

# Apply for Un-sponsored Visa

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# 1 Introduction

This document describes the help content requirements for “Applying for Un-sponsored Visas” which will be used to educate the Un-sponsored user (Oman, GCC and Foreign National) to navigate through the apply process and/or to fill out the application form.

# 2 Intended Audience

The user must visit the ROP website to log in with their Username and Password.

The Username will be an email address which was initially used to register in the eVisa system and the password that was sent to the user’s email address during the registration process.

# 3 Logging in





To apply for a Un-sponsored visa online, you need to login with valid credentials.

You must provide your Username and Password in the fields and click on the “Login” button.

## 4 Home Screen

Figure 1 - Unsponsored User's Home Screen

The screenshot shows the eVisa portal for the Sultanate of Oman Royal Oman Police. The user is logged in as Deepak Singh. The page includes a navigation menu with links for About ROP, Services, Information, Multimedia, Career, Contact Us, and Other ROP sites. The sidebar contains several menu items, with 'Apply for a Visa' and 'Apply for Unsponsored Visa' highlighted. The main content area displays a table of visa applications.

Number	Application Number	Given Name(s)	Family Name	Visa Type	Status
1	10000000863	Michel	Clark	Tourist Visit Visa	Draft

Once logged in the user can click on the "Apply for a Visa" link and then click on the "Apply for Unsponsored Visa" link to apply for an Unsponsored Visa, as shown in the above screenshot. The user will be directed to the "Visa Eligibility Wizard" screen, where they need to answer a few questions to check to see which visa subtypes they are eligible for.

## 5 Visa Eligibility Wizard

There are two sets of questions that need to be answered depending on your Nationality Group.

### 5.1 Non GCC Resident

Figure 2 - Don't forget captions for all images

The screenshot displays the Sultanate of Oman Royal Oman Police eVisa portal. The main heading is "Visa Eligibility Wizard - Unsponsored Visas". Below the heading, there is a instruction: "Please answer the following questions as the visa applicant. Your answers will determine which visa types are available to you:". The form contains three questions:

1. Select Nationality as shown in Passport. Do you have a Diplomatic Passport?  
A dropdown menu shows "INDIA".
2. Select Purpose of Visit to Oman. ?  
A dropdown menu shows "TOURISM".
3. Are you resident in a GCC Country (Bahrain, Kuwait, Qatar, Saudi Arabia or UAE)?  
Radio buttons for "Yes" and "No" are present.

At the bottom of the form, there are "Clear" and "Next" buttons. The footer of the page includes "Copyright | Privacy Policy | Disclaimer | Contact Us | Sitemap" and logos for "eGovernment Portals GCC Countries" and "e.oman".

**Case 1:** When you are travelling to Oman and you are not a GCC Resident, you will need to answer the following questions:

1. Select Nationality... **As shown on the screen**

2. Your purpose of visit to Oman
3. If you are a resident of a GCC country – select “No” for this.

## 5.2 GCC Resident

Sultanate of Oman  
Royal Oman Police

eVisa  
الزيارة

Visa Eligibility Wizard - Un-sponsored Visas

Please answer the following questions as the visa applicant. Your answers will determine which visa types are available to you.

1. Select Nationality as shown in Passport. Do you have a Diplomatic Passport?

INDIA

2. Select Purpose of Visit to Oman.

TOURISM

3. Are you resident in a GCC Country (Bahrain, Kuwait, Qatar, Saudi Arabia or UAE)?

Yes  No

3a. Select GCC country of residence.

BAHRAIN

3b. There are certain visit visas available to residents of GCC Countries. Select which of these applies to you:

I am traveling to Oman with a GCC citizen (as my sponsor).

I am traveling to Oman with a foreign resident of GCC who has a valid visit visa for Oman.

I am traveling to Oman alone and my occupation is on the approved list (click [here](#) to see the list of occupations).

Other

Clear Next

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eGovernment Portal  
GCC Committee

e.oman

**Case 2:** When you are travelling to Oman and you are a GCC Resident, you would need to answer the following questions:

- Your nationality
- Your purpose of visit to Oman
- If you are a resident of a GCC country select “Yes” for this
- Select GCC country of residence
- Select the applicable companion scenario

