



Consulate General of India

"The Spencers", 20 Augusta Street, Jewellery Quarter, Hockley, Birmingham B18 6JL
Visa Enquiries Telephone: (0121) 212 2782 Fax: (0121) 212 2786 E-mail: visa_cgibir@fsmail.net
(Emergency telephone after office hours or on holidays (0121) 2123 217)
Website – www.cgibirmingham.org

VISA APPLICATION FORM (For all nationals except Pakistanis & Bangladeshis)

PLEASE FILL UP THE FORM IN CAPITAL LETTERS (This form is provided free)

PLEASE SUBMIT PASSPORT & APPLICATION FORM BETWEEN 0930 HRS - 1230 HRS

**2 PASSPORT SIZE
PHOTOGRAPHS**

1 (a) Name (Mr/Mrs/Miss).....
Surname

(b) Previous/other name (if any).....

2 Father's Name His Present Nationality Previous Nationality.....

3 Name of husband/wife His/Her Present Nationality Previous Nationality.....

4 Place of Birth District/County Country.....

5 Date of Birth..... Day Month Year.....

6 Address (HOME) Telephone:.....

7 Business Address..... Telephone:.....

8 Profession.....

9 (a) Present Nationality of the applicant..... Previous Nationality.....

(b) Passport No..... Date of Issue:..... Place of Issue: Valid up to:.....

(c) Whether Holding Dual Nationality YES/NO. If YES, specify.....

10 Details of any other valid passport held

10 (a) Country from where migrated

11 **GIVE DETAILS OF CHILDREN/SPOUSE ACCOMPANYING THE APPLICANT INCLUDED IN HIS/HER PASSPORT.**

NAME	PLACE/DATE OF BIRTH	SEX	RELATIONSHIP	IDENTIFICATION MARK
.....
.....
.....
.....

12 **Purpose of visit** (please specify).....

13 Proposed Date of Departure (i) from UK.....(ii) from India.....

14 Number of Entries to be made to India..... Single/Double/Multiple.....

15 (a) **Type of visa needed TRANSIT/TOURIST/STUDENT/BUSINESS/LONG TERM**

(b) **Validity period of visa needed SIX MONTHS/ONE YEAR/LONG TERM**

Places to be visited in India

16 Was visa refused earlier YES/NO.? If YES, Details.....

Name & Addresses of two referees each in U.K. & India who could be contacted in case of need.

U.K.	INDIA
1	1
2	2

I..... hereby undertake that I shall utilize my visit to India for the purpose for which the visa has been applied and shall not on arrival in India try to obtain employment or set up business or Extend my stay for any other purpose.

I declare that the information given above is true, accurate and complete.

DATE..... SIGNATURE OF APPLICANT.....

IMPORTANT

- The applicant is required to sign the application, no one else is allowed to sign for the applicant. In Case of minors, application needs to be signed by either of the parents or legal guardian.
- Please check the number of children has been included in the visa as applied for in the application.
- Please note that it is the responsibility of the applicant to verify the correctness of visa particulars on Receipt of passport.

GENERAL INFORMATION

IMPORTANT: Please note that it is the responsibility of the applicant to verify the visa particulars before traveling. Visa fees are non-Refundable under any circumstances. The Consulate General of India reserves the right of deciding on granting/type/duration of visa irrespective of the fees tendered.

Please read the following instructions before applying

(A) **REQUIREMENTS:** Valid passport, valid for at least 8 months, correct visa fee, two passport size photographs, supporting documents where necessary and duly filled application form are necessary for obtaining a visa. All columns in the application form are required to be filled in with relevant information in full. Applications received with deficiencies are liable to get delayed for processing/rejected.

(B) VISA FEE AND OTHER DETAILS

Transit visa (Visa for 15 days from the date of issue - single/double entry, valid for halts of up to 72 hours stay)	£8.00
Student visa* Irrespective of the duration for which the visa is obtained. <i>Letter of admission from the recognised educational institution with duration of the course required in all cases.</i>	£55.00
Tourist/Business visa (valid up to 6 months - multi entry)	£30.00
Business/X visa* (valid for over 6 months and up to 1 year - multi entry)	£50.00
All kinds of visa* other than Transit and Student Visa (valid for over 1 year and up to 5 years - multi entry)	£90.00
Express fee from nationals of Hungary (for same day service)	£10.00
Service charges from Russian nationals	£30.00
Service charges from Romanian nationals)	£5.00
Visa fee for Pakistani nationals)	£0.50
Additional (processing) fee from U.S. nationals	£15.00

