

## INFORMATION FOR VISA APPLICANTS

### I. Categories of visa

**Transit Visa:** Single/Double entry visas, valid for a maximum of 15 days, are issued to applicants who would be transiting through India. The applicant should have visa[s] for the final destination, before applying for the transit visa. Transit visa is not available at airports in India.

### 2. TOURIST VISA:

#### ★ “Information for those visiting India on tourist visa”

##### TOURIST VISAS

1. TOURIST VISA ARE GRANTED TO THOSE WHO DO NOT HAVE A RESIDENCE IN INDIA OR OCCUPATION IN INDIA AND WHOSE SOLE OBJECTIVE OF VISITING INDIA IS RECREATION, SIGHT SEEING, CASUAL VISIT TO MEET FRIENDS & RELATIVES ETC: NO OTHER ACTIVITY IS PERMISSIBLE ON A TOURIST VISA:
2. TOURIST VISAS ARE GENERALLY ISSUED FOR SIX MONTHS AND FOR SINGLE ENTRY. HOWEVER, A MAXIMUM OF THREE ENTRIES ARE ALLOWED IN INDIA PROVIDED AIR TICKETS AND TRAVEL ITINERARY ARE MADE AVAILABLE INDICATING THE NUMBER OF ENTRIES. IT IS REITERATED THAT MORE THAN ONE ENTRY AND UPTO THREE ENTRIES CAN BE GRANTED ONLY ON THE BASIS OF DOCUMENTARY PROOF (TICKETS AND TRAVEL INTENERARY).
3. THOSE WITH SIX MONTHS VISAS WHO HAVE MADE MORE THAN ONE ENTRY INTO INDIA DURING THE PERIOD OF VALIDITY OF THE SIX MONTHS VISA CANNOT VISIT INDIA BEFORE TWO MONTHS OF HIS / HER LAST EXIT FROM INDIA.

#### ★ BUSINESS VISA

**BUSINESS VISA IS GRANTED TO A FOREIGN NATIONAL WHO WANTS TO VISIT INDIA TO ESTABLISH AN INDUSTTIAL /BUSINESS VENTURE OR TO EXPLORE POSSIBILITIES TO SET UP INDUSTRIAL/BUSINESS VENTURE OR WANTS TO PURCHASE/SELL INDUSTRIAL PRODUCTS IN INDIA.**

##### WHO ARE ELIGIBLE FOR A BUSINESS VISA

- Foreign nationals coming to India for consultations regarding exhibitions, for participation in exhibitions, trade fairs, business fairs etc.
- Foreign buyers who come to transact business with suppliers/potential suppliers at locations in India to evaluate or monitor quality, give specifications , place orders, negotiate further supplies etc., relating to

goods or services procured from India.

- Foreign experts / specialists on a visit of short duration in connection with an ongoing project with the objective of monitoring the progress of the work, conducting meetings with Indian customers and/or to provide some high level technical guidance.
- Foreign nationals coming to India for pre sales or post sales activities not amounting to actual execution of any contract or project.
- Foreign trainees of multinational companies / corporate houses coming for in-house training in the regional hubs of the concerned company located in India.
- Foreign nationals who are coming to India on short visits to customer location to repair any plant or machinery as part of warranty or annual maintenance contracts.
- Foreign engineers/technicians coming to India for installation and commissioning of equipments/machines/tools in terms of the contract for supply of such equipment/machines/tools.
- Foreign experts coming to India for imparting training for personnel of the Indian company.
- Foreign personnel deputed for providing technical support/services, transfer of know-how, services for which the Indian company pays fees/royalty to the foreign company

**DOCUMENTS REQUIRED TO BE SUBMITTED ALONG WITH APPLICATION FOR BUSINESS VISA**

Invitation letter from the Indian organisation/ institution / company with which business is being established. The letter should clearly state the purpose of the business invitation. This should be accompanied by a letter of recommendation from the company which the applicant represents.

Proof of financial standing and expertise in the field of intended business.

A valid travel document.