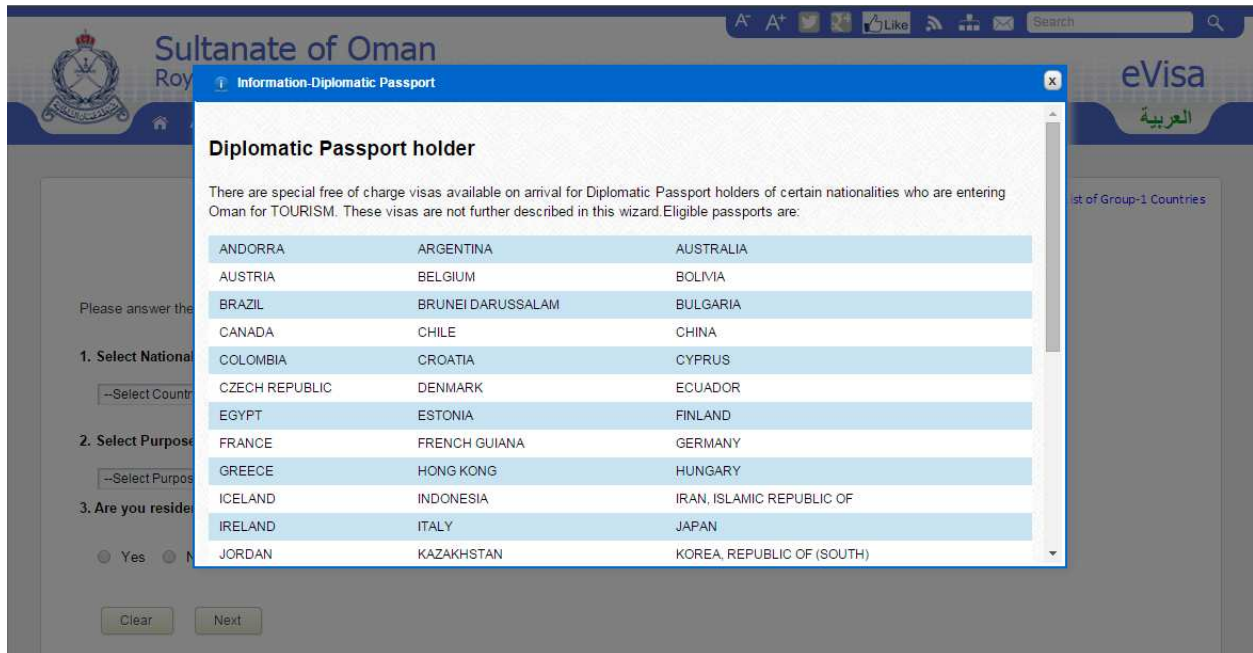
Once these questions are filled out, click “Next” to proceed further.

Hyperlinks:

List of Group-1 Countries: Displays the list of Group 1(G1) countries, who are eligible for an Un-sponsored visas.



Do you have a Diplomat passport? Displays a list of Nationalities for whom there is no visa application fee for Diplomat Passport holders.



### Button functionality

Button	Description
Clear	
Next	



## Visa Eligibility Wizard - Unsponsored Visas

Based on your selected options:

1. Select Nationality as shown in Passport	AUSTRALIA
2. Select Purpose of visit to Oman.	TOURISM
3. Are you resident in a GCC Country (Bahrain, Kuwait, Qatar, Saudi Arabia or UAE)?	No

[Start Again](#)

You are eligible for the following visa(s):

Visa Name	Visa Fee	Length of Stay	Description	How to Apply
26A Tourist Visit Visa	Omani Rials 5,000	10 days - 10 days	Visit to Oman (10 days) by a person who is a Group1 national. Click <a href="#">here</a> to see full conditions.	Apply online <a href="#">here</a>
26B Tourist Visit Visa	Omani Rials 20,000	30 days - 30 days	Visit to Oman (30 days) by a person who is a Group1 national. Click <a href="#">here</a> to see full conditions.	Apply online <a href="#">here</a>
20A Oman / Qatar Common Visa	Omani Rials 10,000	30 days - 30 days	Visit to Oman by a person who is on the list of eligible nationalities, and must travel first to Oman before travelling to Qatar. Click <a href="#">here</a> to see full conditions.	Can be obtained on arrival at an airport, seaport or land crossing in Oman.

Based on the answers entered by you in the previous screen, the eligibility wizard will display the results. The results will include the following information:

