

Extension of different types of VISAs and other cases

VISA / Case Type	Documents Required	Procedure / Remarks
S-VISA	Application Form, Passport (copies of relevant pages), Bonafide Certificate (original) from educational institution, Residential Permit & Registration Certificate, Sponsorship certificate (original) on study ground, address proof of sponsor, Dollar encashment Certificate (if applicable), Passport size photo of applicant.	After submission of application and the required documents, extension may be granted after receiving a favourable report (if required) from the concerned police authority.
E-VISA	Application Form, Passport (copies of relevant pages), letter from employer regarding extension / duration of service (original), copies of documents related to service (appointment letter, transfer letter, joining letter etc.), copy of IT return, proof of residential address in India, Residential Permit & Registration Certificate, Dollar encashment Certificate (if applicable), Passport size photo of applicant.	After submission of application and the required documents, extension may be granted after receiving a favourable report (if required) from the concerned police authority.
B-VISA	Application Form, Passport (copies of relevant pages), original letter from Indian counterpart with whom the business is conducted, letter from Chamber of Commerce (e.g. Indian Chamber of Commerce, Bharat Chamber of Commerce, Bengal Chamber of Commerce etc.), IEC Code, copy of PAN card, copy of IT return, medical certificate (original) from specialist doctor, Sponsorship certificate (original) on medical ground, address proof of sponsor, Residential Permit & Registration Certificate (if applicable), Passport size photo of applicant	First extension (for more than 15 days) will be granted by MHA, Govt. of India, New Delhi. Extension of stay upto maximum 15 days may be granted by this office authority only on medical ground.
C-VISA	Application Form, Passport (copies of relevant pages), letter of invitation (copy) regarding attendance in conference, letter from the organisers regarding extension of VISA, Sponsorship certificate (original) on conference ground, address proof of sponsor, Residential Permit & Registration Certificate (if applicable), Passport size photo of applicant.	After submission of application and the required documents extension may be granted (subject to local clearance) after observing due official procedure..
Loss of Passport	Application Form, Original travel permits issued by Bangladesh High Commission, Copy of G.D. registered to concerned police authority, Border Entry Certificate, copies of relevant pages of the lost Passport (if already possessed), Sponsorship certificate (original) on the ground of loss of Passport, address proof of sponsor, Passport size photo of applicant.	Short term VISA (10 to 15 days maximum) with permission to exit from India (subject to local clearance from the concerned police authority) may be granted after observing due official procedure.
Irregular Entry	Application Form, Passport (original as well as copies of relevant pages), Sponsorship certificate (original) on the ground of irregular entry, address proof of sponsor, Dollar encashment Certificate (if applicable), Passport size photo of applicant.	After submission of application and other documents, entry in India may be regularised with permission to leave India by giving endorsement in the Passport, observing due official procedure.
M or MED VISA	Application Form, Passport (copies of relevant pages), medical certificate (original) from specialist doctor, copies of supporting medical documents (prescription, discharge certificate etc.), Sponsorship certificate (original) on medical ground, address proof of sponsor, Residential Permit & Registration Certificate (if applicable), Dollar encashment Certificate (if applicable).	After submission of application and the Required documents, extension may be Granted after receiving a favourable Report (if required) from the concerned police authority.
MX or MEDX VISA	Application Form, Passport (copies of relevant pages), medical certificate (original) from specialist doctor mentioning the applicant as attendant of the patient, copies of supporting medical documents (prescription, discharge certificate etc.), Sponsorship certificate (original) on medical ground, address proof of sponsor, Residential Permit & Registration Certificate (if applicable), Dollar encashment Certificate (if applicable).	After submission of application and the Required documents, extension may be Granted after receiving a favourable Report (if required) from the concerned police authority.
T-VISA	Application Form, Passport (copies of relevant pages), medical certificate (original) from specialist doctor, Sponsorship certificate (original) on medical ground, address proof of sponsor, Dollar encashment Certificate (if applicable).	Except for medical reason of very serious nature (illness like cancer, hospitalisation due to accident or other serious ailments etc.) extension of T – VISA is not granted. However, in case of overstay, regularisation of the period of overstay alongwith short term extension with permission to leave India (subject to local clearance from the concerned police authority) may be granted after observing due official procedure (strictly on medical ground).

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Change of route	Application (on plain paper), Passport (copies of relevant pages), medical certificate (original) from specialist doctor mentioning the reason for change of route, Dollar encashment Certificate (if applicable)	After submission of application and the required documents change of route may be permitted after observing due official procedure (strictly on medical ground).
Endorsement of new born baby on Passport	Application (on plain paper), Passport (copies of relevant pages after being endorsed duly from Bangladesh High Commission, Kolkata), discharge certificate and birth certificate from concerned authorities, Dollar encashment Certificate (if applicable)	After submission of application and the required documents required endorsement may be given in the Passport after observing due official procedure.
Permission of transportation of Dead Body.	Application (on plain paper), Passport (copies of relevant pages after being cancelled duly by Bangladesh High Commission, Kolkata), copy of G.D. registered to concerned police authority, original letter from BDHC, Kolkata, copy of death certificate	Permission may be granted according to the request of Bangladesh High Commission, Kolkata (subject to local clearance).
Long term extension for acquiring Indian Citizenship Certificate (ICC)	Application Form, Passport (copies of relevant pages), Sponsorship certificate (original), address proof of sponsor, marriage certificate (where applicable), Proof of Nationality and address proof of Indian spouse / sponsor (as the case may be).	After submission of application and the required documents extension upto one year may be granted after receiving a favourable report from the concerned police authority. Any further extension may be granted after receiving due approval from MHA, GoI. Process will continue till getting ICC.
Return VISA	Application (either on plain paper or in prescribed format, as the case may be), Residential Permit & Registration Certificate, original Passport alongwith copies of relevant pages.	After submission of application and the required documents return VISA may be granted, subject to valid ground, till validity of Residential Permit.
Short term extension of Visit VISA for Pakistan National	Application Form, Passport (original alongwith copies of relevant pages), Sponsorship certificate (original), address proof of sponsor, medical certificate (original) from specialist doctor, fees (as applicable).	After submission of application and the required documents, extension may be granted (upto maximum 30 days at a stretch for a total period of 90days with separate application for each time) subject to local clearance.

- ❖ In case of submission of application, for any cases mentioned above, beyond the date of validity of VISA, fine (as applicable) is to be deposited for such overstay. Required form for deposit of fine is to be collected from concerned office.
- ❖ In case of 'exit refusal' at border on the day immediately after the date of expiry of authorized stay in India, no medical certificate is required, if applied for permission to leave India within the next working day.
- ❖ In case of a person holding Official Passport, all the above procedures for extension of stay in India shall apply only after a period of 45 days starting from the date of entry in India. The person may have to submit other documents like leave sanction order etc.
- ❖ In case of person seeking extension of VISA stays at Hotel / Lodge during that period, he / she has to submit 'Form C', instead of Sponsorship Certificate, issued by the Hotel / Lodge authority as per the prescribed format.

Prescribed format of different application forms and certificates required for extension of VISA :

*(press ctrl + left mouse button click to follow the links below)

1. [Standard application form.](#)
2. [Application form for long term extension for acquiring Indian Citizenship Certificate \(ICC\) for PAK Nationals.](#)
3. [Application form for short term extension of Visit VISA for Pakistan National.](#)
4. [Standard sponsorship certificate.](#)
5. [Sponsorship certificate for long term extension for acquiring Indian Citizenship Certificate \(ICC\).](#)
6. [Bonafide certificate from educational institution.](#)

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