

**Embassy of India, Sana'a
Camp Djibouti**

General Requirements for Visa

- i. Applications for Indian Visa are to be filled online at – <https://indianvisaonline.gov.in/visa/index.html> Print out of the online submitted application along with a photograph of the applicant, and other documents.
- ii. The applicant should physically be present to submit the application.
- iii. Original documents will be returned after verification at the counter.
- iv. The Embassy reserves the right to decline any Visa even if visa fee has been paid. Payment of fee does not guarantee issuance of visa.
- v. Additional documents may be sought and a personal interview may be warranted, in certain cases.
- vi. Visa fee paid is non-refundable. Fees once received will not be refunded, even if the application is withdrawn or the service refused.
- vii. Validity of Visa is from the date of its issue
- viii. Passport valid for at least 6 months. In case of dual nationality both the passports should be presented.
- ix. Two passport size photographs (5 photographs in case of Pakistani nationals).
- x. The visa application should be signed only by the applicant and it should tally with the signature in the passport. (Pakistani and Bangladeshi nationals need to apply on special application forms).
- xi. Persons holding long term visas (having validity exceeding 6 months) must register with the Foreigners Registration Office (FRO)/ Foreigners Regional Registration Office (FRRO) if their continuous stay is longer than 180 days.
- xii. Application forms should be filled up only in English, legibly and accurately. Incomplete and illegible forms will be returned without service.
- xiii. In case of visas for minors on separate passports, a consent/sponsor letter from the parents should be submitted.
- xiv. The visa fees are to be paid at the Embassy Counter in cash (US Dollars) only. There is no provision of online payment.
- xv. Applicants are requested not to finalize their travel plans before their visa is issued by the Embassy.
- xvi. If visa applicant is not normally resident in Yemen or if he/she does not hold a Yemen passport, visa processing may take longer time. Visa fee may also differ in such cases and additional documents may be sought.
- xvii. Each Service is subject to a surcharge US Dollar 3/- towards Indian Community Welfare Fund (ICWF), in addition to the visa fee as mentioned for service.
- xviii. If documents are either deposited or collected by an authorized person on behalf of applicant, he/she must produce a letter of authority from the applicant to submit/collect the documents on behalf of the applicant. The letter of authority should be signed by the applicant and the authorized person; it should contain identification details of the authorized person which shall be verifiable.
- xix. For registration information relating to Foreigners Regional Registration Office (FRRO)/ Foreigners Registration Office (FRO), please contact – www.immigrationindia.nic.in

Tourist Visa

A tourist visa is granted to a foreigner who does not have a residence or occupation in India and whose sole objective of visiting India is recreation, sightseeing, casual visit to meet friends and relatives. No other activity is permissible on a Tourist Visa. **The Tourist visa is non-extendable and non-convertible.** Tourist Visas are granted up to 3 months and in exceptional cases longer. Travel agents and people connected with tourism trade who have to visit India frequently, can be granted Tourist Visas for a longer duration.

Documents requirement along with application form:

1. Confirmed return ticket
2. Two photographs
3. Copy of passport
4. Bank statement in the name of the applicant
5. Hotel booking confirmation

Note:- If Applicant submit the Visa Application in Camp office Djibouti, Applicant must enclosed reference letter from Embassy of Yemen, Djibouti.

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. This Visa is granted subject to following conditions:

The applicant is not visiting India for the business of money-lending or petty-trading, or for a full time employment in India involving payment of salary in India etc. The facility of Business Visa is also extended to senior executives of firms, experts, tour conductors and travel agents, etc., visiting India in connection with work related to projects of national importance, including those undertaken by public sector undertakings, and conducting business tours of foreigners or business relating to it, etc.

A foreign national will have to comply with all other requirements like payment of tax liabilities etc.

The Business Visa is issued from the country of origin, or from the country of domicile of the foreigner provided the period of permanent residence of that applicant in that particular country is for more than 2 years. Normally Business Visas are granted up to 3 months and in exceptional cases longer.

Documents requirement along with application form:

1. Local company letter giving the position of applicant in the company, the reason for the visit with particulars of companies to be visited
2. Two photographs
3. Copy of passport
4. Business Registration Certificate and letter from local Chambers of Commerce & Industry
5. Letter of invitation from Indian company
6. Bank statement (Closing Balance \$5000)
7. Hotel accommodation/address during stay in India

Note:- If Applicant submit the Visa Application in Camp office Djibouti, Applicant must enclosed reference letter from Embassy of Yemen, Djibouti.

