



BAREILLY INTERNATIONAL UNIVERSITY

(Established Under Govt. of U.P. Act 26 of 2016)

Pilibhit Bypass Road, Bareilly-243006 (U.P) India

Phone : 0581-2526051, 053, 153

Email : info@biu.edu.in, registrar@biu.edu.in Website : www.biu.edu.in

SOP – Documents Required for FRRO Form C/S Submission (For International Students/Visitors)

Purpose

To ensure timely and accurate reporting of foreign nationals staying at the property as per FRRO (Foreigners Regional Registration Office) guidelines.

Documents Required from Foreign Students/Visitors Before Arrival.

Before providing an invitation letter Ensure the following documents are obtained & put in file:

1. UG/PG Degree Certificates,
2. Valid Medical Registration Certificate,
3. Higher Education/Fellowship Certificates (if applicable).
4. Good standing certificate
5. Valid Passport

Note: In case of registration/Extension/Exit/Return Visa/Others a Bonafide certificate on institution letter head required as per attached standard format.

Check-in Procedure

1. Verify original Passport and Visa.
2. Take clear photocopies/scanned copies of all required pages.
3. Ensure foreign guest registration card is completed. (copy attached)
4. Confirm arrival and departure dates.
5. Upload guest details on FRRO Form C Portal within 24 hours of check-in.
www.indianfrro.gov.in/
6. Take a printout of filled form & keep in file for record

Important Notes

- Form C submission is mandatory for all foreign nationals.
- Incomplete documents may delay or prevent FRRO reporting.
- Guests should be requested to provide documents immediately upon check-in.
- All records must be maintained securely as per applicable regulations.

Responsibility

Front Office / Reception Team is responsible for collecting documents and ensuring timely Form C submission on the FRRO portal.

- 1. The concerned department will be responsible for collecting, scrutinizing, and verifying all educational qualifications and relevant documents of the foreign candidate prior to the issuance of the invitation letter.**



- 2. After issuing the invitation letter, the concerned department shall obtain and maintain copies of the candidate's passport and visa details for record purposes. A copy of the same shall be forwarded to the International Cell, BIU or Registrar Office, BIU prior to the candidate's check-in to facilitate necessary documentation and compliance requirements.**



- 3. Upon arrival at the Guest House, the receptionist will collect all required documents and relevant information from the foreign guest for Form C/S registration and will promptly notify the International Cell, BIU or Registrar Office, BIU to complete the necessary formalities.**



- 4. International Cell, BIU Incharge shall complete and submit Form C/S within 24 hours of receiving intimation from the Guest House Receptionist regarding the guest's arrival and check-in. After successful submission, a printed copy of the submitted Form C/S shall be maintained on record for future reference and compliance purposes. Printed Form C/S copy should be submitted to LIU/FRO, Bareilly within 24 hours from arrival on BIU Campus, Bareilly.**

Note: For student's academic performance entry would be filled timely as per attached standard format.

Mandatory Documents

1. Passport (Front & Back / Bio Page)
2. Valid Indian Visa
3. Immigration Arrival Stamp Page
4. Flight Ticket / Travel Itinerary (if available)
5. Contact Number
6. Email ID
7. Residential Address in Home Country

Additional Information required to fill form C

1. Nationality
2. Date of Birth
3. Gender
4. Photo (passport size)
5. Permanent Address
6. Contact Number in India
7. Contact Number (Permanently residing country)
8. Place of Issue of Passport
9. Passport Issue Date
10. Passport Expiry Date
11. Purpose of Visit (Tourism / Business / Medical / Conference etc.)
12. Next Destination (if known)

Form 'C'

Arrival Report of Foreigner in Institute

Applicant ID :



Accommodation Details

Name	
Address	
City/District	
State	
Star Rating	
Phone no.	
Mobile no.	

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Personal Details

Surname			
Given name			
Sex			
Date of birth		Special Category	Official Exempted
Nationality			

Address in country where residing permanently

Address	
City	
Country	

Address/Reference in India

Address	
City/District	
State	
Pincode	

Passport Details

Passport No.	
Place of Issue	
Date of Issue	
Expiry Date	

Visa Details

Visa Number		Date of Issue	
Valid Till		Visa Type	
Place of Issue		Visa Subtype	

Arrival Details

Arrived From			
Date of arrival in India			
Date of Arrival in Institute			
Time of Arrival in Institute		Intended Duration of Stay in Institute	
Whether Employed in India			

Other Details

Purpose of Visit	Official
Next Destination	City/District
	State
Contact No.(in India)	
Mobile No.(in India)	
Contact No.(Permanently residing country)	
Mobile No.(Permanently residing country)	
Remarks(If any)	
Remark	