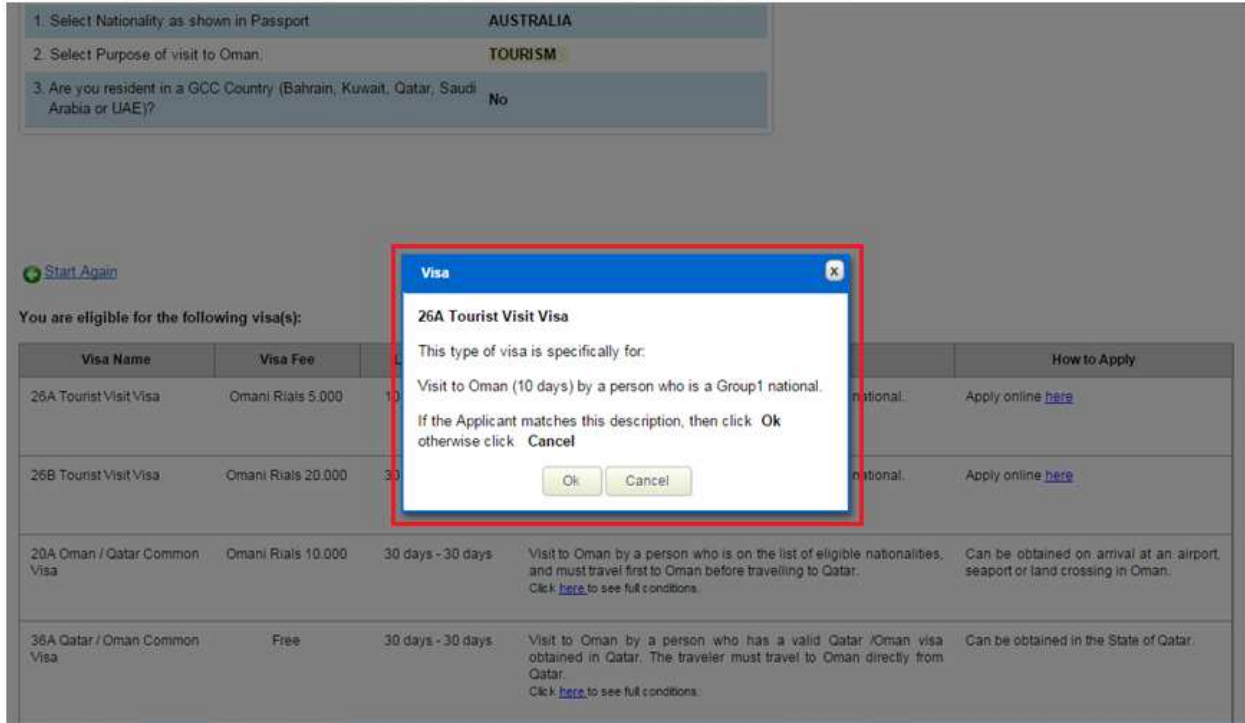
- Eligible Visa Subtypes
- Fee Details
- Duration of your stay
- Description of the Visa Subtype with the conditions pertaining to it

You can either:

- Click on the “Apply online [here](#)” hyperlink and proceed with filling out the visa application form online to process it.
- Search with different answers by clicking on the “Start Again” hyperlink on the search results page.

Hyperlinks:

Click [here](#) to see full conditions



To apply for a visa, click on the “Apply online [here](#)” hyperlink. A confirmation prompt will appear.

### Button Functionality

Buttons	Description
<b>Cancel</b>	To cancel the visa type selection and navigate to visa eligibility wizard result screen.
<b>OK</b>	Navigate to Passport details screen.

## 6 Passport Details

Visa type :26A Tourist Visit Visa  
Fields marked with \* are mandatory.

**Travel Document Details**

Nationality *	AUSTRALIA	Issuing State *	AUSTRALIA
Travel Document Number *	R56738492	Travel Document Type *	Passport
Issue Date *	20-05-2010	Expiry Date *	13-11-2022
Place of Issue *	Australia		

**Applicant Details**

Given Name(s) *	Michel	Family Name *	Clark
Gender *	Male	Date of Birth *	18-05-1987
Country of Birth *	AUSTRALIA	Place of Birth *	Australia

To proceed further with the visa application process, you need to enter your Travel Document Details and Applicant Details. Fields indicated with an asterisk are mandatory fields.

The following table describes the fields displayed:			Travel Document Details (Please enter the	
Sr.	Field Name	Description	Data Type	Max field length
1.	Nationality	Select the applicant's nationality.	Dropdown	List of Countries (A-Z order)
2.	Issuing State	Select the state where your travel document was issued.	Dropdown	List of Countries (A-Z order)
3.	Travel Document Number.	Travel document number. Exactly as stated on the travel document.	alpha-numeric	20
4.	Travel Document type	Select the travel document type.	Dropdown	N/A

The following table describes the fields displayed:		Travel Document Details (Please enter the		
Sr.	Field Name	Description	Data Type	Max field length
5.	Issue Date	<p>Travel document issue date.</p> <p>Exactly as stated on the travel document.</p> <p>The Issue Date must be before Expiry Date of the travel document.</p>	Text Box- Date Selector	Date format: DD-MM-YYYY
6.	Expiry Date	<p>Travel document expiry date.</p> <p>Exactly as stated on the travel document.</p> <p>The Expiry Date must not be before the Issue Date of the travel document.</p>	Text Box- Date Selector	Date format: DD/MM/YYYY
7.	Place of Issue	<p>The place where the travel document was issued.</p> <p>Exactly as stated on the travel document.</p>	alphabets (A-Z/a-z)	40
8.	Full Name (in Arabic)	<p>Applicant's name in Arabic.</p> <p>Exactly as stated on the travel document.</p> <p>Only for Arab League nationalities.</p>		

#### Button Functionality

Buttons	Description
<b>Cancel</b>	To cancel the current application and revert back to home screen.
<b>Clear</b>	To clear the filled in data on the form.
<b>Save and Exit</b>	To save the application and continue filling it out at a later stage.
<b>Next</b>	Navigate to additional details screen.