**AN APPLICANT FOR BUSINESS VISA COULD BE INTERVIEWED BY THE CONSULAR OFFICE, IF THE NEED SO ARISES:**

**Student Visa:** Issued for the duration of the course or for a period of five years, whichever is less, to bona fide students to pursue regular studies at recognized institutions in India.

**Research Visa:** For pursuing a course of research in a recognized educational institution in India.

**Conference Visa:** Conference visas are issued for the duration of the conference to be attended.

**\* EMPLOYMENT VISA :**

**CONDITIONS FOR GRANT OF EMPLOYMENT VISAS**

1. THE APPLICANT SHOULD BE A HIGHLY SKILLED AND QUALIFIED PROFESSIONAL OR PERSON WHO IS BEING ENGAGED OR APPOINTED BY A COMPANY / ORGANISATION, INDUSTRY OR UNDERTAKING IN INDIA ON CONTRACT OR EMPLOYMENT BASIS AT A SENIOR LEVEL / SKILLED POSITION SUCH AS TECHNICAL EXPERT, SENIOR EXECUTIVE OR IN A MANAGERIAL POSITION.

2. THE APPLICANT SHOULD BE EMPLOYED BY A COMPANY REGISTERED IN INDIA UNDER COMPANIES ACT, OR THERE SHOULD BE PROOF OF REGISTRATION OF THE FIRM WITH THE STATE INDUSTRIES DEPARTMENT OR THE CONCERNED EXPORT PROMOTION COUNCIL, OR ANY RECOGNISED PROMOTIONAL BODY IN THE FIELD OF INDUSTRY AND TRADE .

3. A CLEAR EMPLOYMENT CONTRACT BETWEEN THE INDIVIDUAL AND THE COMPANY SHOULD BE AVAILABLE WHEREIN DETAILS OF SALARY, TERMS AND CONDITIONS AND THE NATURE OF WORK INDIVIDUAL IS GOING FOR SHOULD BE BROUGHT OUT. SALARY OF THE INDIVIDUAL SHOULD NOT BE LESS THAN US \$ 25,000.00 PER ANNUM. THE APPLICANT HAS TO COMPLY WITH ALL OTHER REQUIREMENTS OF TAX LIABILITIES ETC.

4. INDIVIDUAL SHOULD SUBMIT PROOF OF HIS/HER EDUCATIONAL QUALIFICATION / PROFESSIONAL EXPERTISE(DOCUMENTARY PROOF).

**NOTE : EMPLOYMENT VISA MUST BE OBTAINED FROM THE COUNTRY OF ORIGIN OR FROM THE COUNTRY OF DOMICILE OF THE APPLICANT PROVIDED THE PERIOD OF PERMANENT RESIDENCE OF APPLICANT IN THAT PARTICULAR COUNTRY IS FOR MORE THAN TWO YEARS.**

**Journalist Visa:** Journalists can obtain visa for three months (single entry) to visit India for any purpose other than film shooting. The initial three month period can be extended by applying to the Publicity Officer (PR), XP Division, Ministry of External Affairs, Shastri Bhawan, New Delhi-110001.

Journalists who are going to India to work in any branch office of Foreign Media/TV can obtain six months multiple entry 'J' visa directly (This is applicable also to Journalists replacing a correspondent in India as well).

Foreigners need prior approval to shoot films in India, both feature as well as documentary. Application for permission to shoot documentary films has to be made to the [Embassy in a prescribed format](#).

**Entry Visa:** An entry visa is issued to a person visiting for professional work, meetings, study tours, or longer stay (other than for education, employment, journalism, commercial or business ).

## **II. Documentation required for various visa categories**

**Business visa:** Business visa applicants should enclose copies of invitation letter and documents from local/ Indian companies/firms with which they have business dealings.

**Student visa:** An admission letter from the concerned institution and details of the financial arrangements for stay in India should accompany the application. In case of admission to medical or paramedical courses in India, a Letter of Approval or a "No Objection" Certificate from the Indian Ministry of Health is also required for issuing long term visa.

**Research visa:** A detailed synopsis of the research project, countersigned by the sponsoring institution in India, should be submitted along with the visa application.

