



## 3 simple steps to get your visa



### Fill the forms in

Please gather all the required documents (accordingly to the attached visa checklist), and kindly fill the forms in. If you have any doubts please feel free to contact us.



### Deliver them to us

Double check you have all the required documents (accordingly to the attached visa checklist). Put them into envelope and deliver to us. We will check your application and lodge it with embassy.

#### All Postal deliveries:

PO BOX 5690  
London  
W1A 5UY

#### Courier or in person deliveries

Office 325  
Linen Hall  
162-168 Regent Street  
London W1B 5TE



### Collect your visa

When we collect and check your visa from the embassy, we will get in touch with you to confirm you were awarded visa. Then we will schedule despatch of your passports with visa back to you.

## INDIA ENTRY STANDARD VISA FOR UNITED KINGDOM NATIONALS

- This visa is granted for a specific purpose (short term courses and unpaid internships) or other non-business related purposes. An Invitation letter is required from concerned organisation/authorities in India along with the letter from College/University for internships Visa is valid for three months to six months single entry.
  - Members of the family of a person employed in India are also eligible for Entry visa. In the latter case, documents establishing the employment of the spouse along with a copy of his/her Employment visa must be attached. Valid for six months to one year stay with multiple entry.
- Passport
  - Has to have at least 2 blank visa pages.
  - Needs to be valid for at least 6 months from date of lodging.
- Previous nationalities:
  - If the applicant is of Afghanistan, Bangladesh, China, Iraq, Iran, Nigeria, Somalia or Sri Lanka origin, the application will be referred to India, the High Commission of India in London will retain the passport until the approval from India is received, this may take up to 8 weeks.
  - Applicants whose previous nationality was Indian, have to had their passports surrendered to the High Commission of India, before submitting a visa application. They must their original Surrender Certificate and copy of the cancelled Indian passport OR if they have travelled to India before, please provide the previous Indian visa.
  - Anyone of Pakistan descent will have their application referred to India for approval. This can take from weeks to months to get a decision. The visa might be restricted.
- Visa Application Form
  - Visa form completed online. Print and sign. [View Form](#)
  - You will find also find a link with this in our document pack.
- Photographs
  - Supply two recent photos measuring 50mm x 50mm (2" x 2" ) in size, and excluding the white border. They must be on an off whitish background.
- Print and sign the Letter of Authorisation.
  - You will find this in our document pack.
- Proof of UK Residency:
  - Required for British dual nationals and only when applying with the non British passport. Supply a photo copy of the bio photo page from the British passport as proof of UK residency. No further documentary proof is required.
  - Applicants that cannot provide these bills, must fill out a non resident form and will be referred between 10-15 working days and will be subjected to an additional £10 Embassy fee.
  - If you do not have a visa for an Indefinite stay visa, then you must supply your current UK visa (if applicable) and copies of two identical utility bills (i.e.both gas bills). One must be the most recent, and the other must be dated between 24-30 months old.
  - A photocopy of the UK residence visa is acceptable if it is in the old passport. Also include a photo copy of the bio photo page from the passport it relates to.
  - If the UK residence visa is in the form of a card or paper document, then supply only a photo copy of both sides of it. Also include a photo copy of the bio photo page from the passport it relates to.
  - An Indefinite leave to remain visa for the UK
- Original letter from the college/university in the UK
  - Include the following points:
    - Applicants full name.
    - Passport number and Nationality.
    - Purpose of trip and the name of the organisation being visited.
    - State the length of visa and amount of entries needed.
    - It must be fully addressed to the Indian Embassy in London.
    - Passport Start date.
    - Passport Expiry date

- The letter must be dated.
- Invite letter from India:

