

**GUIDELINES FOR ISSUANCE OF NRI CERTIFICATE BY MISSIONS/
POSTS ABROAD**

1. INTRODUCTION

A Non-Resident Indian (NRI) Certificate is a document issued by Missions/ Posts abroad in favour of Indian citizens abroad for the purpose of ratification of the NRI status of the applicant for different purposes. Essentially, a NRI certificate serves as a crucial document that allows NRIs to enjoy the benefits and privileges associated with their non-resident status in India. The Ministry has already issued instructions in this regard to Missions/ Posts abroad from time to time, in accordance with the Interim Order of the Hon'ble Supreme Court of India dated 22.08.2017 in the matter of Consortium of Deemed Universities in Karnataka & Anr. Vs UOI & Ors, and other extant provisions.

2. MAIN PURPOSES FOR ISSUE OF NRI CERTIFICATE

NRI Certificates are issued to Non-Resident Indians (NRIs) to validate their identity and status as individuals residing outside India. This certificate provides various benefits and facilitates several activities:

(i) **Financial transactions** like opening bank accounts in India, investing in real estate and other assets and accessing various financial services.

(ii) **Claiming of Taxation benefits** under the Double Taxation Avoidance Agreement (DTAA) to avoid paying taxes twice in India and their country of residence.

(iii) **Educational Benefits**, which include obtaining admission for family members in Indian universities under the NRI quota, and availing benefit of schemes like DASA (Direct Admission to Students Abroad) conducted by Ministry of Education.

Seats reserved in Educational Institutions under NRI quota also includes Overseas Citizens of India (OCI) and Persons of Indian Origin (PIO).

(iv) **Legal Matters** for providing proof of NRI status for legal purposes, such as property transactions or inheritance claims.

(v) **Government Benefits** like availing government schemes and services designed for NRIs.

3. ELIGIBILITY CRITERIA

- (i) The applicant must be an Indian national with a valid Indian passport.
- (ii) The applicant must have completed a period of stay of more than 182 days in the country of residence of the applicant.

3.1 ELIGIBILITY CRITERIA FOR AVAILING EDUCATIONAL BENEFIT

Criteria for admission of students under NRI quota are as follows:-

- (1) NRIs; or
- (2) Children of NRIs; or
- (3) Wards of NRIs.

‘Ward’ shall include only a ‘minor’ who is under the bonafide guardianship of a NRI. Evidence of bonafide guardianship must be produced before the Mission/ Post by such person. Simply showing that the guardian has looked after the student will not qualify relatives as guardians. An Affidavit to the effect must be produced before the Mission/ Post by such person.

It is clarified that the following categories of guardians who are not “bonafide guardians” as per the above definition will be excluded from the eligibility criteria for admission of students under NRI Quota:-

- (1) First degree relation of the student, including real brother and sister over and above the mother-father of the first degree relation, is NRI and residing abroad ordinarily; or
- (2) Nearest relation who considers such student as Ward, including, real brother and sister of father i.e. real uncle and aunt; real brother and sister of mother i.e. real maternal uncle and maternal aunt; father and mother of father i.e. grandfather and grandmother; father and mother of mother i.e. maternal grandfather and maternal grandmother and first degree maternal and paternal cousins.

4. APPLICATION PROCESS & DOCUMENTS REQUIRED

For the purpose of issuance of NRI Certificate, the applicant has to submit an application at the Indian Mission/ Post abroad with consular jurisdiction over the place of residence of the applicant, with the following documents:

- (i) A duly filled in application in prescribed proforma, along with two colour photos of the applicant;
- (ii) Original Indian passport and photocopy of pages of the Indian passport with visas/arrival/departure immigration stamps.

(iii) Original and a copy of Immigration Documents (PR Card, Landing Paper, Work Permit etc.) in respect of Indian passport holders.

(iv) Copy of Proof of Address in the country of residence including, inter alia, Driving License, Photo Identity issued by the local government, Utility Bills, etc.

(v) A letter detailing the purpose of requirement for the NRI Certificate

5. ACTION TAKEN BY THE MISSION/ POST

(i) Upon the receipt of application form, the Mission or Post will conduct a scrutiny of the application form and review the submitted documents to ensure they are complete and accurate.

(ii) A background check of the applicant may be conducted for verification of antecedents, wherever deemed necessary by Mission/ Post.

(iii) The application may be approved for issue of NRI certificate, once the issuing authority is satisfied of the genuineness of the application.

6. VALIDITY OF NRI CERTIFICATE

The NRI Certificates issued by Missions/ Posts will be valid for a period of one year. However, the validity of such certificates may be renewed upon production of proof of continued stay by the applicant in the country, subject to fulfillment of other conditions.

7. PROFORMA FOR NRI CERTIFICATE

A Proforma for issue of NRI Certificate is enclosed as **Annexure-A**. For OCIs being issued similar certificates as that of NRI, mentioning their OCI status (valid OCI Card with number), and without mentioning the reasons/ purpose of issue may be followed by Missions/ Posts.

7.1 Issuing of Certificates to OCI Card Holders for Educational Benefits

In such cases where similar certificates are being issued in favour of OCIs for availing of educational benefits in India, such certificates may be issued after verification of OCI Status and other details in **Annexure-B**. Passport No. and certification of period of stay may be removed, because of their irrelevance in case of PIOs/ OCIs.

Annexure-A

Template

Date-.....

NRI Certificate

This is to certify that Mr./Ms. (name) holder of Indian Passport No..... issued at(place of issuance) on(Month, date), 20... (year) is currently residing in(Country name) at.....(Address).

He/She may be extended all courtesies and facilities, as admissible to Non-Resident Indians (NRIs).

(Name)
(Consular Officer)

Annexure-B

Template

Date-.....

Certification of OCI Status

This is to certify that Mr./Ms. (name) holder of Indian OCI Card No..... issued at(place of issuance) on(Month, date), 20... (year) is currently residing in(Country name) at.....(Address).

He/She may be extended all courtesies and facilities, as admissible to Overseas Citizens of India (OCIs).

(Name)
(Consular Officer)