## 7 Additional Details

Depending on the visa subtype that you have chosen, you may need to fill in additional details. The “26A Tourist Visit Visa” is chosen as an example for the specific visa subtype. The purpose of the “26A Tourist Visit Visa” is to visit Oman (for up to 10 days) by a person who is a G1 national.

For the “26A Tourist Visit Visa”, the endorsee details are displayed, which can be filled in. The purpose of endorsee details is to keep track of how many children accompany the passenger. A maximum of 10 endorsees can be added.

After entering the “Additional Information” on the visa application, click on the “Next” button to proceed further.

Th	Field Name	Description	Data Type	Max field length
<b>Additional Details</b>				
1.	Previous Visa Number	Provide previous visa number details. (Optional)	Numeric	9
2.	Mother's First Name	Applicant’s mother’s first name	alphabets (A-Z/a-z)	20

Th	Field Name	Description	Data Type	Max field length
3.	Civil Number	Civil number as per applicant employment card.	Numeric	10
4.	Full Name	Full name in Arabic for Arab national.	alphabets (A-Z/a-z)	243
5.	Relationship	Provide details of relationship with the applicant.	Dropdown	
6.	Oman Visa Number	Provide Oman visa number, will be applicable if you have already got a visa. Applicable to specific countries.	Numeric	9
7.	GCC Occupation	Provide GCC occupation code, issued by Oman government.	Dropdown	10
8.	Nationality	Provide Accompany person Nationality.	Dropdown	

#### Endorsee Details

Sr.	Field Name	Description	Data Type	Max field length
1.	Given Name(s)	First name of the endorsee.	alphabets (A-Z/a-z)	80
2.	Family Name	Last name of the endorsee.	alphabets (A-Z/a-z)	40
3.	Date of Birth	Date of birth of the endorsee.	Text Box- Date Selector	Date format: DD/MM/YYYY
4.	Gender	Gender of the endorsee.	Drop-Down	Values in the field: Male & Female
5.	Relationship	Relationship with the applicant.	Dropdown	
6.	Country of Birth	Endorsee's country of birth.	Dropdown	List of Countries (A-Z order)

#### Button Functionality:

Buttons	Description
<b>Cancel</b>	To cancel the current application and revert back to home screen.
<b>Clear</b>	To clear the filled in data on the form.
<b>Back</b>	To go back to travel document details screen.
<b>Save and Exit</b>	To save the application and continue filling it out at a later stage.
<b>Next</b>	Navigate to required documents screen.

## 8 Save and Exit screen

The screenshot displays the 'Save and Exit' screen of the Sultanate of Oman eVisa portal. At the top, the header includes the Royal Oman Police logo and the text 'Sultanate of Oman Royal Oman Police'. A navigation menu contains links for 'About ROP', 'Services', 'Information', 'Multimedia', 'Career', 'Contact Us', and 'Other ROP sites'. The user is identified as 'Deepak Singh' and the date is '15-07-2015'. A red-bordered box highlights a confirmation message: 'You visa application has been saved. Submit the visa application by 30-07-2015.' Below this, the application number is '10000000863'. A table lists the application details:

Given Name(s)	Michel	Nationality	AUSTRALIA
Gender	Male	Country of Birth	AUSTRALIA
Family Name	Clark	Travel Document Number	R56738492
Date of Birth	18-05-1987	Expiry Date	13-11-2022

A 'Home' button is located at the bottom right of the main content area. The footer contains links for 'Copyright', 'Privacy Policy', 'Disclaimer', 'Contact Us', and 'Sitemap', along with logos for 'eGovernment Portals', 'GCC Countries', and 'e.oman'.

Visa applications can be saved at the "Travel Document", "Additional Details", "Required Documents" or "Confirm Application Details" screens with details provided by clicking on the "Save and Exit" button.

For example, if the visa application is saved at "Additional Details" screen then the Travel Document Details and any Additional Details of the visa application will be saved.

You can re-submit the visa application within the predefined tenure period, while re-submission of a visa application you can edit already provided details with documents if required.

If you exceed the submission tenure period the visa application will be deleted and you have to fill a new visa application.

Once clicked on "Save and Exit" button the system should display the save and exit screen which displays the visa application number, personal details and a confirmation message. i.e. "Your visa application has been saved. Submit the application date by 30-07-2015".

Button Functionality

Buttons	Description
Home	Navigate to login user home screen.

