

Guidelines regarding visit of any foreigners to IIT(ISM) Dhanbad

All foreigners (including foreigners of Indian origin) visiting Institute for short/long-term duration must fill the online below mentioned Form-C and do necessary online registration at Foreigners Regional Registration Office (FRRO) website (in case of long-term stay) and provide valid documents to be submitted to Foreigners Registration Office (FRO) Dhanbad.

1) **Filling of Form C:**

As per the guidelines of Bureau of Immigration, any Hotel/ Guest House/ Dharmashala/Individual House/ University/ Hospital/ Institute/ Others etc. who provide accommodation to foreigners (including foreigners of Indian origin) must submit the details of the residing foreigner in **Form C** to the Registration authorities within 24 hours of the arrival of the foreigner at their premises. This will help the registration authorities in locating and tracking the foreigners.

The submission of C-Forms and maintenance of guest registers stems from the Foreigners Act 1946 and Registration of Foreigners Rules, 1992.

Please click the link below for filling up the Form C:

<https://indianfrro.gov.in/frro/FormC>

Documents required for Form C

- Passport size photo
- Passport
- Visa
- Arrival details

2) **RC/RP (Registration Certificate / Residential Permit)**

Foreigners (including foreigners of Indian origin) visiting India on long term (more than 180 days) Student Visa, Medical Visa, Research Visa and Employment Visa or having special endorsement on their Visa asking for registration, are required to get themselves registered with the concerned Foreigners Regional Registration Officer (FRRO) / Foreigners Registration Officer (FRO) having jurisdiction over the place where the foreigner intends to stay, within 14 days of his/her arrival in India

Please click the link below for e-FRRO registration

<https://indianfrro.gov.in/eservices/userlogin.jsp?disclaimer=1>

Documents required for e-FRRO registration

- Passport size photo
- Passport
- Visa

- Bonafide certificate
- Address Proof
- Form C

3) Documents to be shared with FRO Dhanbad

- i. Completed online C-Form
- ii. RC/RP (Registration Certificate / Residential Permit), if applicable
- iii. Visa copy of the foreigner
- iv. Passport copy of the foreigner (the photo page)
- v. General Information about the foreigners visits in the format as given

Note:

- An intimation about the visit of any foreign national to IIT (ISM) (whether for one day or more) before the arrival of foreigners must be provide to the O/o Dean (IRAA) and furnish the following details as mentioned at Sl. No. 3, so that necessary formalities and documentation work can be completed on time to be sent to FRO Dhanbad.
- A format of Form C is attached for your kind reference please.
- The login ID for filling up online Form C is available with the O/o of Dean (IRAA).
- You may contact the undersigned/Prof. Gauri Shankar Associate Professor Department Of Electrical Engineering Faculty-in-charge International Relationsfor any information and support.