

Manual of Visa Applying Process

For Nepal

from

Online Visa Application Portal



July 28, 2020

Revised on Dec 14, 2020

Table of Contents

- 1. Method to open an Online Visa Application portal:2**
- 2. Method to fill an application form:2**

1. Method to open an Online Visa Application portal:

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

Following screen will be appeared:-



➔ Click **Visa From Nepalese Mission** button

2. Method to fill an application form:

➔ After clicking Visa From Nepalese Mission button, following screen will be displayed:



Online Visa Application [USER MANUAL](#)

Select Embassy/Consulate/Mission *

Select your nationality *

Select Visa Type *

Passport Number *

Date of Birth

Day ▼

Month ▼

Year ▼

Required.

☐ I have already travelled Nepal this year (2020)

PROCEED

Developed by  Department of Immigration, Nepal

- Fill the details as asked in the text box by either typing or selecting an option from the Drop Down menu. (P.S. all fields should be selected except passport number)
- 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

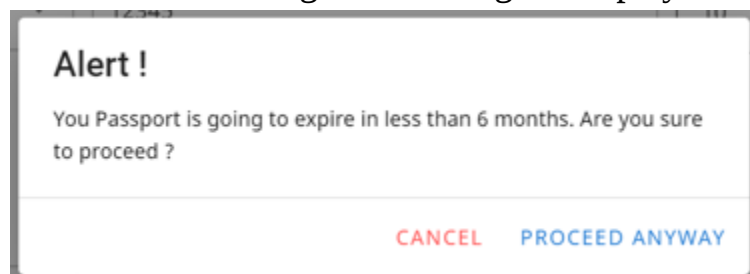
Passport Details

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 your preferred visa option (15 Days/30 Days/90 Days), purpose of visa (Tourism, Pilgrim, Seminar, Ceremony, Business) and type address in Nepal and contact number (optional).
 - ◆ After selection of visa option, following message is displayed on the top.

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

Select Visa Type

📄 Visa option

Visa option * ▼

📄 Purpose Of Visa *

Purpose Of Visa * ▼

📄 Address In Nepal

Address in Nepal *

📄 Contact Number of Nepal (Optional)

Contact Number of Nepal (Optional) 📞

📄 Local Information

Currently Staying Address in Hong Kong (Chinese special ad...

📄 +852 Contact Number in Hong Kong (Chinese special administrativ...

+852 Contact Number in Hong Kong (Chinese special administrativ... 📞

📄 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

- ◆ 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**.
- ◆ Travelers of some countries require recommendation letter for visa on arrival in Nepal or supporting document to the mission for issuing tourist visa of Nepal.

5

- ◆ Sometime, traveler of one country can apply in mission of another country. Thus, he/she can provide information on currently staying country that is contact number and address. It is not required.

→ Note that if you have recommendation letter for free visa, check appropriate option under **Check Only if applicable**.

→ If you are not traveling alone and have a company, then check **Accompanied by** and provide following information

Full Name *	Passport Number *	Relation *
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→ 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.

30 DAYS Tourist Visa

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

Visa Details		
Visa Type Tourist Visa	Visa Duration 30 Days	Visa Cost(USD) \$ 50
Address in Nepal		
Address in Nepal Pokhara-7	Contact Number of Nepal 9841302021	Purpose of Visa Tourism
Personal Details		
Full Name Rishab	Country Malaysia	Date Of Birth (AD) 1999-04-05
Gender Male	Occupation Doctor	Address of Malaysia Kuala Lumpur-4
Email (Optional) rishab1@gmail.com		Contact Number of Malaysia +60 3456735655
Passport Details		
Passport Type Ordinary	Passport Number 23456	Passport Validity 2024-03-03

→ 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, Kuala Lumpur
info@immigration.gov.np



Tourist Visa Application Form

Submission Id:	M88751
Full Name	Rishab
Country	Malaysia
Passport Number	23456
Passport Validity Date	2024-03-03
Applied Date & Time	2020-12-14 14:10:57
Visa Duration(Days)	30
Total cost(\$)	50 (210 RM)

Kindly bring this slip (hard copy or soft copy) to Embassy of Nepal, Kuala Lumpur along with passport (Original) and requisite visa fee within 2020-12-29 14:10:57

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.....