

INTERNSHIP VISA

Version: 03-04-2018

PEOPLE ELIGIBLE FOR INTERNSHIP VISA:

- The Internship Visa will be granted immediately after completion of graduation/ post-graduation (masters level) but the gap between the completion of graduation/ post-graduation and the commencement of the internship should not be more than two years.
- The internship visa will be granted to persons wishing to travel to India as part of a VIE program. We will accept complete files only (list of documents given by BusinessFrance). A salary minimum of € 12,000 will be required.

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. The letter should be stamped and signed** ☐

Salary

 - In case of internship in a Company/NGO or Educational institution, the applicant being sponsored for internship should draw a minimum remuneration of Rs. 7.80 Lakhs per annum (900€ per month).
- 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. ☐

In the case of a Master's student, you must have validated both years of the course and be waiting for the diploma so that a certificate can be accepted.
- 8 **If you are going for and internship in a company of NGO: Proof or registration of the company/NGO (certificate of incorporation, trust deed...)** ☐
- 9 **VFS declaration filled up and signed**

LIST OF ADDITIONAL DOCUMENTS

If the applicant is going for an internship in an Educational Institution or NGO and is not being paid.

• 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)

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

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: _____