



Visa/Entry Permit Guideline for Student Exchange Programs, 2020

Department of Immigration
Ministry of Home and Cultural Affairs
Royal Government of Bhutan

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Title

1. This Guideline shall be called the Visa/Entry Permit Guidelines for Student Exchange Program, 2020, hereafter, referred to as the Guidelines.

Objective

2. The objective of this Guideline is to supplement the Immigration Rules and Regulations in standardizing and streamlining the process for issuance of Visa/Entry Permit to foreign students on a student exchange program.

Effective Date

3. This Guideline shall come into effect from 01 January 2020.

Definitions

- (i) **Adverse Record:** Have not committed an immigration offence.
- (ii) **Department:** The Department of Immigration.
- (iii) **Collaborating Institute:** A bona fide academic Institute outside the Kingdom collaborating on a student exchange program with a bona fide academic Institute in the Kingdom on the basis of a Memorandum of Understanding approved by the competent government agency.
- (iv) **Institute:** An academic institution in the Kingdom recognized by the Royal Government of Bhutan.
- (v) **Student:** A full-time foreign student from a collaborating institute outside the Kingdom seeking entry on an exchange program in an Institute in the Kingdom.
- (vi) **Student Exchange Program:** An educational program in which a foreign student from a collaborating institute pursues a regular academic program in an Institute in the Kingdom.

Legal Authority

4. This Guidelines is formulated in line with the Immigration Act of the Kingdom, and the Immigration Rules and Regulations.

Eligibility Criteria for the Institute

5. An Institute intending to conduct a student exchange program:
 - (a) must be recognized by the Royal Government of Bhutan ;
 - (b) must be cleared to conduct exchange program by a relevant agency; and
 - (c) have no adverse record with the Department.

Eligibility Criteria for the Student

6. A student intending to participate in exchange program in the Kingdom:
 - (a) must be a full time student studying in a collaborating institute;
 - (b) have no adverse record with the Department.

Applying for Visa/Entry Permit

7. The Institute shall make an application for Visa/Entry Permit for the student to the Department with the following documents:
 - (a) application from the Institute;
 - (b) recommendation from the Head of the relevant agency;
 - (c) a copy of the Memorandum of Understanding signed between the Institute and the Collaborating Institute;
 - (d) the Institute's undertaking as prescribed under Annexure I of this Guidelines;
 - (e) Visa/Entry Permit application form signed by the student;
 - (f) Proof of Means of Subsistence as prescribed under Annexure II of this Guidelines;
 - (g) Statement of Purpose written and signed by the student as prescribed under Annexure III of this Guidelines;

- (h) copy of passport or voter identity card of the student as may be applicable. The passport shall be valid for at least six months from the intended date of departure from the Kingdom;
 - (i) a copy of the student card;
 - (j) a letter from the Collaborating Institute affirming that the student is a full-time student; and
 - (k) copy of the study program.
8. The recommendation from the head of the relevant agency shall clearly mention the following details:
- (a) name of the student;
 - (b) passport/voter identity card number of the student;
 - (c) duration of the exchange program; and
 - (d) the relevancy of the exchange program to the national educational framework.
9. The Department may ask for additional documents during assessment, if required.

Assessment of Visa/Entry Permit application

10. Upon receipt of the complete documents, the assessing officer shall assess the application in line with relevant laws, rules and regulations, guidelines, and policies.
11. After assessing the application, the assessing officer shall submit the application with an assessment status to the approving authority.

Approving Authority

12. The competent authority for approving Visa/Entry Permit for a student shall be the Head of the Department.

Issuance of Visa/Entry Permit

13. Upon approval of the application, Visa/Entry Permit shall be processed through the Immigration Information and Monitoring System after payment of fees, as applicable.

14. The Visa/Entry Permit shall be issued for a maximum duration of seven days for non-credit student exchange program.

Turn Around Time

15. The Institute shall submit the Visa/Entry Permit application for a student to the Department at least forty-five working days before the intended date of arrival of the student.
16. Outcome of the application will be conveyed within fifteen working days from the receipt of complete application.
17. Approved Visa/Entry Permit shall be issued within three working days from the date of payment of the applicable fees or upon biometric enrolment.

Re-entry to undertake an academic course as a full time student

18. A student who has entered the Kingdom on a student exchange Visa/Entry Permit shall be required to exit the Kingdom for at least forty five days if he or she wants to enroll in an academic course in any academic institution in the Kingdom.