**Conference visa:** A letter of invitation from the conference organizer should be submitted along with the visa application. Where relevant, the consular officer may also require proof of approval of the Indian authorities for holding the conference.

**Employment visa:** Applications are required to be accompanied by a copy of the employment contract from the company/organization in India.

**Journalist visa:** A documentary proof (employment card or original letter from a reputed News/Media agency where they are working or by the office who have given them assignment in India) for 3 month visa. For the six month visa a letter of appointment by the Foreign Media/TV office in India.

**The list of documents needed to be attached with documentary shooting application are:**

1. [Application Form for filming documentaries in India along with undertaking](#)
2. Application for filming at protected monuments
3. List of team members along with name, nationality, date of birth, passport number, place and date of issue and validity, occupation etc
4. List of cinematic equipments with description and brand name
5. Synopsis of the proposed film project
6. Filming programme stage by stage and date by date
7. Letter from the producer specifying the hospitality required.
8. Publicity Returns: TV Channel where the documentary will be screened (details of date/time/duration etc).

Application Forms, Undertaking and information sheets may please be signed by the Producer and submitted in nine sets. Also, it may please be noted that it takes a minimum of 4-6 weeks after the receipt of the completed application in the Embassy to process the case and for the Government of India' permission to come through. After obtaining the permission the applicants may apply for visa.

### **III. Schedule of Visa Fees**

#### **FOR AUSTRIAN NATIONALS**

	<b>Type of Visa</b>	<b>Visa Fees in Euro</b>
1	<b>Transit Visa (Valid for 15 days) single/ double entry</b>	<b>24,00</b>
2	<b>Tourist Visa (multiple entry) Valid for up to six months</b>	<b>50,00</b>
3	<b>Multiple entry Students (valid for the duration of the course or five years, whichever is less)</b>	<b>89,00</b>
4	<b>All other types of multiple entry visas valid for : up to 6 months</b>	<b>94,00</b>
	<b>(other than tourist, transit and student) up to 1 year</b>	<b>141,00</b>
	<b>up to 5 years</b>	<b>235,00</b>
5	<b>Employment Visa: up to 6 months</b>	<b>100,00</b>
	<b>up to 1 year</b>	<b>147,00</b>
	<b>up to 5 years</b>	<b>241,00</b>
6	<b>Visa Transfer Fee (old to new passport)</b>	<b>06,00</b>
7	<b>Fee for Restricted/ Protected Area Permit</b>	<b>36,00</b>
8	<b>Emergency Fee</b>	<b>43,00</b>

Visa fee does not include any Bank Commission. Hence the Visa fee deposited in the Bank Account is exclusive of Bank commissions. If there is a

Bank commission for depositing the Visa fee, you are requested to pay for Bank commission expenses.

Persons who would like to send their Visa Application by post, are required to deposit the Visa fee at the Bank, as per details given below, and the original Bank deposit slip should be attached with the Visa application form. **A copy of the bank deposit slip should be retained by the visa applicant for his record.**

### **FOR NON AUSTRIAN NATIONALS**

**PLEASE NOTE: For citizens of countries other than Austria, an additional payment of EURO 11-, in addition to the Visa fee should be deposited in the Bank, towards FAX charges.**

	<b>Type of Visa</b>	<b>Visa Fees in Euro</b>
<b>1.</b>	<b>RUSSIAN NATIONALS ( All types of Visa)</b>	<b>50,00</b>
<b>2</b>	<b>ROMANIAN NATIONALS ( All types of Visa)</b>	<b>50,00</b>
<b>3</b>	<b>Pakistan nationals( All types of Visa)</b>	<b>01,00</b>
<b>4</b>	<b>Sri Lankan nationals</b>	
	i. Transit Visa (valid for 15 days single/double entry)	<b>04,00</b>
	ii. Business Visa upto 6 months single entry	<b>04,00</b>
	iii. Business Visa upto 6 months/1 year multiple entries	<b>11,00</b>
	iv. Business Visa upto 5 years multiple entries	<b>89,00</b>
	v. Employment Visa upto 6 months single entry	<b>4,00</b>
	vi. Employment Visa upto 6 months multiple entries	<b>7,00</b>
	vii. Employment Visa upto 1 year multiple entries	<b>11,00</b>
	viii. All other type of visas including Tourist Visa and Student Visa upto 6 months single entry	<b>04,00</b>
	All other type of visas including Tourist Visa and Student Visa upto 6 months multiple entry	<b>11,00</b>
	<b>Japanese nationals</b>	
	i. Transit Visa	<b>02,00</b>
	ii. All other type of visas	<b>10,00</b>

