCI card (can be filled online and downloaded from the website of the Ministry of Home affairs ([www.ociindia.nic.in](http://www.ociindia.nic.in)) Form XIX, Part 'A' can be filled online and printout taken, Form XIX, Part 'B' has to be filled by hand after the printout is taken)

Applicant's valid passport and valid Indian visa with minimum remaining validity of 6 months and 1 month respectively

The following documents in duplicate are required for OCI application:

- a) Filled Application form
- b) Original passport and copy of passport (photo page, page indicating passport validity, visa page and page indicating arrival stamp of Indian Immigration)
- c) Copy of Registration Certificate/ residential permit/ Stay visa issued by FRRO/FRO office, if held
- d) Indian Passport (valid/cancelled or surrender certificate)
- e) In case of minor, copy of Applicant's birth certificate, parent's marriage certificate, Parent's Indian passport (valid/cancelled/ surrender certificate), Foreign passport and OCI card (if held) or Applicant's birth certificate, parent's passport and their birth certificate and marriage certificate, grandparent's Indian Origin proof (if applied on the basis of grandparent's Indian Origin proof)
- f) In cases of difference in name of applicant in Indian passport, Gazette copy for change of name or acknowledged copy of petition for name change or copy of Deed Poll for name change.
- g) Employment/business documents of the applicant, if he/she is employee/engaged in business in India
- h) Copy of School/College/University certificate, if the applicant is studying in India
- i) Address Proof : (a) copy of valid & notarised lease agreement or (b) copy of recent electricity bill or telephone bill along with a letter from house owner & ID proof of the owner such as PAN card/Electoral ID

Two passport size photographs (51 mm X 51 mm), without border on light coloured background (not on white or off-white) , ears clearly visible, no spectacles and caps)

Demand Draft of Rs.15,000/- for each applicant drawn in favour of "Pay and Accounts Officer (Secretariat) MHA payable at New Delhi". Those already hold PIO card may submit DD of Rs.1,400/- for Adult and Rs.8,000/- for Minor (along with 1 xerox copy of DD), issued within last 15 days of submission of application. DD shall be taken separately for each

All public documents like marriage certificate / birth certificate which are issued outside India by any Government agency other than the Government of India should preferably be Apostilled.

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

**BONAFIDE CERTIFICATE****(ON INSTITUTION LETTER HEAD ONLY)**

This is to certify that Mr./Mrs./Miss. \_\_\_\_\_  
 national is a bonafide student of this Institution. His / Her details are given below.

1	Name of the Student					Affix recent passport size photograph duly attested by the head of the institution.
2	Date of Birth :	Sex	M	F		
3	Nationality :					
4	Father's / Husband's Name :					
5	Passport No. :					Signature of student
6	Passport Issue Date :			Valid till :		
7	Student Visa No.:		Visa Issue date :		Valid till :	
8	If applying for extension, date up to which extension recommended.					
9	Whether student visa issued is for this course and Institution. If no, whether permission of FRRO obtained for change of course / Institution.					
10	Previous Residential Permit Validity :					
11	Present Residential address in India :					
12	Name of the Course :					
13	Institution Registration No. of the student :					
14	Name and reference no. of the Recognizing authority of the institution/Course offered:					
15	Course Period : From :		To :			
16	Year and semester of study:					
17	Attendance Percentage in figures [for extension only] :					
18	Purpose of issue of certificate [Registration/Extension/Exit/Return Visa/Others]:					
19	Remarks, if any :					

Office Seal

Signature with date

Name :  
 Designation :  
 Seal :



**ANNUAL SALARY CERTIFICATE**

Name of the Employee : (Name of the applicant)  
Designation :  
Address :  
PAN No. of Employee :  
TAN No. of Employer :

Details of Annual salary paid in cash (INR) in India during the period from April..... to March ..... as detailed below:

Basic salary (INR) : Rs. \_\_\_\_\_  
Bonus : Rs. \_\_\_\_\_  
\*Allowances : Rs. \_\_\_\_\_  
Other Perquisites : Rs. \_\_\_\_\_  
Gross Salary : Rs. \_\_\_\_\_  
Less: Professional Tax : Rs. \_\_\_\_\_  
Net Salary : Rs. \_\_\_\_\_  
Income Tax deducted at source: Rs. \_\_\_\_\_  
Total : Rs. \_\_\_\_\_

(Rupees .....)

For and on behalf of  
Company's Name

(Signature with Company Seal)

1. This certificate shall be provided for extension of Employment/Business Visa containing the details of salary etc., received during the preceding year.
2. This certificate is to be produced in the Company's Letter Head and duly signed by Authorized signatory whose ID proof (PAN Card/passport/Voter ID) to be attached along with this certificate.
3. Proportionate portion of emoluments to be paid annually on a later date may not be included in monthly salary certificate.
4. Flexi/variable allowance, if any, shown should be elaborated and the minimum assured allowance to be paid may only be reflected and not the maximum possible allowance.

**MONTHLY SALARY CERTIFICATE**  
**(Company's Letter Head)**

This is to certify that Mr. / Ms. \_\_\_\_\_ S/o / D/o \_\_\_\_\_ PAN No. \_\_\_\_\_ is employed with this company since (DD/MM/YYYY). He / She is working serving as (Write here designation of employee). Currently he / she is drawing monthly salary (NR) as per following breakup.

Salary Structure	Amount	Mode of payment Cash/ Bank Transfer/kind
Basic Pay		
House Rent		
Other perquisites, if any		
Gross salary		
Deductions		
Income Tax (TDS to deducted)		
Professional Tax		
Total		
Net payable Salary		
(In words)		

For and on behalf of  
(Company's Name here)

(Signature with Company Seal)

1. Proportionate portion of emoluments to be paid annually on a later date may not be included in monthly salary certificate.
2. Flexi/variable allowance, if any, shown should be elaborated and the minimum assured allowance to be paid may only be reflected and not the maximum allowance.