

# **Manual of Visa Applying Process**

**For Nepal**

**from**

## **Online Visa Application Portal**



**NEPALI**PORT  
DEPARTMENT OF IMMIGRATION

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## 1. Method to open an Online Visa Application portal:

- Open the URL: <https://nepaliport.immigration.gov.np/> in any web browser
- Click **Visa From Nepalese Mission** button

## 2. Method to fill an application form:

- After clicking Visa From Nepales Mission button, following screen is displayed:

**Online Visa Application**

Select Embassy \*

Select your nationality \*

Select Visa Type \*

Passport Number \*

Date of Birth

Day ▼ Month ▼ Year ▼

Required.

PROCEED

- 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 following screen is displayed.

**Tourist Visa Application**

**Personal Info**

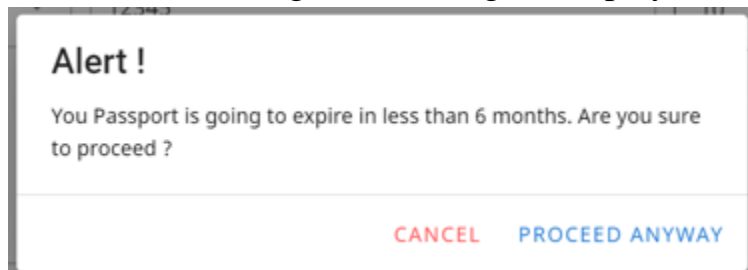
Full Name \*      Nationality \* Australian      Gender \*  
 Date Of Birth (AD) \* 11 DEC 1990      Occupation \*      Address of Australian \*  
 +61 Contact Number of Australian \*      Email \* Application form will be sent to this email      User Photo (Passport Size)\* JPEG, JPG or PNG only

**Passport Details**

Passport Type \*      Passport Number \* 12345      Passport Validity \* Day Month Year  
 Required.  
 Passport Image\* JPEG, JPG, PNG, PDF or DOCX only

I have passport of another country as well

- 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 following alert message is displayed.



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

I have passport of another country as well

Select your country \*      Passport Number \*      Passport Validity \* Day Month Year  
 Required.  
 Passport Scanned Copy \*

→ Click on the **PROCEED** button. Otherwise click **BACK** button to edit any option in previous page.

→ After clicking **PROCEED** button, following screen is displayed:

Select Visa Type

Visa option

Visa option \* Purpose Of Visa \*

Address In Nepal

Name of Address \* Contact Number of Nepal (Optional)

Check only if applicable

I have recommendation letter for free visa  I want to apply for NRN tourist gratis entry visa  Accompanied by

BACK PROCEED

→ 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, following message is displayed on the top.

 Your visa cost will be USD(\$) 30 or equivalent to 50 Ruble in local currency, determined by Embassy of Nepal, Moscow

◆ Based on Visa option selection, system will automatically displayed visa fee in dollar as well as local currency, if applicable, determined by the particular mission.

◆ 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

Full Name \* Passport Number \* Relation \*

→ 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.

**15 DAYS Tourist Visa**

Dear Roshan Jany , please check your following information and click on "Submit" button if the information are correct.

**Visa Details**

Visa Type Tourist Visa	Visa Duration 15 Days	Visa Cost(USD) \$ 30	Purpose Of Visa Tourism
Address In Nepal Pokhara		Contact Number of Nepal (Optional) 9851111112	

**Personal Details**

Full Name Roshan Jany	Country Australia	Date Of Birth (AD) 1990-12-11	
Gender Male	Occupation Doctor	Address of Australia Perth-7	Contact Number of Australia +61 94782387
Email (Optional) sc_sah@yahoo.com			

**Passport Details**

Passport Type Ordinary	Passport Number 12345	Passport Validity 2021-12-02	
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**BACK** **SUBMIT**

→ If all details are correct, click **SUBMIT** button. Otherwise click on the **BACK** button to edit the details.

→ After clicking the **SUBMIT** button, following confirmation message box is displayed.

## Confirmation !

Do u want to proceed for registration of the application? If Yes, no further edit can be done !

**CANCEL** **OK**

After clicking OK button, following screen is displayed:

✔ Your application has been submitted successfully !



**Embassy of Nepal, Moscow**  
 977098098234  
[embassy@mofa.com.np](mailto:embassy@mofa.com.np) · [info@immigration.gov.np](mailto:info@immigration.gov.np)



Tourist Visa Application Form

Submission Id:	M56415
Full Name	Roshan Jany
Country	Australia
Passport Number	12345
Passport Validity Date	2021-12-02
Applied Date & Time	2020-07-29 06:21:02
Visa Duration(Days)	15
Total cost(\$)	30 (50 Ruble)

Kindly bring this slip (hard copy or soft copy) to Embassy of Nepal, Moscow along with passport (Original) and requisite visa fee within 2020-08-13 06:21:02

PRINT DOWNLOAD DONE

- Print or Download the generated slip and visit the particular Nepalese Mission with your valid original passport and other documents.
- Click **Done** for completion.
- Note that after successful registration of the form, submission id starting with letter "M" is generated against it.

.....End.....