## NATIONALS FROM COUNTRIES WHO ARE NOT REQUIRED TO PAY VISA FEES

**Afghanistan, Argentina, Bangladesh, Democratic People's Republic of Korea, Jamaica, Maldives, Mauritius, South Africa and Uruguay.**

(i) Visa exempted nationalities: **Nepal, Bhutan**

(ii) Visa fees are based on reciprocity or inter – governmental agreement.

(iii) Fees are subject to change, as prescribed by the Government of India.

**(iv) Fees are to be paid in Euros in cash at the Visa section or through a bank cheque drawn on Embassy of India or through a bank deposit. We do not accept credit cards or other payment cards. The Fee for VISA services will not be accepted in cash for postal applications. The Embassy will not be responsible for any loss of cash sent/ returned through post.**

(v) For categories of visa not covered above, please check with the Embassy.

### **BANK DETAILS:**

<b>Name of the Bank</b>	<b>BankAustria Creditanstalt</b>
<b>Account No.</b>	<b>50901 300 401</b>
<b>BLZ</b>	<b>BLZ 12000</b>
<b>Purpose (Verwendungszweck)</b>	<b>VISA and Consular fees</b>
	<b>Embassy of India, Vienna</b>

### **IV General Instructions**

Visa requirements for Austrian Nationals (Visum Bestimmungen für Österreichische Staatsbürger).

1	Visa application fully filled in	Vollständig und ordnungsgemäß ausgefüllter Antrag
2	Passport valid for a minimum of six months.	Reisepass mit mindestens 6 Monaten Restgültigkeit.
3	2 photographs ( 35mm x 35 mm)	Zwei Passbilder
4	If you wish to have your passport with visa mailed to you, please send a self-addressed, registered, envelope with stamps worth EURO 4.00€.	Falls Ihr Pass mit Visum zu Ihnen zurückgeschickt werden soll, fügen Sie bitte einen rückadressierten, eingeschriebenen Briefumschlag mit Porto im Wert von EUR 4,00 bei.
5	Letter from the Company (Only for Business – Visa).	Ein Firmenschreiben über Zweck, Ziel und Dauer der Reise (nur für

		Geschäftsvisum)
6	Bank receipt indicating payment of Visa in Bank Account : Account NO.509 013 00 401 BankAustria Creditanstalt BLZ 12000, should be attached with the Visa Application (See the table given below on Visa Fee, and the instructions.)	Der Zahlschein muss zusammen mit dem Visa- Antrag bei Posteinreichung mitgeschickt werden oder bei persönlicher Einreichung mitgebracht werden: Konto Nr.509 013 00 401, BankAustria Creditanstalt, BLZ 12000 (Siehe unten aufgelistete Visa - Gebühren und Informationen).

### **For Other Nationals / ( Für Bürger Anderer Staaten)**

The visa applicant of a nationality other than Austria should normally apply for visa to Indian Embassy in the country of his citizenship. In extraordinary circumstances, Indian Embassy in Vienna may grant a short validity visa. **However, in such cases, visa shall be granted after additional payments of € 11/= towards Fax charges.**

•	The above mentioned points 1 to 6,
7	A Visa / Stay-permit for Austria
8	Foreigners Registration Certificate (Meldezettel).
<b>(Zusätzlich zu den oben genannten Punkten 1 bis 5 muss die Aufenthaltserlaubnis für Österreich und Meldezettel in Österreich vorgelegt werden.</b>	

**IMPORTANT:** The visa is valid from the date of issue and **not** from the date of entry into India. Applicants may keep this in mind, while specifying the duration of visa required.

