

IMPORTANT POINTS BEFORE FILLING APPLICATION FOR INDIAN VISA

- ❖ Applicants for Indian visa are required to fill the online Regular Visa Application form at the link: <https://indianvisaonline.gov.in> carefully and take a print out of the same. They should then approach the Embassy's visa counter with the printed application form and relevant documents for submission. The applicant must come in person to provide his/her biometric data while applying for Indian visa.
- ❖ When filling out the form, please select for the field "Indian Mission" the following option: CZECH-PRAGUE.
- ❖ The application should be accompanied by the passport in original, one colour photograph of the size 5cmx5cm (2"x2") against a light background and the prescribed visa fee for the category of visa applied for and the relevant documentation. We do not accept credit cards or other payment cards. The Fee for visa service is accepted in Czech Crowns and in cash only.
- ❖ 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.
- ❖ All applicants are requested to apply for visa well in advance viz. at least 2-3 weeks before the actual date of travel. The Embassy will not accept any liability for missed flights.
- ❖ 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.
- ❖ 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.
- ❖ 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) or the Press Information Bureau of the Government of India. (Contact details at <http://www.pib.nic.in>)

- ❖ 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.
- ❖ Applicants may be interviewed thoroughly by the Consular Officer, if required.

USUAL DOCUMENTS REQUIRED FOR CZECH NATIONALS

- ✓ Print-out of duly filled in online visa application form.
- ✓ Passport valid for a minimum six months.
- ✓ 1 recent passport-sized (5cm X 5cm) colour photograph of oneself, showing frontal view of full face against white background in civilian clothes taken in a studio (Polaroid photographs and photographs with dark glasses or uniforms are not accepted.)
- ✓ Admissible Visa Fee in cash Czech Crowns
- ✓ Further documents required depending upon the visa category or other case specifics.

USUAL DOCUMENTS REQUIRED FOR NON-CZECH NATIONALS

- ✓ Print-out of duly filled in online visa application form.
- ✓ Passport valid for a minimum six months.
- ✓ 1 recent passport-sized (5cm X 5cm) colour photograph of oneself, showing frontal view of full face against white background in civilian clothes taken in a studio (Polaroid photographs and photographs with dark glasses or uniforms are not accepted.)
- ✓ Admissible Visa Fee in cash Czech Crowns.
- ✓ A copy of Czech Residence Permit.
- ✓ Further documents required depend on the visa category or other case specifics.

FREQUENTLY USED CATEGORIES OF VISA

BUSINESS VISA

Business visa is granted to a foreign national who wants to visit India to establish an industrial/business venture or to explore possibilities to set up industrial/business venture or wants to purchase/sell industrial products in India.

Eligible for business visa are:

- 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.

Specific Documents required for Business Visa:

- Invitation letter of the Indian company.
- Endorsement letter of the local company/firm on which behalf the applicant is travelling to India. Please make sure that both letters include the name of the applicant, the name of each company, the required duration of visa and a description of the intended activities in detail along with the financial liability on the applicant's travel and stay in India.

TOURIST VISA

- Tourist visa is issued to a foreigner who does not have a residence or occupation in India and whose sole objective of visiting India is recreation, sight-seeing, casual visits to meet friends and relatives etc. Only those on bona fide tourist visits should apply for tourist visas. A Tourist visa cannot be used for any other purpose such as business, education, research, writing articles, social work etc. A Tourist visa should not be applied for if the purpose of visit falls under any of these categories. Tourist visa is nonconvertible and non-extendable. For multiple entry long term tourist visas, a copy of itinerary along with flight reservations for all the planned trips to India is required. Long term tourist visa is issued to travel agents who have to visit India frequently. Those on tourist visas will also need to register with the Foreigners Regional Registration Office (FRRO) in case they stay continuously in India for more than 180 days.
- It may be noted that there should be a gap of two months (60 days) between two visits to India on tourist visa or re-entry of nationals of Afghanistan, China, Iran, Pakistan, Iraq, foreigners of Pakistan origin and Stateless Persons.
- People of Indian Origin holding foreign Passport are advised to apply for Entry (X) Visa.

Specific Documents required for Tourist Visa:

- Copy of the air-ticket showing clear and complete itinerary.
- Recent Bank Account statement amounting to Czk 20000 per month (depends upon the period of visa sought for).

TRANSIT VISA

Transit visa is issued to an individual who is transiting through India to another destination and is able to provide enough proof of such travel plans by way of valid tickets for onward journey (via India). Single/Double entry visas, valid for a maximum of 15 days, are issued to applicants who would be transiting through India. The validity of the visa starts from the period of issue of the visa and therefore if an individual is unable to travel to India within 15 days of issue of the visa, he should obtain another Transit visa. During Transit, the individual can remain in Transit in India for a maximum of 3 days at a stretch. 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.

