

Checklist for

Student Visa

Note : Take a printout of this checklist form and tick the documents enclosed in your application, put your name, signature and date at the bottom

1. Printed copy of the duly filled online application form at <https://indianvisaonline.gov.in/visa/index.html> (Applicant should sign the application on first page below the photo and on the last page at designated place). ☐
2. Original Passport with more than six months validity as on date of expected date of journey and 2 blank pages along with a photocopy of the personal information page(s). ☐
3. 01 recent photograph (51mm x 51mm). Application forms with photo of wrong specifications would be rejected. ☐
4. Self-attested City Registration Certificate (Meldebescheinigung) of your current German address is mandatory for all types of document processing. ☐
5. Additional Form & Documents for Passport holders other than German nationals including proof of valid German Residence Permit / Visa: ☐
 - Letter of admission from a recognised Indian educational institution with duration of the course.
 - Invitation letter from the company/organization/agency based in India sponsoring the applicant for the internship programme.
 - A letter from the concerned institute in Germany.
 - Proof of registration of the company/organisation in India.
 - A letter of financial support/ Bank statement from parent/guardian.
 - No objection letter from Parents to study abroad for applicants below 18 years (Minor applicant), letter from the Boarding School confirming boarding facility or proof of parent having valid work visa.
6. **Additional documents (as applicable) as given below;** ☐
 - **For Higher Education;**
 - Letter of admission from a recognised Indian educational institution with duration of the course.
 - A letter of financial support / bank statement from parent / guardian.
 - No objection letter from parents along with the passport copies of parents and Birth Certificate of the applicant to study abroad for applicants below 18 years.
 - **For School Education:**
 - Letter of admission from a recognized Indian educational institution with duration of the course.
 - A letter of financial support / bank statement from parent / guardian.

- No objection letter from parents along with the passport copies of parents and Birth Certificate of the applicant to study abroad for applicants below 18 years.
- If the child is minor and the education if for one year or more, the application must be supported by a contract for boarding facility with authentic school in India or the proof of legal custodian/guardian in India.
- **For studies in Yoga, Vedic culture and Indian systems of Music and Dance and Buddhist studies;**
 - Invitation letter from a recognized Indian Institution.
 - Registration Certificate of the concerned Indian Institution.
 - Proof of sufficient funds for expenses during stay in India – last 03 months bank statement.
- **For Theological studies and for Missionary students;**
 - Letter of admission from a recognised Indian educational institution with duration of the course.
 - A letter of financial support / bank statement from parent / guardian.
 - No objection letter from parents along with the passport copies of parents and Birth Certificate of the applicant to study abroad for applicants below 18 years.
 - If the child is minor and the education if for one year or more, the application must be supported by a contract for boarding facility with authentic school in India or the proof of legal custodian/guardian in India.
- **For Research Work;**
 - Original Invitation Letter from the Indian institution.
 - Duly filled APPENDIX XVII(A)
https://indianembassyberlin.gov.in/pdf/ScanIform_june21_2024.pdf with the stamp and seal of the inviting institute in India.
 - In cases which involve research on subjects related to the foreigner's own country, the research scholar will be required to furnish a brief synopsis of the research proposal in about 150 words and giving full justification (including the benefit he / she would get) for doing the research in India.
- **For those coming for internship in India (including those coming under French VIE programme);**
 - A copy of the Internship Contract including the remuneration.
 - Invitation letter from the Indian Institution/organization.

Note: Grant of Intern visa for those intending to pursue internship in NGOs is takes time. Applicant is advised to apply for the visa well in advance atleast 02 before 02 months of desired visit.

Sub Categories of Student Visa:

□

- S-1: For higher education (including in South Asian University and Nalanda University), provisional student visa, for short term courses and those coming under Student Exchange Programme.

- S-2: For school education.
- S-3: For studies in Yoga, Vedic culture and Indian systems of Music and Dance and Buddhist studies.
- S-4: For Theological studies and for Missionary students.
- S-5: For Research scholar, visiting Research faculty, research scholar on bilateral exchange programme, members of Botanical, Scientific, Anthropological etc expeditions.
- S-6: For those coming for internship in India (including those coming under French VIE programme).

S-1X/S-3X/S-5X: For dependents of those coming under S-1 and S-3 and S-5 visas.

In case the internship is with a Company, the internee should draw a minimum remuneration of INR 3,60,000 per annum. There will be no minimum salary limit in the case of internship in educational institutions and NGOs. Earnings from internship with Indian Companies/Educational Institutions/NGOs will be subject to the Indian Income Tax regulations.

Documents required

- Valid Passport for at least 6 months duration and two blank pages and a copy of the first page of the passport.
- One photograph. For photo requirements, visit <https://indianvisaonline.gov.in/visa/index.html>.
- Printout of the online application form duly signed.
- To note: Grant of Intern visa for those intending to pursue internship in NGOs will be subject to prior clearance from the Ministry of Home Affairs. Please apply for the visa well in advance, as the process can take time.
- Student Visa is also granted for Research work up to a maximum period of three years.
- The Visa can also be issued to foreign professors, teachers and scholars who are invited as visiting faculty on an invitation from a Central educational institution or publicly funded State University.

Grant of S Visa to the members of Botanical, Scientific, Anthropological etc., expedition would be subject to approval of the Ministry of Home Affairs. The applicants are advised to apply at least four months in advance, giving full information on the following points :

- Name, nationality and bio-data of the persons forming the party ;
- the areas which the party desires to visit in India ;
- the purpose of the expedition ;
- the proposed duration of stay in India ;
- details of the manner in which the expedition is proposed to be financed ;
- if any foreign organization is sponsoring the expedition, full background material about the sponsor; and (g) the name of the Indian

Members of the expedition may be required to take with them a liaison officer deputed by the agency concerned of the Government of India. Approval of the designated agency of the Government of India will also be necessary to take

out of India any specimens collected during the expedition as per conditions prescribed by the Ministry of Science & Technology and other agencies concerned.

Such expeditions will NOT be permitted to visit any protected, restricted or tribal area without the specific permission of the Ministry of Home Affairs.

Registration with FRRO/FRO having jurisdiction over the place where the foreigner intends to stay is required within 14 days from the date of arrival if visa is issued for more than 6 months.collaborator/institution, if any, connected with the organization of the expedition.

Additional documents required for Research related work



Submission of subject of research project, details of places to be visited, previous visits, whether the scholar has secured admission to a recognized or reputed institution and evidence of financial resources along with the application.

Letter of admission from the Indian institutions.

Additional Form (Please provide hyperlink) to be filled up and with the stamp and seal of the inviting institute in India

In cases which involve research on subjects related to the foreigner's own country, the research scholar will be required to furnish a brief synopsis of the research proposal in about 150 words and giving full justification (including the benefit he/she would get) for doing the research in India.

Invitation letter for foreigners who are invited as visiting faculty.

7. Proof of payment of the applicable fee (if made through bank transfer).



8. Print and enclose the Applicant Consent Form.



Name :

Signature :

Date :