Student Visa

Student Visas are issued to bona fide students to pursue studies in recognized educational institutions in India.

Documents requirement along with application form:

1. Original admission letter from UGC recognized Universities/Institutions in India.
2. Two photographs
3. Authenticated certificates and mark sheets of the last examination passed
4. Satisfactory evidence of financial support.
5. Bank of guarantee of US\$ 2000/- prescribed by the Embassy duly filled in and witnessed.
6. Copy of passport
7. Bank statement in the name of the applicant or of the sponsor.
8. School Mark list duly attested by Ministry of Foreign Affairs (Original copy)
9. Student Declaration Form
10. In case of medical/ paramedical education, a 'No Objection Letter' from the Ministry of Health, Government of India is also required to be furnished. Maximum of three entries are allowed in a year. Visa holders are required to register with the

nearest Foreigners Regional Registration Office (FRRO)/Foreigners Registration Office (FRO) within 14 days of arrival in India. A Student Visa (valid for duration of study, up to the maximum validity of five years) is normally issued.

11. If the parent(s) do not reside in Yemen or cannot come to the Embassy in Sana'a or Camp office in Djibouti for any reason, the applicant must give reason in writing for another relative or guardian to be accepted as guarantor by the Embassy. In their application, the applicant will also provide full relationship with the relative or guardian.

Note: -

1. **If Applicant submit the Visa Application in Camp office Djibouti, Applicant must enclosed reference letter from Embassy of Yemen, Djibouti.**
2. **Check whether or not Universities/Institutions has recognized by UGC on website www.ugc.ac.in**

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 and senior executives. Employment Visa can be obtained on furnishing appointment letter from India and the original "Employment Contract" between the applicant and the employer along with a photocopy. The period of the visa will depend on the validity of the contract limited to a maximum of 5 years. Employment Visa shall not be granted for jobs for which qualified Indians are available. Employment Visa shall also not be granted for routine, ordinary or secretarial/clerical jobs.

Documents requirement along with application form:

1. Employment Contract signed between the Employer and the Employee indicating salary, which should be more than US\$25000 per year.
2. Request letter from the Indian company addressed to the Embassy of India, Sana'a
3. Applicants of Non-Yemen nationality should be permanent resident with work permits in Yemen for more than two years.
4. For honorary work with NGO, proof of employment with NGO registered in India and registration papers of NGO based in India.
5. All documents issued by Yemen companies or authorities should be attested by Ministry of Foreign Affairs
6. Two photographs
7. Copy of passport

Note:- If Applicant submit the Visa Application in Camp office Djibouti, Applicant must enclosed reference letter from Embassy of Yemen, Djibouti.

Medical Visa

Documents required:

- i) Filled-in and signed visa application form;
- ii) Two recent colour photographs;
- iii) Letter of invitation from an approved Hospital /Doctor in India;
- iv) Medical documents establishing the need for taking medical treatment in India;
- v) Proof of availability of sufficient funds i.e. USD 2000/- for stay in India including the expenses for medical treatment by producing documents such as Bank statement.
- vi) Tentative Flight booking

Medical treatment of foreigners already in India on visa other than medical visa, in case of sudden illness during their travel.

Note:- If Applicant submit the Visa Application in Camp office Djibouti, Applicant must enclosed reference letter from Embassy of Yemen, Djibouti.

(A) Foreigners holding long duration visa (6 months or more)

- If the visitor is suffering from minor ailments which require only OPD consultation/ treatment, they are permitted for treatment without conversion of their original visa type to Medical visa.
- Sudden illness which requires continuous treatment of less than 180 days or to stay prerequisite period (Whichever is earlier), following things requires:-
- Should take medical certificate from government/Indian Council of Medical Research (ICMR)/National Accreditation Board for Hospitals & Health care Providers (NABH)/Medical Council of India (MCI)/ Central government Health Scheme

(CGHS) recognized hospitals mentioning medical condition, recommendation and duration of treatment and then approach to concern FRRO.

