

□ Manual of Visa Applying Process for Nepal

□ Open the URL: <https://nepaliport.immigration.gov.np> in any web browser.

□ Click Visa from Nepalese Mission button.

▪ Method to fill an application form:

□ After clicking Visa From Nepalese Mission button, follow the displayed screen, fill the details as asked in the text box by either typing or selecting an option from the Drop Down menu.

□ Then click on the PROCEED button.

□ After Clicking the PROCEED button the follow the displayed screen

- Fill the personal details as asked in text box and passport details.
- In the passport type, select type of passport (Ordinary, Diplomatic, Official/Service, Laissez-passer, Travel Document) you have.
- The passport/document should have at least 6 months validity. otherwise follow the alert message displayed in the screen.

□ If traveller has passport of another country, then check the option and provide the information as asked in the text box.

- Click on the PROCEED button.
- Otherwise click BACK button to edit any option in previous page.
- After clicking PROCEED button, follow the displayed screen.
- Select your preferred visa option (15 Days/30 Days/90 Days), purpose of visa and type address in Nepal and contact number (optional).

□ After selection of visa option, follow the message displayed on the top.

- Based on Visa option selection, system will automatically displayed visa fee in dollar as well as local currency.
 - In the case of Gratis, system will automatically waived of visa fee based on Nationality Selection, Date of Birth and/or Passport type.
- Travellers of Some countries require recommendation letter for visa on arrival in Nepal or supporting document to the mission for issuing tourist visa of Nepal.
- Note that if you have recommendation letter for free visa, check appropriate option under Check Only if applicable.
- If you are moving in a group, then check Accompanied by and provide following information
 - Then click on the PROCEED button. Otherwise click BACK button to edit any option in previous page.
- After clicking the PROCEED button, all the details are displayed as follows for confirmation whether provided information is correct or not.
- If all details are correct, click SUBMIT button. Otherwise click on the BACK button to edit the details.
- After clicking the SUBMIT button, follow the displayed confirmation message box. After clicking OK button, follow the displayed screen.
- Print or Download the generated slip and visit the Embassy with your valid original passport and original receipt of the visa fee deposited in the Embassy's given bank account..
- Click Done for completion.
- Note that after successful registration of the form, submission id starting with letter "M" is generated against it.