

## Visa Application Guidelines

### STEP 1: Prepare Your Documents & Plan Your Timeline

1. **Passport:** Make sure you have a current undamaged passport with an expiration date that is no sooner than 12 months. If necessary, obtain a new passport before applying for your Indian student visa, since long-term student visas (1 to 2 years) may not be granted for periods longer than the validity of the passport. If you have multiple passports use the more 'powerful' one for your visa application. Students who are from countries in conflict (e.g. Syria), countries with disrupted consular services (e.g. Libya, Yemen) or those who have travel documents or refugee papers should already be in touch with us (as soon as you are admitted), since your process will be more complex and not covered by these guidelines.
2. **Country of Application:** In almost all cases you will be required to apply for your visa from your country of nationality (country issuing your passport) or country of legal residency.
3. **When To Apply:** You should submit your visa application to an Indian Mission (Consulate or Embassy) **between 25th May and 15th June 2020**. We typically do not recommend students apply before 25th May since the validity of the visa begins on the date of visa issue, and we require 1-year student visas to be valid till the end of the first year (departure from India is possible only after the 24th May 2021).
4. **Visa Processing Time:** Once the application is completed and physically submitted, a majority of visas are received in between 2 - 6 weeks. However if you are from a country that needs extra security vetting (e.g. Pakistan, China), a country in conflict (e.g. Syria) or with disrupted Indian consular services (e.g. Libya, Yemen), please do account for more time, that may be as much as 2-3 months.
5. **Supporting Documents:** Once you've paid your enrollment deposit (if applicable) the Admissions Office will send you a visa invitation letter. This will be based on the information provided in the Visa Information Form. Check to make sure the details match the information on your passport. This along with the registration letters of the school will form the 'supporting documents' to be included with your application.

### STEP 2: Completing & Submitting The Visa Application Form to an Indian Mission

1. The process of applying for an individual student visa is detailed on this online government portal: <https://indianvisaonline.gov.in/visa/>.

In most countries, you should follow the following broad process:

- Complete your online application & submit the form online
- Download & print the PDF application & assemble your supporting documents
- Present the form in person at the relevant Indian Mission (embassy or consulate). In some countries like the USA and Canada, there are special outsourcing agents who will collect and process your application for you. It is best to confirm the application & document submission process on the website of the respective

Indian Mission. You can find a list of Indian Missions and their websites here: <https://www.mea.gov.in/indian-missions-abroad-new.htm>

2. Begin your Online Application by registering for an account on the government visa application site: <https://indianvisaonline.gov.in/visa/Registration>.

Some guidelines for filling out the form:

- Make sure you fill out your application form on a computer, instead of a tablet or mobile phone.
  - Ensure you have a stable internet connection and are using an up-to-date browser.
  - Once registered, note down the temporary Application ID at the top of the page so you can access your saved application later. Remember the online application site does not email you any login information or application receipts or your Application ID
  - Keep filling in your details and clicking 'Save & Continue' as you progress.
  - After uploading your photo you should review your entire application before submitting it online to make sure everything is correct (if not click "Modify" at the bottom).
  - Once completed & verified, download the PDF of your application for printing and note your new Application ID Number.
  - Depending on your country, you may be given the option to schedule your appointment and pay your visa fee online. It's best to check the instructions of how to proceed on the respective [Mission website](#).
3. Assemble Your Application for submission at the Mission/Visa Facilitation Center. You should check the Mission website for details on what documents are required and how you should secure an appointment. A general list is as follows:

**Standard Documents:** (printed out from the electronic versions sent via email)

- Admissions Letter with Scholarship / Fee Details
- Visa Invitation Letter addressed to the Indian Embassy/Consulate
- MUWCI's Certificate of Incorporation
- Ministry of Indian External Affairs Ministry Circular to all Indian Embassies/Consulates informing them to facilitate issue of student visas to students selected for admission to MUWCI

**Special Case Documents:** (required for certain countries)

- Hard copy of Admissions Letter & Visa Invitation Letters
- Receipt of College Fees
- Proof of Family's finances (bank statements, investments, property ownership)