



## Intern Visa Checklist

**FORMS LIST:** The following forms must be completed, signed and dated.

- Online Regular Visa Application Form (Note: please select **REGULAR VISA APPLICATION**):**  
<https://indianvisaonline.gov.in>
- Declaration form: <https://visa.vfsglobal.com/one-pager/india/belgium/english/pdf/Declaration.pdf>
- 2<sup>nd</sup> Declaration Form: [https://visa.vfsglobal.com/one-pager/india/belgium/english/pdf/New\\_Declaration.pdf](https://visa.vfsglobal.com/one-pager/india/belgium/english/pdf/New_Declaration.pdf)

### DOCUMENT LIST:

- Passport:** Passport must have a validity of 6 Months (180 days) from the date of application with at least **2 blank pages**. Passport is needed with application.
- Photocopy of the information page (Bio Page) of your valid passport and photocopy of last Indian visa (if any).**
- Photocopy of ID card:** All applicants, residing within the territory of Belgium/Luxembourg are required to submit a photocopy of ID card issued by Belgian/Luxembourg authorities.
- Photocopy residence proof:** recent utility bill (i.e. telephone, gas, electric, mobile phone,..), local authority tax bill, with the name and address of applicant, if minor or child or spouse can attach the residence proof of parents or husband.
- For Non Belgian/Luxembourg nationals, proof of domicile in Belgium/Luxembourg for a minimum of two years is needed. The visa is granted after the clearance from the country of origin.**  
Proof of domicile is as indicated at “Photocopy of ID Card” and “Photocopy Residence Proof” above.  
If the ID card shows less than 2 years of validity (date of issue), please attach some residence proof of last 2 years which shows that applicant is staying in Belgium/ Luxembourg since 2 years.
- 2 Photographs:** Two recent color size **(50mm x 50mm)** photographs, showing full frontal face with white background, conforming to Indian Government norms as per specifications mentioned on our website.



- Please note photographs available in photo booths in Belgium/Luxembourg are not compatible with Indian norms.
- Photos should be glued to the application form: the first on page 1 in the box provided and the second on the bottom right hand corner of page 2.
- **Photo booths complying with the Indian norms are available in our Brussels office at nominal price of 8 € (4 Pics).**

**Eligibility Criteria:**

- a) The intern visa will be granted at **any time** during the course of study; or
- b) Immediately after completion of graduation/post graduation but the gap between the completion of either and commencement of the internship **should not be more than two years.**
- c) It will only be granted only on the basis of a letter from the Indian company/educational institution/NGO/foreign mission or posts in India/foreign government organizations concerned sponsoring the foreign national for the internship programme and clearly indicating the period of internship.
- d) In case the internship is in a company, the foreign national being sponsored for internship should draw a minimum remuneration of **Rs. 3.60 lakhs per annum.** There will be no minimum salary limit in case of internship in educational institutions, NGOs, foreign mission or posts in India and foreign government organizations.
- e) Earnings from internship of the applicant with Indian companies/Educational Institutions/NGOs will be subject to the Indian Income Tax regulations.
- f) Under no circumstances, the intern will be allowed to take up employment in India immediately after completion of the internship programme.
- g) An undertaking should be obtained from the company/organization concerned that they will ensure departure of the foreigner on completion of the internship

**Letters/documents to Attach:**

**PLEASE NOTE ALL POINTS BELOW SHOULD BE CLEARLY INDICATED IN LETTERS:**

- Internship Contract from Indian Company:** indicating terms and conditions, salary, perks, various allowances, taxes, insurances, accommodation, period of Intern, Location ( complete Address) of Internship.
- Certificate of Incorporation of Indian Company/Registration certificate of Indian Company** with Government needs to be attached with application.
- If NGO is sponsoring the foreign national for internship programme then FCRA clearance is needed. Grant of Intern visa will be subject to prior clearances.**



- Letter from the Institution / School/ organization/ASEC to which the applicant is attached in Belgium/Luxemburg. The letter should indicate the details of Internship with Indian company.**
- Certificate of Graduation or Post graduation needs to be attached or certification of ongoing course.**
- UNDERTAKING FOR EXIT COUNTRY AFTER THE INTERNSHIP : The applicant will have to exit the country before the expiry of the visa. An undertaking should be obtained from company/organization concerned that they will ensure/responsible for departure of the applicant on completion of the internship.**
- TAX letter: Earnings from internship of the foreign nationals with Indian companies/Educational Institutions/NGOs will be subjected to the Indian Income tax Regulation. A letter addressed to Embassy needs to be attached.**
- Statement of financial support: Documents showing financial support needs to be attached and stay in India by applicant or by the parents of the applicant.**

**Note:**

All of the above documents are basic documents. The Embassy of India, Brussels, Belgium may request for additional documents and /or could call the applicant for an interview also.

For more information please visit our website <http://in.vfsglobal.be>