



**HIGH COMMISSION OF INDIA
LILONGWE(MALAWI)
Ph.No.00-265-1755337
Fax No.00-265-1755346
Building No.55, Area-9,
Post Box No.1482, Lilongwe**

**PLEASE PASTE A
RECENTLY TAKEN
PASSPORT SIZE
COLOUR
PHOTOGRAPH
HERE**

VISA APPLICATION FORM

FOR OFFICIAL USE ONLY

	Visa No.	
	Visa Type	
	No. of entries	
	Date of issue	
	Date of expiry	
	Receipt No.	

FOR APPLICANTS

(Please fill up all the columns and in CAPITAL LETTERS)

INCOMPLETE/FALSE INFORMATION: APPLICATION FORMS, NOT FILLED IN FULLY, LEGIBLY AND/OR ACCURATELY ARE SUBJECT TO REJECTION

1	Surname_____				
	Given Name_____				
2	Last Name at Birth_____				
3	Marital status	:	Single/Married/Widow/Widower/Divorcee		
4	If married, give maiden name	:			
5	Date of Birth		6	Sex	M / F
7	Place of Birth		8	Current Nationality	
9	Are you a permanent/long term resident in Malawi ? (If yes, please attach a copy of your Resident Permit, Employment Permit, etc.)				YES/NO
10	Nationality at birth		11	Any other nationality held at present or in the past. If yes, give details	YES/NO

12	Are you in possession of any other passport ? If yes, please give particulars of the passport		YES/NO	
13	Present Physical Address			
	Present Postal Address			
14	Phone No. at Residence		Mobile No.	
	Phone No. at workplace		e-mail ID	
15	Profession		Employer's Name and address (If self-employed, please give physical/postal address of your company)	
16	Passport No.		Date of Issue	
	Place of issue		Date of expiry	
17	Full Name of Father		Nationality of Father	
18	Full Name of Mother		Nationality of Mother	
19	Full Name of Spouse		Nationality of Spouse	
20	Type of visa required	Tourist/ Business/ Transit/ Conference/ Medical/ Medical Attendant/ Journalist/ Research/ Training/ Visit families/ Entry		
21	Period of visa required		21	No. of Entries
22	Have you ever visited India before?			YES/NO
23	If yes, please give details of visa (Please attach copies of the visa and passport)		Visa No.	
			Date of Issue	
			Passport No. on which the visa was issued	
			Type of visa issued	
24	If you have visited India before, please give the address where you stayed with dates during the last visit.			
25	Has Indian visa or extension of same ever been refused to you previously. If yes, give details			YES/NO
26	Purpose of journey			
27	Are you travelling on behalf of a company. If yes, give name, address, telephone/e-mail address of company and enclose a sponsorship letter.		YES/NO	
28	Expected date of departure from Malawi			
29	Expected date of arrival in India			
30	Port of arrival in India			

31	Places of intended visit	
32	Expected date of departure from India	
33	Port of departure from India	
34	Are any children included in your passport accompany you ? If yes, give details- full name, date of birth, sex of the children	YES/NO
35	Name, full address and telephone numbers of two references IN MALAWI	1.
		2
36	Name and full address and telephone numbers of two references or place where you are going to stay or the business contacts IN INDIA	1
		2

DECLARATION

I, the above mentioned applicant, hereby undertake that I shall utilize my visit to India for the purpose for which the visa has been applied for and shall not on arrival in India, try to obtain employment or set up a business or extend my stay for any purpose. I fully understand that if any of the particulars furnished above are found to have been withheld, the visa is liable to be cancelled at any time.

FURTHER, I UNDERTAKE THAT IF APPLIED AND GRANTED A TOURIST VISA, I WILL UTILIZE THE VISA FOR THE SOLE OBJECTIVE OF VISITING INDIA FOR RECREATION, SIGHTSEEING, CASUAL VISIT TO MEET FRIENDS AND RELATIVES, ETC. AND THAT I WILL NOT INDULGE IN ANY OTHER ACTIVITIES.

Signature of the applicant (as given in the Passport)

Date_____

INSTRUCTIONS FOR VISA APPLICANTS

REQUIREMENTS, IN GENERAL:

1. **Visa application form**, duly filled in **CAPITAL LETTERS**, and signed by the applicant(as signed in the passport),
2. **Two photographs – One photograph should be pasted** on the space provided on the first page of the application form and the other to be attached,
3. **Original Passport**, which should be valid for a minimum of six months beyond the date of intended departure.
4. **Photocopy of the passport, where the applicant's photograph/name, etc. appear**, if holder of Malawian Passport. In case of others, please **also** attach a copy of the page where the **Resident Permit** is stamped.
5. **Copy of Return Ticket**
6. Copy of **Hotel booking confirmation** received from India. If staying with some friends, please attach the letter from him/her stating that he/she is inviting the applicant and would be extending accommodation and would be responsible for the applicant's stay in India. The letter should contain the sponsor's full details (full name, address, contact telephone number & e-mail ID, etc.) and a copy of his/her Identity Card(Passport/Driving Licence/PAN Card/Election I-Card/electricity bill/telephone bill, etc.).
7. If the application in respect of minor children is signed by the parents, please attach a copy of the birth certificate of the child and a copy of the passport of the parent, who signs on behalf of the child.
8. Multiple entry Valid for 6 months. Tourist Visa is granted to foreigners who do 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, etc. No other activity is permissible on Tourist visa.

Business Visa (in addition to Sl.No.1 to 06 above):

9. A letter (on the letter head of the company) from the company/organization where the applicant is working, stating that the applicant is visiting India on business purpose and that all expenditure in connection with his/her visit would be borne by the company
10. A letter (on the letter head) of invitation from the Indian company inviting him/her to visit the company or to attend business meetings, etc.