### **V Other Information**

1. Applications for visas are normally accepted from citizens of Austria. In case of nationals of other countries who are normally resident in Austria they need to produce proof of domicile of at least two years in Austria. In the case of foreign nationals not normally resident in Austria, visa applications can be entertained on production of satisfactory explanation of reasons for not applying at the Indian mission in the country of domicile. Visas for non-Austrian, non-resident applicants have longer processing times than those for Austrian-resident applicants.

2. The Visa application, in the prescribed Form, can be made in person at the Embassy or by post.

3. The application should be accompanied by the passport in original, two passport sized colour photographs against a light coloured background and the prescribed visa fee for the category of visa applied for and the relevant documentation. Postal applications should also include a self-addressed envelope stamped for registered mail. **Please note that visa fees**

**are accepted only in Euros in cash at the Visa section or through a bank cheque drawn on Embassy of India or through a bank deposit. We do not accept credit cards or other payment cards. The Fee for VISA services will not be accepted in cash for postal applications. The Embassy will not be responsible for any loss of cash sent/ returned through post.**

4. If an applicant wishes to retain the original passport while the application is under process, a photocopy may be submitted with the application, and the original passport taken back after it has been scrutinized at the visa counter. The original passport can then be resubmitted for stamping of the visa after completion of other travels for which passport was retained.

5. Acceptance of a visa application and/or the visa fee does not guarantee issue of visa. The issue of visa, its category and duration are determined on the merits of each case.

6. The date for collection of visa would be intimated at the visa counter for applications in person. For collection of passports, the Fee Receipt must be presented. Passports can be collected at the counter between 1700 hrs and 1730 hrs on the date intimated or during any subsequent working day between 1700 hrs and 1730 hrs. For postal applications, the Embassy will intimate the applicant by e-mail when the passport is posted back. Postal dispatch would be at the applicant's risk; the Embassy will not accept any liability for loss/damage of passport in transit or of delays in the post.

7. Visa applications may be withdrawn after issue of the fee receipt, but the visa fee is non-refundable.

8. Travel plans should not be finalised before obtaining a visa. The Embassy will not accept any liability for missed flights. All applicants are requested to apply for visa at least 2-3 weeks before the actual date of travel.

**9. It may be noted that all visas are valid from the date of issue and not from the date of arrival in India. Applicants may take this into account while specifying the duration of visa required.**

10. It is the applicant's responsibility to check that all the details on the visa are correct and to seek any corrections that may be required. The Embassy will not accept any responsibility for inconvenience or financial loss caused by inadvertent inaccuracies in the visa.

11. Visitors who intend to stay in India for more than 180 days continuously are required to register themselves with the Foreigners' Regional Registration Office. Journalist visa holders are required to contact the External Publicity Division of the Ministry of External Affairs in New Delhi on arrival (contact details at [www.mea.gov.in](http://www.mea.gov.in)) or the Press Information Bureau of the Government of India. (contact details at <http://www.pib.nic.in>)

12. Applicants should ensure that they correctly specify the **category of visa** applied for, depending on the purpose of visit. It is normally not possible to change the visa category after entering India. **Activities in India incompatible with the category of the visa may result in immediate revocation of the visa.**

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**Contact details**

**Embassy of India –Annex (Consular Wing)  
(For Visa, Passport & other services)**

**Operring 1,**

**Stiege –E/ Stock 4**

**A –1010 Vienna, Austria**

**Fax. 0043(1) 50 80 805**

E-Mail: [visapassport@indianembassy.at](mailto:visapassport@indianembassy.at)

Web: [www.indianembassy.at](http://www.indianembassy.at)

**Opening hours of the Indian Embassy:**

**Monday to Friday: 9.30 a.m. - 11.30 a.m.**

**Öffnungszeiten der Indischen Botschaft: Montag bis Freitag  
9.30 a.m. - 11.30 a.m.**

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