

# INTERNSHIP VISA

Version: 09/03/2016

## PEOPLE ELIGIBLE FOR INTERNSHIP VISA:

- The Internship Visa will be granted immediately after completion of graduation/ post-graduation but the gap between the completion of graduation/ post-graduation and the commencement of the internship should not be more than one year.

## LIST OF DOCUMENTS REQUIRED FOR AN INTERNSHIP VISA

- 1 **Original passport valid for a minimum of 6 months (or for the validity requested, if greater) and having at least 3 blank visa pages (of which 2 must be side by side)** ☐
- 2 **A photocopy of the data page of the passport** ☐
- 3 **Two photographs conforming to Indian Government norms as per specifications mentioned on our website** ☐
  - Please note photographs available in photo booths in France are not compatible with Indian norms
  - Photos should be glued to the 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 to the Indian norms are available in our Paris and Marseille offices
- 4 **An Indian Government visa application form duly filled in online** ☐
  - Your form should be signed in the box under the photograph on page 1. This signature will be scanned and should match the signature on your passport
  - You should validate the data on your form and accept the declaration on page 2 by signing at the bottom of page 2
- 5 **A letter from the Indian Company/Educational Institution/NGO concerned sponsoring the applicant for the internship programme and clearly indicating the period of internship and the salary (if applicable). The letter should be stamped and signed** ☐

**Salary**

  - In case of internship in a Company, the applicant being sponsored for internship should draw a minimum remuneration of Rs. 7.80 Lakhs per annum.
- 6 **Undertaking written on company letterhead and in English as per the standard model « Income Tax Payment Undertaking » in original, stamped and signed** ☐
- 7 **Proof of graduation:** diploma or attestation from the school
- 8 **VFS declaration filled up and signed**

## LIST OF ADDITIONAL DOCUMENTS

### If the applicant is going for an internship in an Educational Institution or NGO.

• A bank guarantee letter issued by the bank, on bank letterhead paper, signed and stamped, in the name of the applicant, testifying their ability to meet expenses for a minimum of Rs. 7.80 Lakhs per annum to cover study fees, accommodation and living expenses in India for the duration of the stay.

### If the applicant is going for an internship in a company sponsored by the AIESEC

- A copy of Certificate of Incorporation / proof of registration of the company ☐
- The sponsorship letter from AIESEC in France (this document must be original) ☐
- The sponsorship letter from AIESEC in India (this document must be original)

### For foreign passport holders

A letter from the applicant explaining the reason why they are applying for visa in France ☐

### If the applicant is of Indian origin (born Indian) and has held an Indian passport in the past (one of below document to be provided)

- A copy of their "Surrender Certificate" (if you do not have this you may refer to our website for details) ☐
- A copy of their cancelled Indian passport ☐
- A "Sworn Affidavit" which can be obtained at the Embassy of India ☐

**If the applicant is of Indian origin (born in India) and was granted a nationality other than Indian by birth (one of the below documents must be provided)**

- A copy of their first passport (provided it was delivered in India) ☐
- A copy of their “Nationality Certificate” specifying that they have obtained their current nationality by filiation/birth. This certificate must specify an address of residency in India ☐
- A “Sworn Affidavit” which can be obtained at the Embassy of India ☐

**If one of the applicant’s parent is holding Indian passport**

- (if the applicant is minor) A letter from that parent stating they have never applied for Indian nationality nor Indian passport on behalf of their child
- A letter from the applicant stating they have never applied for Indian nationality nor Indian passport

**If the applicant is a minor**

- Photocopy of the French “livret de famille” (pages: father, mother, relevant child) or birth certificate ☐
- Photocopy of an ID proof of each parent ☐
- Authorisation letter for a minor to travel signed by both parents ☐

**If the applicant is holding a non-French passport or having dual nationality**

- Reference Form as per your current nationality ☐
- Additional documents as per your current or previous nationality, as applicable ☐

**For foreign passport holders resident in France since more than 24 months (preferable but not mandatory)**

- Photocopies of documentary proof of resident status: 2 electricity, gas or landline telephone bills/internet (one current and one issued 24 months ago) or 3 latest income tax papers (avis d’imposition) or 3 latest house tax papers (taxe foncière) carte de séjour, valid visa. ☐

**If the applicant is holding a French or non-French passport being of Pakistani origin**

- Reference Form as per your origin ☐
- Additional documents as per your origin, as applicable ☐

I hereby certify that I have submitted a complete application and that I know and accept the minimum processing times required for my visa application.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_