Specific Documents required for Transit Visa:

- Same as Tourist Visa

EMPLOYMENT VISA

Employment visas are issued to skilled and qualified professionals or persons, who are engaged or appointed by companies, organizations and economic undertakings as technicians, technical experts, senior executives etc.

Following category of applicants will be eligible for Employment visa:

- Foreign nationals coming to India as consultant on contract for whom the Indian company pays a fixed remuneration, (may not be in the form of monthly salary).
- Foreign artists engaged to conduct regular performances for the duration of the employment contract given by Hotels, Clubs, and other organizations.
- Foreign nationals who are coming to India to take up employment as coaches.
- Foreign sportsmen who are given contract for a specified period by the Indian Clubs / organizations.
- Self-employed foreign nationals coming to India for providing engineering, medical, accounting, legal or such other highly skilled services in their capacity as independent consultants.
- Foreign language teachers / interpreters.
- Foreign specialist chefs.
- For issuing of Employment visa to skilled/ highly skilled foreign workers in the IT software and IT enabled services sector (ITes), following two conditions must also be satisfied.
- The sponsor must declare that they are an IT / ITes company.
- The sponsor must confirm that they are an EOU or an STPI unit or an IT unit delivering services from an SEZ.

Please Note: Family members / dependents of an applicant who is granted 'E' visa will be granted 'E-Dependent' visa provided the family members are otherwise eligible for grant of such a visa. The validity of such 'E-D' visa shall be co-terminus with the validity of the visa of the principal visa holder or for such shorter period as may be considered necessary by the Indian Mission.

Specific Documents required for Employment Visa:

- Proof of contract / employment/ engagement of foreign nationals by the company or organization.
- The employing company / organization should be registered in India and a copy of such registration should be submitted.
- Documents from Indian Income Tax authorities regarding regular payment of taxes by the Employer. Employer will also take responsibilities of the taxes to be paid by the Employee.

- Certificate by the employer mentioning the salary of the foreign national employed in India.
- The employing company / organization should certify that the nature of job is such that qualified Indian nationals are not available for this job.
- The applicant must submit documentary proof of his educational qualification and professional expertise.
- Other, case-specific documents may be required.

STUDENT VISA

A student visa is issued to an individual, whose sole objective is to pursue regular and full time academic studies in India and for no other purpose/activity. Such visas are 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. Proof of financial support for applicant's stay in India has to be furnished. It can be in the form of a financial guarantee provided by the parents with a copy of Bank statement.

Specific Documents required for Student Visa:

- An admission letter from the concerned institution and details of the financial arrangements for stay in India should accompany the application. An endorsement letter from the present institution may also be required in some cases.
- 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 Research visa is issued for pursuing a course of research in a recognized educational institution in India. A detailed set of documents will have to be produced by the applicant regarding the area of research and other particulars.

Specific Documents required for Research Visa:

- A detailed synopsis of the research project, countersigned by the sponsoring institution in India, should be submitted along with the visa application.
- Admission/invitation letter from the concerned University/Institution/Organization should be submitted.
- Endorsement letter of the local Institution/Organization/University should be submitted.

CONFERENCE VISA

Conference visas are issued to individuals whose sole objective is to visit India to attend a conference/ seminar or workshop being held in India. Such visas are issued for the duration of the conference to be attended, based on letter of invitation and documents pertaining to the conference from the Conference organizers.

Specific Documents required for Conference Visa:

- Letter of invitation from the conference organizer.
- Where relevant, the consular officer may also require proof of approval of the Indian authorities for holding the conference.

ENTRY (X) VISA

- People of Indian origin holding a foreign passport are eligible for Entry (X) visa only. As per rules, such people cannot be issued a Tourist visa. As an advice it is recommended that people of Indian Origin may apply for OCI/PIO cards to tide over the visa problem in the long run”.
- An entry visa is issued to a person visiting for professional work, meetings, sports activities, study tours, or longer stay (other than for education, employment, journalism, commercial or business).
- Specific documents required for Entry(X) visa would usually be as in case of business, touris or conference visa. However, the requirement may vary on case to case basis.

INTERN VISA

Intern Visa will be applicable for foreign nationals intending to pursue internship for less than one year in Indian companies, educational institutions, international organizations such as UN, EU, etc. and NGOs. Applicants need to apply well in advance of actual commencement of the programme, as grant of such visa may take more time for being processed, rather than other categories.

Specific Documents required for Intern Visa:

- Letter from the organization/company/educational institution/NGO concerned sponsoring the foreign national for the internship programme, clearly indicating the nature and period of internship.
- Undertaking from the sponsoring company stating that they would ensure proper stay and departure of the foreigner on completion of the internship.
- Undertaking from sponsoring company as well as from the Intern to follow Indian Income tax regulations w.r.t. the earning form internship of the foreign national with the Indian companies/educational institutions/NGOs.