

REGISTRATION REQUIREMENTS FOR FOREIGN NATIONALS

Foreigners entering Aravind on the following different categories of visa:

Tourist	T
Project	P
Student	S
Business	B
Conference / Seminar / Meeting	C
Research	R
Medical	MED
Medical Attendant	MEDX

Foreign nationals should obtain the particular type of visa according to the purpose of visits. If the visit is exclusively for TRAINING purpose, they should obtain only STUDENT VISA.

They should obtain visa for the entire training duration as the Visa Extension procedure is not encouraged by the FRRO, India.

C-Form to be filled up by foreigners

All foreign nationals are required to fill up a form called Form-C through online portal (Rule-14, Registration of Foreigners Rules, 1992) within 24 hours of their arrival to hotels / boarding houses etc., (which includes any boarding-house, club, rest house, paying guest house and so on). This is centralized online system maintaining by Foreigner's Regional Registration Office (FRRO) of each City.

The following documents are required for Form C online registration:

- o Copy of Passport size Photo
- o Passport copy
- o Visa copy

The copy of the submitted C-form should be available with the foreigner wherever he goes along with his original passport.

FRRO Registration

- o Registration is done in the offices of FRROs/CHIO or the Superintendents of Police/ districts.
- o If the duration of the visit is more than 180 days (6 months), the visa should be obtained in the categories of Student Visa, Medical Visa and Research Visa depending upon the purpose of your visit and you should register with the FRRO within 14 days of your arrival to India which is applicable for all nationals.
- o Normally, the details will be given at the visa page about the reporting instruction for registration
- o Registration facilities are not provided at the airport.

Foreigners from

- o China, Bangladesh, Sri Lanka should get FRRO Registration – within 14 days of their arrival
- o Pakistan nationals should get FRRO Registration - within 24 hours
- o Afghanistan nationals are required to register within 7 days of their arrival in India.

Penalty for Registration: If the foreigner failed to process this procedure, a penalty in Indian currency equivalent to US \$ 30/- will be collected.

The FRRO registration can be done through the following steps

- Step 1: The FRRO registration should be done through online with the assistance from the institution
- Step 2: The appointment date and time also will be fixed through online
- Step 3: The foreigner should report to FRRO officer on the appointment day with the online registration form along with the following documents (in 3 sets):
 - o Original valid passport and Visa along with 4 passport size colour photographs (4 cm x 4cm with white background, ears distinctly visible without spectacles and cap).
 - o Relevant pages of passport (photo page, page indicating validity, page bearing arrival stamp of Indian Immigration).
 - o Copy of FRRO Registration form submitted through online
 - o Copy of Submitted C-Form
 - o An undertaking letter from the foreigner
 - o Proof of Residence - from the institution
 - o Admission letter
 - o Visa invitation letter
 - o Bonafide certificate from the host institution (if visa is Student visa)
- Step 4: The interview and the personal discussion with the foreigner will be done at the FRRO office by the Asst Commissioner / Commissioner (Intelligent Section department).
- Step 5: The signed copy of the submitted documents will be forwarded to the concerned area police station for verification which might be either their personal visits to the residence of the foreigner or calling them to report to the area police station.
- Step 6: The institution will help you to follow up with the area police station to get the 'No Objection Certificate' and to submit to FRRO officer. This will take at least one week duration.
- Step 7: The institution will help you to follow up with the FRRO officer to get the Exit Permit and this should be kept with the institution as well as foreigner. Exit Permit is mandatory and the airport authorities – Immigration department will allow the foreigners to depart India on verifying this Exit Permit.

Those visiting India on any short term VISA i.e. valid for 180 days or less are exempted from FRRO Registration.

Formalities to be observed by registered foreigners

A registered foreigner is issued a registration booklet containing his latest photograph, details of residence etc. An endorsement is made in the passport also regarding registration. The foreigner is required to intimate any permanent change in his address to the Registration Authorities. A foreigner is also required to inform the registration officer if he proposes to be absent from his registered address for a continuous period of 8 weeks or more. Similarly, a foreigner, who stays for a period of more than 8 weeks at any place other than the district of his registered address, should inform the Registration Officer of that district about his stay.

Registration formalities for foreigners are guided by the Registration of Foreigners Act, 1939 and Registration of Foreigners Rules, 1992.