

**Embassy of India  
Tokyo**

**Discontinuation of walk-in Visa Services at Embassy of India, Tokyo**

In the wake of COVID-19 outbreak, it has been decided to **discontinue walk-in Visa Services in the Embassy** with effect from **Wednesday, April 1, 2020**. In light of the existing advisories associated with the Coronavirus and public safety, all applicants are advised to adopt the following guidelines/procedures for applying **Visa** to India:

**PROCEDURES FOR APPLYING FOR VISA TO INDIA**

- Type a request letter addressed to Visa Officer mentioning the urgency of travelling to India under the present situation (due to COVID-19). The request letter may be supported by documents which can verify your claim of urgency for visa.
- The request letter along with documents (if any) may be forwarded to the Email ID: [aco.tokyo@mea.gov.in](mailto:aco.tokyo@mea.gov.in) for checking.
- An email would be sent to the applicant by the Embassy, if their case is considered to be urgent in nature or if any further clarification is required.
- For confirmation of the details furnished by the applicant, a Skype call will be made from the Embassy for video conferencing. For this the applicant will be informed by email/phone one day prior to the video conference regarding time slot of the call. **Please note that all Skype calls will be recorded.**
- Japanese language interpretation facility will be available for Skype calls.
- After confirmation, the applicants would be intimated vide email regarding the date & time when they should visit the Embassy for submission of visa fees and passport. The visa would be released the same day between 1400 hrs to 1600 hrs.

TOKYO  
March 30, 2020