Medical Visa(in addition to Sl.No.1 to 07 above):

11. A letter, on the letter head of the hospital, duly signed by the doctor under whom the patient was undergoing treatment, clearly stating the history of the disease and also referring him/her to undergo treatment in India
12. A letter (on the letter head) from the hospital in India, stating that it is willing to accept the patient and also to treat the patient, giving the approximate cost of treatment, etc.
13. A financial guarantee: The latest bank statement (for the last two months) should be produced by the applicant. If the expenditure is borne by his parents or anybody else, a letter along with the latest bank statement in respect of the person/organization, who/which guarantees financial support, should be produced. In case any relative is incurring expenditure, documentary evidence to his/her relationship with the person, who incur expenditure should be attached.

14. For other nationals, who does not hold Resident Permit in Malawi, references have to be made for which an additional fee is applicable and will involve four to five working days processing time after receipt of application.
15. Chinese, Pakistani, Bangladesh and Sri Lankan nationals who are not permanent residents of Malawi have to apply for visa in the country of their residence.

16. Application from holders of passports of Pakistan/Bangladesh/Afghanistan, etc. or Pakistani/Bangladeshi/Afghanistan origin may take a minimum of three months to process the case and the application form is different, which may be collected from this office.
17. Application of Chinese nationals may take two to three months time to process depending on the purpose of the visit.
18. Bangladesh and Sri Lankan passports will take a minimum of 07 working days to process.
19. Please note that the above time schedule is only estimation. In some cases, it may take more time.
20. Validity of the visa starts from the date of its issue.

21. **Transfer of Visas** from an expired passport to the new passport: Application can be made in the usual application form along with two photographs/copies of all relevant pages of the new as well as old passports along with visa and the required fees.
22. **Entry Visa:** Entry visas with multiple entry are granted for legitimate purposes only. Those who intend to stay in India for more than 180 days should have to register with FRRO.
23. **Student Visa:** Depending upon the duration of the course, multiple entry student visas for bonafide students to pursue regular studies at recognized institution in India. A letter, in original, from a recognized University in India should be produced along with the application form. Financial guarantee should also be produced.
24. **Transit Visa:** Valid for single/double entry for short stop over for travelling to a third country. Maximum stay on each stay will be for two days. Confirmed onward tickets must accompany the application.

25. **Missionaries:** Valid for single entry and duration as permitted by the Government of India. A letter in triplicate, from sponsoring organization indicating intended destination in India, probably length of stay and nature of duties to be discharged should be submitted along with guarantee for applicant's maintenance while in India. Please note that processing of applications for missionaries may take upto three months or even more
26. **Conference Visa:** Letter of invitation from the organizer of the conference and approvals of Indian authorities to be submitted along with the application.
27. Registration: Foreigners visiting India to stay for more than 180 days are required to register with Foreigners Regional Registration Office (FRRO) concerned or with the Commissioner/Superintendent of Police within 14 days of their arrival in India.
28. **NO REFUNDS:** Visa fee once received cannot be refunded, at any cost, even if the application is withdrawn/visa is refused or the type of visa applied for has not been granted.
29. **Acceptance of Visa application forms: strictly between 0900 hours and 1100 hours on all working days (Mondays through Friday), except public holidays.**

30. The High Commission of India, Lilongwe reserves the right to grant visa or to reject visa, without assigning any reason.
31. **Incomplete/false information:** Application forms, not filled in fully, legibly and/or accurately are subject to rejection.
32. The above information/instructions are subject to change from time to time.
33. The above information/instruction is not exhaustive. **For Enquiries, please call on Telephone No. 01755337 only and strictly between 1500 hours and 1600 hours on all working days (Mondays through Friday), except public holidays.**

INSTRUCTIONS FOR TOURIST VISA APPLICANTS

1. **Visa application form**, duly filled in **CAPITAL LETTERS**, and signed by the applicant (as signed in the passport).
2. **Two photographs (not more than 6 months old) – One photograph should be pasted** on the space provided on the first page of the application form and the other to be attached.
3. **Original Passport**, which should be valid for a minimum period of 8(eight) months beyond the date of intended departure.
4. **Photocopy of the passport, where the applicant's photograph/name, etc. appear for** holders of Malawian Passport. In case of others, please **also** attach a copy of the page where the **Resident Permit** is stamped.
5. Please note that in case of holders of any other passport (except Malawian passport), who doesn't have a Resident Permit for Malawi or those who has a Resident Permit, but has been staying in Malawi for less than 02(two) years, it will take a minimum of 5 working days to issue visa, if granted.
6. **Copy of Return Ticket.**
7. Copy of **Hotel booking confirmation** received from India. If staying with some friends, please attach the letter from him/her stating that he/she is inviting the applicant and would be extending accommodation and would be responsible for the applicant's stay in India. The letter should contain the sponsor's full details (full name, address, contact telephone number & e-mail ID, etc.) and a copy of his/her Identity Card(Passport/Driving Licence/PAN Card/Election I-Card/electricity bill/telephone bill, etc.).
8. If the application in respect of minor children is signed by the parents, please attach a copy of the birth certificate of the child and a copy of the passport of the parent, who signs on behalf of the child.
9. Please attach copies of earlier visas and passport (if different from the present one).
10. Incomplete/false information: Application forms, not filled in fully, legibly and/or accurately are subject to rejection.
11. **NO REFUNDS:** Visa fee once received cannot be refunded, at any cost, even if the application is withdrawn/visa is refused or the type of visa applied for has not been granted.
12. The High Commission of India, Lilongwe reserves the right to grant visa or to reject visa, without assigning any reason.
13. Visa, if granted, will be issued two days after submission of application.
14. The above information/instructions are not exhaustive and are also subject to change from time to time.