- In such cases FRRO will issue Medical permit or limited duration i.e. less than 6 months or recommended duration by the hospital. Required visa fee will be charged.
- The primary or main visa will not be cancelled.
- After treatment, the primary visa shall continue to be valid for its normal duration.
- Treatment exceeding more than 6 months or stay stipulated period, the primary visa could be converted to medical visa by FRRO concerned and extended to normal medical visa. The required visa fee will be charged.
- The dependent visa may not be converted into medical/medical attendants visa, in case of principal visa holder type changed to medical visa.
- After getting fitness certificate foreigners will be allowed their activity as per primary visa subject to approval from FRRO concerned and Medical visa may be reconverted into original visa. The visa fee will be charged.
- The responsibility is fixed on individual/ concerned hospital/Clinic to intimate concerned FRRO about treatment.

(B). Foreigners holding short duration visa (Less than 6 months)

In such cases, the procedure as per prescribed in sub para (A) above will be applicable with the following changes. The primary visa will be cancelled in the event of conversion of short duration Medical Visa. After acquisition of fitness certificate, foreign nationals will be granted exit.

(C). Foreigners holding X-1 visa i.e. person of Indian origin and children of an Indian citizen/ OCI card holders/ Spouse of Indian citizens/ OCI card holders

Foreigners holding 'X-1, X-2 Visa and OCI card may take treatment in hospitals for any duration without converting their primary/original visas and FRRO permission is not needed.

Transit Visa

Transit Visa is granted for the sole purpose of enabling the holder to travel to India to reach his/her ultimate destination. Evidence/air ticket for onward travel to the destination outside India should be produced. Transit Visas are valid for halts up to 3 days. Double Entry Transit Visas can be granted for stay in transit up to 3 days on each visit.

Documents requirement along with application form:

1. Confirmed air ticket
2. Two photographs
3. Copy of passport
4. Visas for country of destination

Note:- If Applicant submit the Visa Application in Camp office Djibouti, Applicant must enclosed reference letter from Embassy of Yemen, Djibouti.

Conference Visa

Documents required

- i. Filled-in and signed visa application form;
- ii. Two recent colour photographs
- iii. Letter of Invitation from organizers in India
- iv. Clearances from competent Authorities in India for holding the Conference

Note:- If Applicant submit the Visa Application in Camp office Djibouti, Applicant must enclosed reference letter from Embassy of Yemen, Djibouti.

Entry Visa

Documents required:

- i) Filled-in and signed visa application form;
- ii) Two recent colour photographs;
- iii) An Entry Visa may be granted to a person of Indian origin (who is not a holder of PIO/OCI cards) or for a specific purpose not covered under other categories of visas. In case a foreigner intends to stay for more than 180 days on a single visit, he should get himself registered well before the expiry of 180 days.

Note:- If Applicant submit the Visa Application in Camp office Djibouti, Applicant must enclosed reference letter from Embassy of Yemen, Djibouti.

Research Visa

Documents required:

- i) Filled-in and signed visa application form;
- ii) Two recent colour photographs;
- iii) Research project draft (copy);
- iv) Original letter of admission from a recognized Indian University/Institute;
- v) Affidavit of financial support;

It is a mandatory requirement for all Foreigners arriving on Research Visa to register themselves with the nearest Foreigners Regional Registration Office (FRRO) or Foreigners Registration Office (FRO) within 14 days of arrival in India. A Research Visa upto a maximum duration of project or 5 years can be granted.

Note:- If Applicant submit the Visa Application in Camp office Djibouti, Applicant must enclosed reference letter from Embassy of Yemen, Djibouti.

Project Visa

Documents required:

- i) Filled-in and signed visa application form;
- ii) Two recent colour photographs
- iii) Letter from Indian company awarding contract to foreign company, specifying details about the foreign company, project (including location, duration), total number of workers (highly skilled/skilled/semi-skilled) required to be sent by foreign company to India;
- iv) Letter from Applicant's Employer (brief description of its projects in India, nature of work in India.

Note:- If Applicant submit the Visa Application in Camp office Djibouti, Applicant must enclosed reference letter from Embassy of Yemen, Djibouti.

Journalist Visa

Documents requirement along with application form:

1. Letter of the local Yemen Company sponsoring him/her, giving brief profile of the company and identifying the applicant.
2. Two photographs
3. Copy of passport
4. Supporting letter is required from the organization in India

Note:- If Applicant submit the Visa Application in Camp office Djibouti, Applicant must enclosed reference letter from Embassy of Yemen, Djibouti.

Diplomatic/Official/UN Visa

Documents requirement along with application form:

1. Note Verbal from the Ministry of Foreign Affairs/Embassy/Organization
2. Two photographs
3. Copy of passport
4. Supporting document, if any