Checklist for International Student

A. Personal Documents

- Passport (Copy of photo page and validity page)
- Valid Visa (Student/Research/Medical/Tourist, as applicable)
- Recent Passport-size Photographs (4–6 copies)
- Air Ticket / Arrival Details
- Arrival Stamp on Passport

B. Admission Documents

- Admission Offer Letter
- Admission/Enrollment Letter from the University
- Fee Payment Receipt
- Academic Certificates (10th, 12th, Graduation, PG etc.) (as applicable)
- Migration/Transfer Certificate (if applicable)

C. FRRO/FRO Registration

- FRRO Registration (if applicable) completed within the prescribed time (by the candidate / visitor)
- Form C submitted by the institution/hostel/hotel (by the university / institute within 24 hrs.)
- Form S submitted by the institution/hostel/hotel (by the university / institute within 24 hrs.)
- Residential Address Proof (Passport / National Residence ID)
- Date of Birth Proof (Passport / National Residence ID)
- Bonafide Student Certificate (issued by the institute / university on letter head)
- Passport Copy
- Visa Copy

D. Medical Requirements

- Medical Fitness Certificate
- Vaccination Records (if required)

E. Accommodation Details

- Hostel Allotment Letter / Rental Agreement
- Local Contact Number
- Emergency Contact Details

F. University Formalities

- Identity Card Issued
- Library Registration
- ERP/LMS Login Created

G. Financial Documents

- Scholarship/Sponsorship Letter (if applicable)

H. Undertakings

- Undertaking regarding compliance with University Rules / Code of conduct
- Undertaking regarding visa validity and renewal
- Declaration of local address

Verification Section

Document	Submitted	Verified	Remarks
Passport	<input type="checkbox"/>	<input type="checkbox"/>	
Visa	<input type="checkbox"/>	<input type="checkbox"/>	
Admission Letter	<input type="checkbox"/>	<input type="checkbox"/>	
FRRO Registration	<input type="checkbox"/>	<input type="checkbox"/>	
Form C	<input type="checkbox"/>	<input type="checkbox"/>	
Form S	<input type="checkbox"/>	<input type="checkbox"/>	
Medical Documents	<input type="checkbox"/>	<input type="checkbox"/>	
Others	<input type="checkbox"/>	<input type="checkbox"/>	

Verified by: _____

Name & Designation: _____

Date: _____

This checklist is suitable for use by **International Student Cells, Admission Offices, or FRRO Coordinators** in Indian universities and aligns with common documentation requirements under FRRO and institutional admission processes.

Checklist for International Visitor

A. Personal Documents

- Passport (Copy of photo page and validity page)
- Valid Visa (Conference/Seminar/Research/Medical/Tourist, as applicable)
- Recent Passport-size Photographs (4–6 copies)
- Air Ticket / Arrival Details
- Arrival Stamp on Passport

B. FRRO/FRO Registration

- FRRO Registration (if applicable) completed within the prescribed time (by the candidate / visitor)
- Form C submitted by the institution/hostel/hotel (by the university / institute within 24 hrs.)
- Residential Address Proof (Passport / National Residence ID)
- Date of Birth Proof (Passport / National Residence ID)
- Bonafide Student Certificate (issued by the institute / university on letter head)
- Passport Copy
- Visa Copy

C. Medical Requirements

- Medical Fitness Certificate
- Vaccination Records (if required)

D. Accommodation Details

- Guest House Allotment Letter / Rental Agreement
- Local Contact Number
- Emergency Contact Details

E. Undertakings

- Undertaking regarding visa validity and renewal
- Declaration of local address

F. For International Visitors (Short-term/Exchange/Conference)

- Invitation Letter (issued by the institute / university)
 - Passport & Visa Copies
 - Purpose of Visit
 - Duration of Stay
 - Accommodation Details
 - Form C Submission (within 24 hours of arrival at the place of stay, where applicable)
 - Exit/Departure Details
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Verification Section

Document	Submitted	Verified	Remarks
Passport	<input type="checkbox"/>	<input type="checkbox"/>	
Visa	<input type="checkbox"/>	<input type="checkbox"/>	
FRRO Registration	<input type="checkbox"/>	<input type="checkbox"/>	
Form C	<input type="checkbox"/>	<input type="checkbox"/>	
Accommodation Proof	<input type="checkbox"/>	<input type="checkbox"/>	
Medical Documents	<input type="checkbox"/>	<input type="checkbox"/>	
Others	<input type="checkbox"/>	<input type="checkbox"/>	

Verified by: _____

Name & Designation: _____

Date: _____

This checklist is suitable for use by **International Student Cells, Admission Offices, or FRRO Coordinators** in Indian universities and aligns with common documentation requirements under FRRO and institutional admission processes.