Responsibility of the Institute

19. The Institute shall be held fully responsible and accountable for any issues concerning the student during the stay of the student in the Kingdom.
20. The Institute shall abide by the terms and conditions prescribed in the undertaking contained in Annexure I of the Guidelines. The signed undertaking must be submitted to the Department along with the Visa/Entry Permit application.

Responsibility of the Student

21. The student shall abide by the Immigration Act, the Immigration Rules and Regulations and all other relevant laws during his or her stay in the Kingdom.

Right of Rejection

22. The Department reserves the right to reject any Visa/Entry Permit application for a student without assigning any reason(s).

Annexure I

Declaration of Compliance/Undertaking of the Institute

I.....on behalf of(complete address of the Institute), would like to apply for Visa/Entry Permit for the following student(s):

Sl. No.	Name	Nationality	Passport/Voter ID no.

(Use additional sheets if required)

The Institute agrees to abide by the following terms and conditions during the stay of the foreign student(s):

- 1) That the student(s) shall abide by all laws, rules and regulations of the Kingdom.
- 2) That the student(s) shall be engaged solely in the exchange program on the basis of which Visa/Entry Permit was applied for and granted.
- 3) That the student(s) shall reside in the locality of the academic institution's establishment/within the municipal area of the Dzongkhag in which the Institute is registered.
- 4) That the student(s) shall exit the Kingdom before the expiry of the immigration permit.
- 5) That the Institute shall have no objection if the Department revokes an immigration permit of a student at any point in time.
- 6) That the student(s) shall respect local norms and customs, and not engage in any act against the *Tsa-Wa-Sum*.

The Institute affirms that all information furnished to the Department is complete and correct. The Institute understands that providing incomplete, false or misleading information will result in the rejection of the Institute's request for Visa/Entry Permit. Furthermore, the Institute understands that it will be liable for prosecution in a court of law and/or any penalties/fines

under the Immigration Act of the Kingdom of Bhutan and any other laws, rules and regulations as may be applicable, for submission of false, fabricated or misleading information.



Name of the Institute:
Address of Institute:
Contact Number:

Witness
Name and signature:
CID no. (*Attach copy*):
Contact Number:

Endorsement by the Department of Immigration

Annexure II

Means of Subsistence Form

I. Details of the student:		
1. Name:		
2. Source of income:	3. Annual income in USD (<i>please tick</i>):	
	Less than 10,000 <input type="checkbox"/>	10,000-50,000 <input type="checkbox"/>
	50,000-100,000 <input type="checkbox"/>	More than 100,000 <input type="checkbox"/>
II. Details of Father:		
1. Name:		
2. Date of birth: (dd/mm/yyyy)	3. Place and country of birth:	4. Nationality:
5. Source of income:		
6. Annual income in USD: Less than 10,000 <input type="checkbox"/> 10,000-50,000 <input type="checkbox"/> 50,000-100,000 <input type="checkbox"/> More than 100,000 <input type="checkbox"/>	7. Permanent address:	8. Contact details:
II. Details of Mother:		
1. Name:		
2. Date of birth: (dd/mm/yyyy)	3. Place and country of birth:	4. Nationality:
5. Source of income:		
6. Annual income in USD: Less than 10,000 <input type="checkbox"/> 10,000-50,000 <input type="checkbox"/> 50,000-100,000 <input type="checkbox"/> More than 100,000 <input type="checkbox"/>	7. Permanent address:	8. Contact details:

Note:

- a) Attach copy of photo identification (e.g. passport/driving license) of parents.
- b) Attach proof of income.

Statement of Purpose

The Statement of Purpose should include the following:

- 1) Your background in your home country. (At least 300 words)
- 2) The course of study and why you intend to study this particular course? (At least 200 words)
- 3) The reasons you have chosen to study in Bhutan. (At least 300 words)
- 4) The reasons you have chosen the particular university/college/institute in Bhutan. (At least 300 words)
- 5) How would this benefit to you in terms of career opportunities / pathway? (At least 200 words)
- 6) Any other information supporting your student visa application for study in Bhutan.

Note:

The Statement of Purpose must be written by the individual student and not by an agent or a family member or any other person. If the Statement of Purpose is written by anyone other than the student or has been plagiarized, the student Visa/Entry Permit shall be rejected.