Sri Lankan nationals

Transit Visa (Single/double, for 15 days)	£3.00	
Business Visa (valid up to 6 months - single entry)	£3.00 (valid for over 6 months and up to 1 year - multi entry) £8.00	
Employment Visa (valid up to 6 months - single entry)	£3.00 (valid up to 6 months - multi entry)	£6.00
Employment Visa (valid for over 6 months and up to 1 year - multi entry)	£8.00	
Tourist/Student/Conference (valid up to 6 months - single entry) ..	£3.00 (valid for over 6 months and up to 1 year - multi entry) ..	£6.00
Transfer fee - this is for transfer of 5-year visa issued by this mission from an expired passport to a new passport.		
Both the expired and new passports have to be submitted along with a separate application form	£4.00	

* *Where visas are issued for a duration exceeding 6 months, registration with the Foreigners Regional Registration Office (FRRO) must be Made within 14 days of arrival in case the applicant intends to stay for over 6 months in continuation.*

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

£25.00 - Applications arriving to submit applications beyond Visa Counter hours (0930 - 1230 hrs on working days) on emergency Grounds or seek visa on holidays on emergency grounds.

£10.00 - All Non-UK passport holders not residing in UK for at least 1 year preceding the date of application (Telex/Fax charges). (The Additional fee of £10 will not be charged to non-UK passport holders on production of proof of stay for 1 year preceding the Application)

(D) **ADDITIONAL FORMS:** Additional forms are required to be filled for/by long term visas, travel to restricted areas, non-UK residents and And Sri Lankan passport holders. Separate forms are required for people of Pakistani and Bangladeshi origin and for Transfer Visa.

(E) **VISA EXEMPTION LETTER:** Visa Exemption Letters previously granted to children of Indian origin have been discontinued. All children holding separate passports are now required to obtain regular visas.

(F) **VALIDITY OF VISA:** The visa is valid for the given period from the date of issue.

(G) APPLICATION AT THE CONSULATE GENERAL OF INDIA IN PERSON

- 1 Please submit passport and application forms between 0930 - 1230 hrs on working days. Only a maximum of 200 applications are received daily on first come first served basis.
- 2 **Applicants of Asian origin might be required to produce their previous passports.**
- 3 Visa fee can be paid either in cash or by postal order payable to *The Consulate General of India, Birmingham* (cheques or debit/credit cards are **not** accepted).
- 4 **Visas are normally issued on the same day.** However, in the following cases processing of visa applications often takes longer: (a) British nationals holding dual nationality or of other origin, (b) applicants not residing in the UK, (c) where clearance from India is mandatory, (d) applications submitted through authorised travel agents/Indian community establishments/associations/ charities and (e) visitors to restricted areas. Visa section will contact the applicants about the time of delivery of such passports, as soon as a decision is arrived at. Applicants are advised not to unnecessarily keep making enquiries with/reminding the Consulate.
- 5 Visas should be checked before leaving the counter to ensure that all entries in the visa are in order.
- 6 Children holding a separate passport should obtain visa by following the above procedure.
- 7 **Applicants seeking Business Visa are required to enclose invitations from British/Indian business concerns.**

(H) APPLICATION BY POST

- 1 The processing of application forms will take a minimum of **20 working days** and in some cases longer. **The posting of the application should be properly timed to ensure that the visa would cover the duration of stay in India, allowing time for processing.** The validity of a visa runs from the date of its issue. Please call to obtain the latest visa fees and estimate of processing time before posting your application form/passport/fee etc., to avoid possible delay or rejection of the application due to submission of incorrect fees/documents.
- 2 Please send **valid passport, correct visa fee**, two passport size **photos**, a stamped **SAE** (recorded/registered) along with **duly filled application form** and additional forms/supporting documentation where applicable. **Send applications by recorded/registered/special delivery post only.**
- 3 Please enclose **visa fee** by crossed **postal order** (no cheques please) payable to *The Consulate General of India, Birmingham*. Under no circumstances should **cash** be sent by post.
- 4 Please print your **correct address with full postal code** to which the passport has to be sent in the specified column in the application form. A **stamped self-addressed special delivery envelope** should be sent along with the application form.
- 5 The visa application form with all the requirements should be addressed to the **Visa Department** of this Consulate to avoid undue delay in receiving your application by the Visa Department.
- 6 **While every effort is taken for prompt processing, the Consulate General of India will not be responsible for any delay/loss of passport or other documents.**

Visa forms and information can also be downloaded from our website: <http://www.cgibirmingham.org>

TOURIST INFORMATION: Please contact INDIA TOURIST BOARD (7 Cork Street, London W1S 2LS, Tel: 020 7437 3677) for detailed information on places you wish to visit in India. For information on travel to India, please contact AIR INDIA Offices: London: 020 7495 7950, Reservations: 01753 684828. For Indian Railways Reservations, please contact 020 8903 3411.

LIST OF HOLIDAYS: The Consulate General of India will remain closed on the following days during the year 2007: Jan: 1, 26 • Feb 16 • Mar: 31 • Apr: 1, 6, 9 • May 2 • Aug: 15 • Sep: 4 • Oct: 2, 14, 21 • Nov: 9, 24 • Dec: 25, 26.