

Extension requirements for foreign national: Foreigners must submit **application** for extension of residential permit / visa **at least 60 days before the date of expiry** of respective residential permit/visa.

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

Late Renewal of Residential Permit: A foreigner who has delayed for renewal of RP, on application, **if delay is condoned** will be charged a penalty in Indian currency equivalent to US \$30/- for late renewal.

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 registered address, if he 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 along 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 EXTENSION

STUDENT VISA EXTENSION

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 bona fide certificate from the education institution (bona fide certificate in prescribed format in letterhead of educational institution is only acceptable)
To 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
For financial sustenance, bank letter or copy of passbook, for minors bank letter or copy of passbook of the applicant's father/mother
For change of college/course prior permission letter from FRRO & letter for cancellation of admission/NOC from previous institute
Fees payable, if any (to be submitted as DD after approval of application)
Any other supporting document

EMPLOYMENT VISA EXTENSION

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 or above) paid in cash with the details of their components from company in prescribed format. Any incentive/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 tax compliance of increased salary amount from the date of increase
Copy of PAN card up to date income tax paid details (last year IT return TDS details up to date)
Fees payable, if any (to be submitted as DD after approval of the application)
Acknowledgement copy from PF office for submission of new employment contract with revised salary and annual PF return (Form 3A for employee and upto date PF submission acknowledgement wherever applicable)
If employed by NGO, monthly salary/stipend certificate from the NGO for honorary work with ID proof such as PAN card, Passport of the authorized signatory of the salary certificate in prescribed format
Fees payable, if any (to be submitted as DD after approval of application)
Any other supporting document

JOURNALIST VISA EXTENSION

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
Fees payable , if any (to be submitted as DD after approval of application)
Any other supporting document

MISSIONARY VISA EXTENSION

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
Fees payable, if any (to be submitted as DD after approval of application)
Proof of Tax compliance
Any other supporting document

BUSINESS VISA EXTENSION

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 addressed to FRRO by business firm about the nature and duration of business
Letter from AIESEC in case of internship/project based workshop
Letter from AIESEC to show that company would pay the subsistence allowance or arrange for boarding and lodging
Proof of gross turnover from business activity/copy of balance sheet
Fees payable, if any (to be submitted as DD after the approval of application)
Any other supporting document depending upon type of business

PIO CARD EXTENSION

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

PIO card, copy of PIO card registration certificate and copy of registration certificate

Fees payable, if any (to be submitted as DD after approval of application)

Any other supporting document

MEDICAL VISA EXTENSION

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

MED-X VISA EXTENSION

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 and medical attendant details , treating doctor's name and signature with hospital seal and nature of illness **(if seeking extension separately – not accompanying the patient)**

Fees payable, if any **(to be submitted as DD after approval of the application)**

Any other supporting document

RESEARCH VISA EXTENSION

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

Bona fide certificate from the educational institute **(in the prescribed format only)**. It should indicate, duration of the research and name of the Professor/Guide)

For financial sustenance bank letter or copy of passbook

Fees payable, if any (to be submitted as DD after approval of the application)

Any other supporting document

PROJECT VISA EXTENSION

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

Copy of the invitation/appointment letter and project contract

Copy of PAN, details of income tax paid (last year IT return and TDS details up to date)

Fees payable, if any (to be submitted as DD after approval of the application)

Any other supporting document

'X'/ENTRY/DEPENDANT VISA EXTENSION

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
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 Missions abroad (apostille)
If spouse/parents on employment/Business, letter from the company
Indian Origin proof wherever applicable
Copy of parents passport/visa and residential permit if parents are registered in this office
Fees payable, if any (to be submitted as DD after approval of application)
If owns property in india: (a) Copy of RBI clearance for purchase, wherever applicable (b) Copy of registration certificate of property
For training in Military Establishment: (a) Letter from the local Defence training establishment (b) Letter from the Ministry of Defence
For social community work in NGO sponsored by AIESEC under exchange programme (a) Letter from AIESEC to show that NGO would pay the sustenance allowances or arrange for boarding and lodging (b) Proof of registration of NGO (c) Letter from NGO
Any other supporting document

TIBETAN REFUGEES EXTENSION

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
a) <u>Tibetan entering on Special Entry Permit</u> Valid Special 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 Government. If student, documents as per student visa If employed, documents as per 'E' visa
<u>Tibetan born in India</u> Birth certificate issued by Tibetan Welfare Officer/Tibetan Settlement Officer, Registration Certificate of both parents, Recommendation letter from Tibetan Reception Centre/Tibetan Settlement Officer/CTA or any other authority so designated by Central Government
<u>Tibetans entering India for other purposes</u> Recommendation letter of CTA after conduct of police verification
Fees payable, if any (to be submitted after approval of the application)
Any other supporting document

EXIT FOR ALL VISA

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

FOR CONVERSION OF S-VISA TO RESEARCH VISA FOR THOSE WHO ARE ALREADY ON S-VISA IN INDIA

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 (in the prescribed format only). 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)

Proof of financial sustainability during the Research

FOR DUPLICATE RP

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.

FOR ARRIVAL ON TRANSFER

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/NOC from the previous institution

Any other supporting document.

FOR CHANGE OF ADDRESS & OTHER INFORMATION

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.

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 possible allowance.