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- It is important to mention the length of visa required and how many entries.
- Purpose of the trip.
- Passport number and nationality.
- Applicants full name.
- It must be fully addressed to the Indian Embassy in London.
- It does not need to be the original.
- Passport Start date
- Passport Expiry date.
- The letter must be dated.
- Authorization form. Complete by hand. This is available in our downloadable pack.
- Declaration form. Complete by hand. This is available in our downloadable pack.
- Media related job title
  - Media related Job title applicants must provide a letter from employer and from themselves stating the dates of travel and that no media work will be undertaken whilst in India.
  - Media related job title applicants could have their application forms with the passport referred in High Commission of India for up to 10-15 working days.
- Please see the list of extra requirements on the referral list included in our pack, for NON -UK Passport or Originating from Pakistan, Afghanistan, Bangladesh, Sri Lanka or China.
- Complete the Duly filled Student Visa Undertaking form, included in our pack.
- Regent Visas Order Form:
  - You will find this in our document pack.
- The Indian visa centre often add a £1.44 text message fee. This is included in the visa fee.
- Important notes:
  - If using the Regent Visa Service for obtaining your visa, then you need to choose 'UK-London' as the India Mission place of lodging on the application form.
  - If the applicant was born abroad, then officially the visa application must be made with passport from that country. However, if a letter from the applicant is supplied stating that the applicant has never had any other nationality other than British, then the British passport can be applied on. Please see 'Proof of Residency' further down for additional information.
  - You must enter and exit within the validity dates stated on the visa.
  - Kindly note on the standard service, the day of lodging will be on the appointment date chosen when the visa form was completed.
  - Kindly note the Embassy may charge an additional compulsory SMS fee of £1.44
  - The handling fee includes filling in/ checking your visa form.
  - Kindly note the visa form is available for only a limited time on the Embassy site. It remains on their site for approximately 2 weeks and then falls off. Therefore applications should be made to the Visa Centre as soon as possible.
  - Regent Visas offer an Indian visa form filling and appointment making service. You can add this to your order by clicking on the 'Other Services' tab on our home page, and then choosing 'Other' from the drop down menu.
  - The India visa centre operates on an appointment system. It can take up to one week to get an appointment to lodge on the standard service. For an extra fee of £14.88 (on top of the Visa fees displayed on our site) the Indian visa centre allows applications to be lodged the next working day without the need for an appointment. Regent visas can still lodge your application even if an appointment has not been made. To do this charge an extra £49 plus vat waiting time charge in addition to our handling fee.
- Complete the Entry Visa Undertaking form. You can obtain from our downloadable pack.

# REGENT VISAS ORDER FORM

## CONTACT NAME

## TELEPHONE NUMBER

## ADDRESS

Line 1	<input type="text"/>
Line 2	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
Postcode	<input type="text"/>

## EMAIL ADDRESS

## ONLY COMPANY

Company name	<input type="text"/>
VAT NO.	<input type="text"/>
Purchase order No.	<input type="text"/>

## APPLICANT DETAILS:

No.	Name and Surname	Nationality	Passport number
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>

## VISA DETAILS:

No.	Visa type	Visa service type	Date of travel	Documents required by
1.	<input type="text" value="India Entry"/>	<input type="text" value="Standard"/>	<input type="text"/>	<input type="text"/>

## DISPATCH METHOD

In Person	<input type="radio"/>
Special Delivery	<input type="radio"/>
To Be Confirm	<input type="radio"/>
Pre-paid RMSD Enclosed	<input type="radio"/>
Pre 9am Special Delivery	<input type="radio"/>
Saturday Special Delivery	<input type="radio"/>
Saturday 9am Special Delivery	<input type="radio"/>
Courier	<input checked="" type="radio"/>

## PAYMENT METHOD

Cash (in person upon collection)	<input type="radio"/>
Cheque (Please enclose cheque to this form)	<input type="radio"/>
Paypal	<input type="radio"/>
BACS	<input type="radio"/>
Card	<input type="radio"/>

## CARD NO.

## SECURITY CODE:

## CARD TYPE:

☐ VISA

☐ VISA DEBIT

☐ MAESTRO

☐ MASTER CARD

☐ AMERICAN EXPRESS

## VALID FROM DATE:

## EXPIRY DATE:

## PRINT NAME

## SIGNATURE

## DATE