

## Applying for Your Student Visa: India

### What is a visa?

A visa is official authorization allowing you to enter a country and travel, work, live, or study there for a specific period of time. Generally, a visa is an elaborate stamp that is sealed onto one of the pages of your passport. Visas are issued to American citizens by a foreign country's Embassy or Consulate located in the United States. Every country has its own regulations governing the issuance of visas.

### Do I need a visa to go to India?

A visa is required for persons other than temporary visitors to India, so you (and your dependents, if applicable) will need to obtain a visa for your period of study. Unlike most embassies and consulates, all visa applications go through Trivisa Outsourcing, a private company employed by the Indian Government. Student visas are issued only to legitimate students who are pursuing an education at a recognized university in India. This visa is valid for the length of your study and becomes valid the day it is issued. These are multiple entry visas.

### What do I need to apply for a visa?

You will need the following documents to apply for your student visa:

- **A valid passport.** You need to provide Trivisa Outsourcing with the original document, not a copy. Your passport needs to be valid for a minimum of six months from the date of application and have at least two blank pages.
  - ◆ Please see page 1 in the Study Abroad Handbook for information on how to apply for a passport.
  - ◆ Apply early for your passport! It may take 6-8 weeks to process your application.
- **A complete visa application.** You can access the visa application from Trivisa's website: <https://indiavisa.trivisaoutsourcing.com/select-application.html>. You can apply online, then print and sign the final document.
- **Two passport-size photos.** These photos can be black/white or color, and need to be a full-faced view, against a light colored background on photographic paper.
- **Proof of Address.** You need to submit a document that states your current address, such as a copy of a drivers license or a major utility bill (Water, Gas, Electric, or Sewage).
- **Proof of Acceptance.** Include an acceptance letter from your host university in India. Also include evidence of financial arrangements that cover your stay abroad.
- **A visa application fee of USD\$108.** All fees are to be paid by money order (to Trivisa Outsourcing) or by credit card only.
- ▶ **Attention:** This list may not be all-inclusive! Verify this information with the Trivisa Outsourcing branch that has jurisdiction over your state of residence, as the application process can change.
- ▶ You will find answers to many of your visa-related questions at:  
<https://indiavisa.trivisaoutsourcing.com/>

### How do I obtain a visa?

#### A. In person

- Make an appointment to apply for your visa by selecting an appointment day and time on the last page of the online application form
- Take the above documents to the Trivisa branch that has jurisdiction over your state of residence.
- Call this branch before you visit to verify hours of operation and location.

- You can be issued your student visa to India the same day that you submit your application if you apply in person. The other option is to apply by mail.

#### **B. Via mail**

- Send all documents, including your passport, in a FedEx, US Overnight Mail, or other express mail service that provides a tracking number for your parcel, to the embassy. **Keep a photocopy of all documents, including your passport, for yourself.**
- If there is a fee for your visa, pay by credit card or send a money order—as a general rule, consulates/embassies will not accept personal checks.
- Be sure all documents are in order. Missing documents may cause delays in the processing of your application.
- Enclose a *postage paid* FedEx/US Overnight Mail envelope *addressed to yourself*. Trivisa will only return your visa and documents if you provide a return envelope.
- Consult Trivisa about the time it will take to process your application. Take into consideration that it takes time to send your application, and have it processed. Also note that your visa is valid for a set period of time and begins the day it is issued.
- Do not leave the country until you have received your passport and visa.

#### **General tips for applying for a visa:**

Foreign embassies and consulates in the US receive hundreds of inquiries every day so contacting them can be a trying experience. Have patience. Some consulates only receive visitors or calls during certain hours of the day or on certain days of the week; visit their website to learn their hours or call back at different times of the day. You may find that you are placed on hold or that your call is never forwarded to the appropriate person. Don't be discouraged: be persistent, but polite. Remember that US consulates in foreign countries operate in a similar fashion!

#### **Trivisa Outsourcing Locations in the US:**

If the appropriate Trivisa branch is not listed below, visit the website for a listing of other locations.

##### **Trivisa Outsourcing: San Francisco**

**States Served:** Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nebraska, New Mexico, Nevada, Oregon, Utah, Washington, Wyoming

**Address:** 965 Mission Street, Suite #110, San Francisco, CA, 94103

**Website:** <https://indiavisa.trivisaoutsourcing.com/san-francisco.html>