## 9 Attachments

Visa Type : 26A Tourist Visit Visa

**Applicant Details**

Given Name(s)	Michel	Nationality	AUSTRALIA
Gender	Male	Family Name	Clark
Travel Document Number	R56738492	Date of Birth	18-05-1987

**Required Documents**

Number	Required Document	File Name	File Size	Delete	
1	Photo of applicant <input type="button" value="Browse"/>	Photo.png	106 KB	<input type="button" value="Delete"/>	<input type="button" value="Refresh"/>
2	Passport copy (applicant) <input type="button" value="Browse"/>	Passport.jpg	217 KB	<input type="button" value="Delete"/>	<input type="button" value="Refresh"/>

**Optional Documents**

Number	Optional Documents	File Name	File Size	Delete	
1	Optional Document <input type="button" value="Browse"/>				
2	Optional Document <input type="button" value="Browse"/>				
3	Optional Document <input type="button" value="Browse"/>				

For any visa subtype that is selected, a set of documents are required in order to process the visa application. There is an section that is pre-filled with the Required Documents based on the visa subtype, and another section for Optional Documents.

Note that there is a defined limit of 512 KB for the each attachment and the system will only accept the attachments if they adhere to this size limit.

Ensure that the following are also complied with:

- When attaching photos: only .jpeg, .jpg, .tiff and .png formats are allowed.
- When attaching other documents: only .jpeg, .jpg, .tiff, .png and .pdf formats are allowed.

Buttons Functionality:




When uploading the required documents for a visa application, user can use following button functionalities for navigation purposes.

Buttons	Description
Cancel	To cancel the current application and revert back to home screen.
Back	To go back to additional details screen.
Save and Exit	To save the application and continue filling it out at a later stage.
Next	Navigate to required documents screen.
Browse	To browse and upload the attachment from your computer/device.


If required a user can delete an attachment by clicking on "Delete" icon. Certain visa application should be sighted by vetting officer, for those documents an "eye" icon will be displayed next to it.

## 1. Confirm Applicant Details


User : Dharmendra Jampana Help | Date : 26-05-2015 | 

Apply for a Visa > Travel Document Details > Additional Details > Required Documents > **Confirm Applicant Details** > Application Summary > Submission Summary

Visa type : 26A Tourist Visit Visa  
Please confirm all details before submitting the application.

Applicant Details
Edit


Given Name(s)	Michel	Gender	Male
Country of Birth	AUSTRALIA	Travel Document Number	R56738492
Travel Document Type	Passport	Issuing State	AUSTRALIA
Place of Issue	Australia	Family Name	Clark
Date of Birth	18-05-1987	Place of Birth	Australia
Nationality	AUSTRALIA	Issue Date	20-05-2010
Expiry Date	13-11-2022		

Additional Details
Edit


The screenshot shows a form titled "Required Documents" with an "Edit" button in the top right corner. The form contains two tables. The first table, "Required Documents", lists two items: a photo of the applicant (106 KB) and a passport copy (217 KB). The second table, "Optional Documents", lists three empty rows for optional documents. At the bottom right, there are three buttons: "Cancel", "Save and Exit", and "Next".

Number	Required Document	File Name	File Size
1	Photo of applicant	Photo.png	106 KB
2	Passport copy (applicant)	Passport.jpg	217 KB

Number	Optional Documents	File Name	File Size
1	Optional Document		
2	Optional Document		
3	Optional Document		

