

INDIAN VISA EXTENSION

January 2012

Type of Indian Visa	Necessary Documents Required for extension of visa	Procedure	To be Extended by	Registration
<p>“D” (Diplomatic Visa Extension for Red UNLP & Red ID Card holders only)</p>	<ul style="list-style-type: none"> - Original UNLP/Passport - Copy of Govt. of India ID Card - Copy of Contract - Copy of National Passport 	<ul style="list-style-type: none"> • A Note Verbale is submitted by TRV/SEARO to MEA* along with original UNLP/Passport and copy of ID card . • <u>(no personal appearance of staff member is necessary at the MEA)</u> 	<p>The Under Secretary PV-II, Ministry of External Affairs, Government of India Patiala House New Delhi</p>	<p>N.A.</p>
<p>“O” (for Blue UNLP & National Passport, if Govt. ID Card already issued)</p>	<ul style="list-style-type: none"> - Original UNLP/Passport - Copy of Govt. of India ID Card - Copy of Contract - Copy of National Passport 	<ul style="list-style-type: none"> • A Note Verbale is submitted by TRV/SEARO to MEA along with original UNLP/Passport and copy of ID card. • <u>(no personal appearance of staff member is necessary at the MEA)</u> 	<p>The Under Secretary PV-II, Ministry of External Affairs, Government of India Patiala House New Delhi</p>	<p>N.A.</p>
<p>“X” “XV” Entry Visa (for staff members and their recognized dependents)</p>	<ul style="list-style-type: none"> - Original UNLP/Passport - Copy of Govt. of India ID Card - Copy of Contract - Copy of National Passport 	<ul style="list-style-type: none"> • A Note Verbale is submitted by TRV/SEARO to MEA along with original UNLP/Passport and copy of ID card. • <u>(no personal appearance of staff member is necessary at the MEA)</u> 	<p>The Under Secretary PV-II, Ministry of External Affairs, Government of India Patiala House New Delhi</p>	<p>N.A.</p>
<p>“B” - Business Visa “E” - Employment Visa</p> <p>(Staff Member/Applicant will have to be present in Ministry of Home Affairs (MHA) and Foreigner Regional Registration Offices (FRRO) for visa extension.</p> <p><u>Not advisable for UN staff because of lot of repercussions.</u></p>	<ul style="list-style-type: none"> - Original Passport - Copies of Contract - Photocopies of Indian Visa - Residence Proof - 4 photographs for Registration - Undertaking Letter from PER/SEARO (WHO taking full responsibility for activities and conduct of the person during stay in India, and if anything adverse comes to notice during this period, WHO undertakes to repatriate the person at WHO cost). 	<ul style="list-style-type: none"> • A Note Verbale is issued by TRV/SEARO and handed over to the Staff Member. The Staff Member visits MHA along with original Passport and copies of Passport and Visa. • Staff member is provided a reference number on the basis of which staff gets his/her visa extended by FRRO the next day. • Do online registration at www.mha.nic.in. Upon completion of online registration, take a printout of Registration. • The Next day the staff member visits FRRO along with following documents: <ul style="list-style-type: none"> ➢ Five copies of online Registration ➢ Original passport, along with four photocopies of passport and visa ➢ Five passport size photographs, ➢ An undertaking from PER/SEARO, & ➢ Proof of residence. 	<p>Visa Note will be issued by: The Under Secretary Ministry of Home Affairs 26, Man Singh Road New Delhi</p> <p>Visa will be extended by: The Foreigners Regional Registration Office (FRRO) R.K. Puram (Behind Hyatt Regency Hotel) New Delhi.</p>	<p>Registration is required to be completed within 180 days (except Pakistani, Afghan and Bangladeshi nationals) if a visa is issued for more than 180 days.</p> <p>Pakistani nationals – must register within 24 hrs.</p> <p>Afghan nationals – must register within 7 days.</p> <p>Bangladeshi nationals – Visa exceeding 6 months must register within 14 days.</p> <p>Registration is not required for:</p> <ul style="list-style-type: none"> • Foreigners on Tourist Visas; • Children below 16 years of age; • OCI Card and U visa holders. <p>Non-registration within the specified period will make the foreigner liable to pay a penalty of `1,395/-.</p>
<p>Tourist/Business Visa – Not advisable for UN staff</p>	<p style="text-align: center;">---</p>	<p style="text-align: center;">---</p>	<p style="text-align: center;">---</p>	<p>Please do not accept a 'tourist'/Business visa as this is not accepted by the Government of India for taking up employment. It is neither possible to extend it while in India, nor convert it into an 'Entry' visa.</p>

FRRO : Foreigners Regional Registration Offices

MHA : Ministry of Home Affairs

MEA : Ministry of External Affairs