

**Embassy of India
Bratislava**

Advisory: Refund Policy - Regular Paper Visa

1. A request for Visa Fee refund will be considered by the Mission in the following cases:-

- (a) Multiple Visa fee payments by mistake for the same Visa application;
- (b) Excess payment by the applicant over and above the prescribed Visa fee.

2. Visa fees once paid is not refundable in the following cases:-

- (a) If the request for refund is received after 3 months;
- (b) If the visa is not granted to the applicant;
- (c) If the duration of Visa is given for a shorter period by the Mission and the applicant had paid higher Visa fees for a longer duration visa

3. The Head of Consular Section is the Nodal Officer to decide all refund claims received in the Mission. The Mission will endeavour to settle all claims within 7 working days of the receipt of the refund request. In case of any disputed claims, the Nodal Officer in the Mission will approach the CPV Division of the Ministry of External Affairs for a final decision.

Procedure of refund:- Those who seek refund may send a request letter or an email addressed to cons.bratistlava@mea.gov.in clearly mentioning the application reference number, amount paid, reason for seeking refund, attaching a copy of the proof of payment. The refund request should also contain the details of the bank account into which the refund is to be remitted.