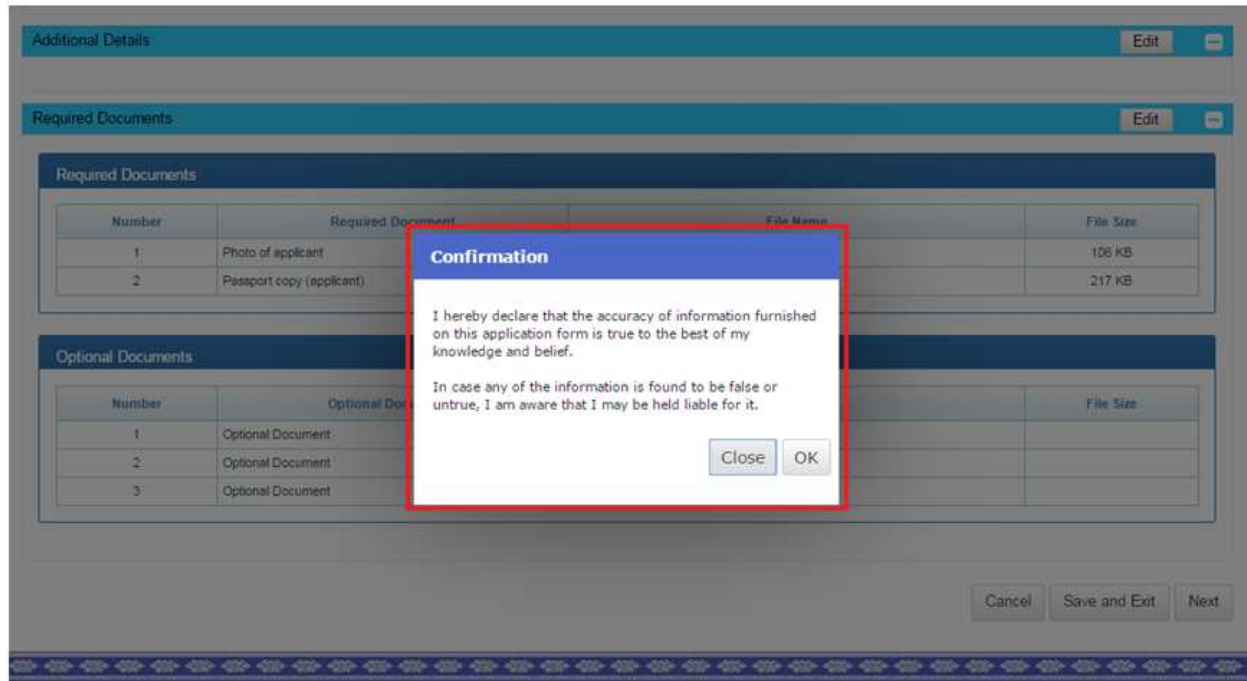
After attaching the relevant documents, you need to confirm the applicant details to ensure that all the details included are correct. After reviewing the details, you need to click on the “Next” button to proceed further.

If you wish to edit any of the fields, there is an “Edit” button for additional details and required documents section. Once clicked on "Edit" button, you should be navigate to particular page and once edited the information you can follow the basic flow of the visa application.

#### Button Functionality

Buttons	Description
<b>Cancel</b>	To cancel the current application and revert back to home screen.
<b>Save and Exit</b>	To save the application and continue filling it out at a later stage.
<b>Next</b>	Navigate to application confirmation screen.

## 10 Application confirmation pop-up



After clicking on the “Next” button, a confirmation prompt will appear where you need to click on the “OK” button to proceed further.

### Button Functionality

Buttons	Description
Close	To cancel the visa application confirmation pop-up and navigate to application confirmation screen.
OK	Navigate to application summary screen.

## 11 Application summary

Sultanate of Oman  
Royal Oman Police

eVisa

User : Dharmendra Jampana Help Date : 26-05-2015

Apply for a Visa > Travel Document Details > Additional Details > Required Documents > Confirm Applicant Details > **Application Summary** > Submission Summary

### Application Summary and Payment

No	Given Name(s)	Family Name	Visa Type	Visa Fee	Transaction Fee	Fines
<input checked="" type="checkbox"/> 1	Michel	Clark	25A Tourist Visit Visa	5,000	0,000	0,000
<b>Total</b>				OMR 5,000		

Grand Total: OMR 5,000

Cancel Add New Application **Submit and Pay**

After the confirmation prompt, you will be directed to the application and visa fee summary page. By selecting the check box for the application that you wish to process, the “Submit and Pay” button will be activated.

You will also be able to view the total amount that is due for payment to process the application. Clicking on the “Submit and Pay” will direct you to the payment gateway if required.

### Fees Description:

**Visa Fee:** Fee required for a sponsored/unsponsored visa.

**Transaction Fee:** Fee required for particular transaction ex. Apply for visa, Renew visa etc.

**Fines:** It includes late fee, overstay and ministries fines.

### Buttons Functionality

When viewing the application summary section, you can use the following button functionalities for navigational purposes.

Buttons	Description
Cancel	To cancel the current application and revert back to home screen.
Submit and	To make visa application payment.

<b>Pay</b>	
<b>Add New Application</b>	To add another application. When this button is clicked, you will be navigated to sponsor selection screen and rest of the process is similar to apply for a visa. Refer to "Add New Application" screen.

## 12 Add New Application screen

The screenshot displays the 'Add New Application' dialog box over the 'Applications and Visa Fee Summary' screen. The dialog box contains the following text:

**Add New Application**

If the new visa application is for exactly the same type of visa (Nationality, Purpose of visit, Residency in GCC are the same), Click on **Copy Previous** .

If the new visa application is for a person where any of these answers are different (Nationality, Purpose of visit, Residency in GCC), Click on **Check Eligibility** .

**Note :** Cancelling this application will also cancel all draft applications.

Buttons: [Copy Previous](#) [Check Eligibility](#) [Close](#)

The background screen shows the 'Applications and Visa Fee Summary' section with a table of applications and a fee summary table.

Number	Given Name(s)	Fam	Transaction Fee	Fine	Edit	
1	SAI		0.000	0.000	Edit	

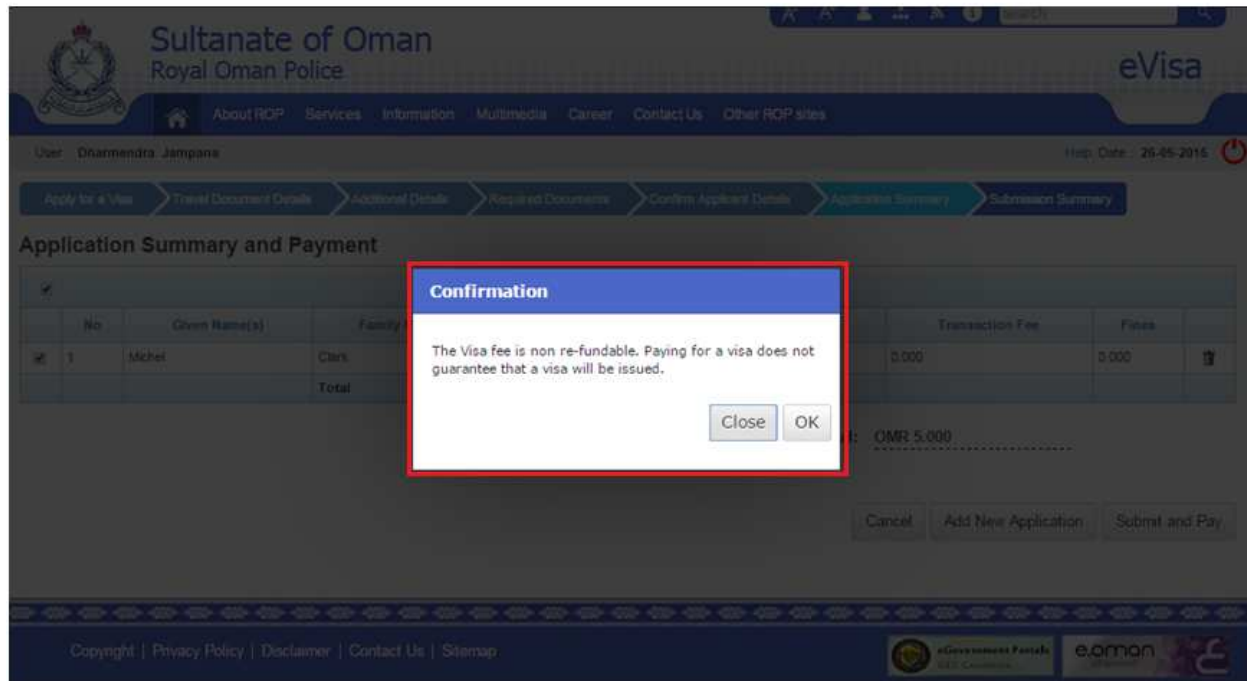
At this stage, it is possible to add multiple applications.

### Button Functionality

Buttons	Description
<b>Copy Previous</b>	Use this button if the new applicant has the same criteria of the original visa application (Nationality, Purpose of Visit and Residency in GCC).
<b>Check Eligibility</b>	Use this button if the applicant has a different criterion when compared to the original visa application.
<b>Close</b>	Use this button if no applicant needs to be added.

## 13 Submit and Pay

To submit the current visa application and to proceed for payment.



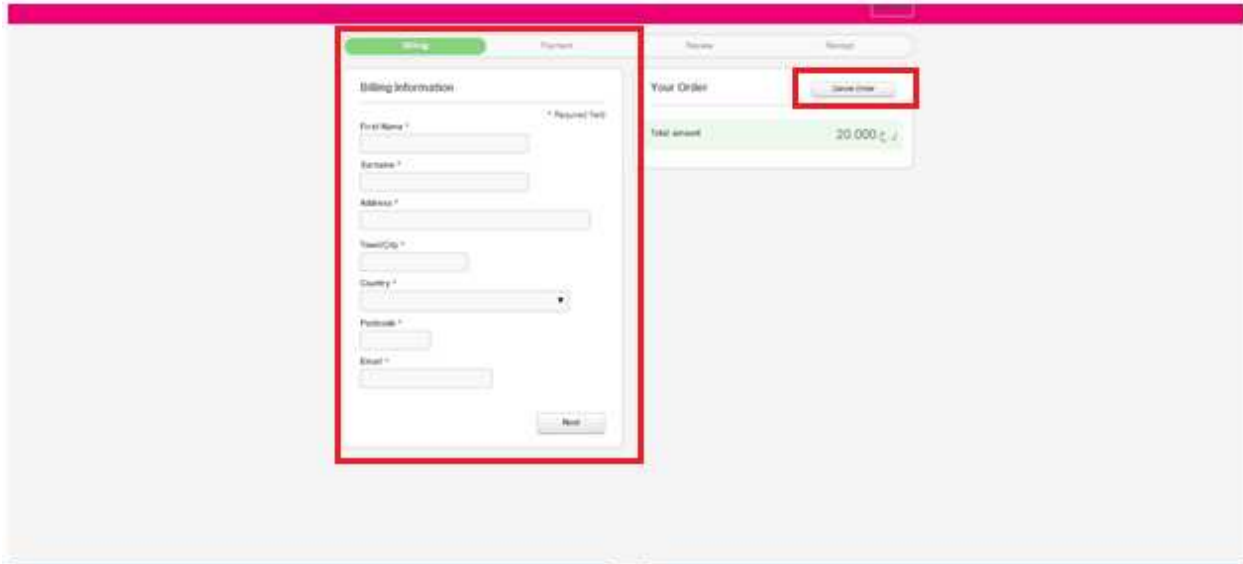
After clicking on “Submit”, you will receive a confirmation message “The Visa fee is non-refundable. Paying for a visa does not guaranteed that a visa will be issued. ” where you need to click on “OK” to proceed to the payment gateway. You can also click on “Close” to go back to the application and visa fee summary page.

### Button Functionality

Buttons	Description
Close	To cancel the payment confirmation pop-up and navigate to submit and pay screen.
OK	Navigate to cardholder details screen.

## 14 Payment gateway process flow

### 14.1 Cardholder Details



The screenshot displays a payment gateway interface. On the left, a 'Billing Information' form is highlighted with a red border. The form includes fields for 'First Name \*', 'Surname \*', 'Address \*', 'Town/City \*', 'Country \*' (a dropdown menu), 'Postcode \*', and 'Email \*'. A 'Next' button is located at the bottom right of the form. On the right, a 'Your Order' summary is shown, featuring a 'Cancel Order' button highlighted with a red border and a 'Total amount' of '20,000 €'.

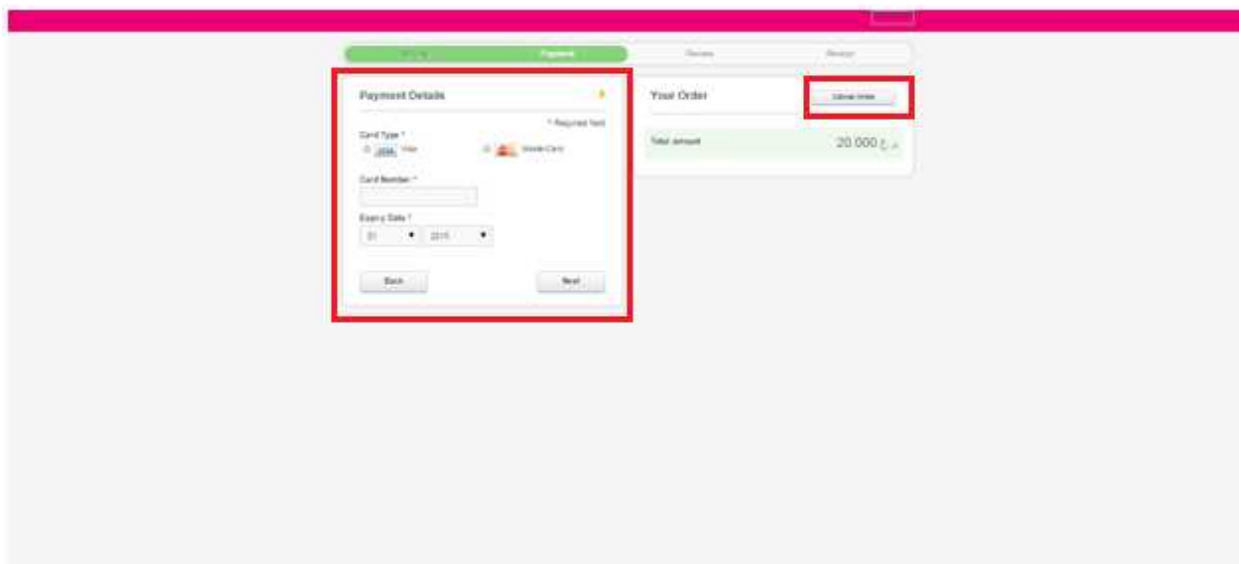
Enter the details in the fields and click on the “Next” button to proceed further. You can also click on the “Cancel Order” button as shown above. This will save your application and you can make the payment at a later stage by clicking on the “Re-payment” button, which is shown in the screenshot below.

#### Button Functionality

Buttons	Description
Cancel Order	To cancel the payment and navigate to submission summary screen.
Next	Navigate to card details screen.



## 14.2 Card details



Enter the card details for the payment and click on the "Next" button.

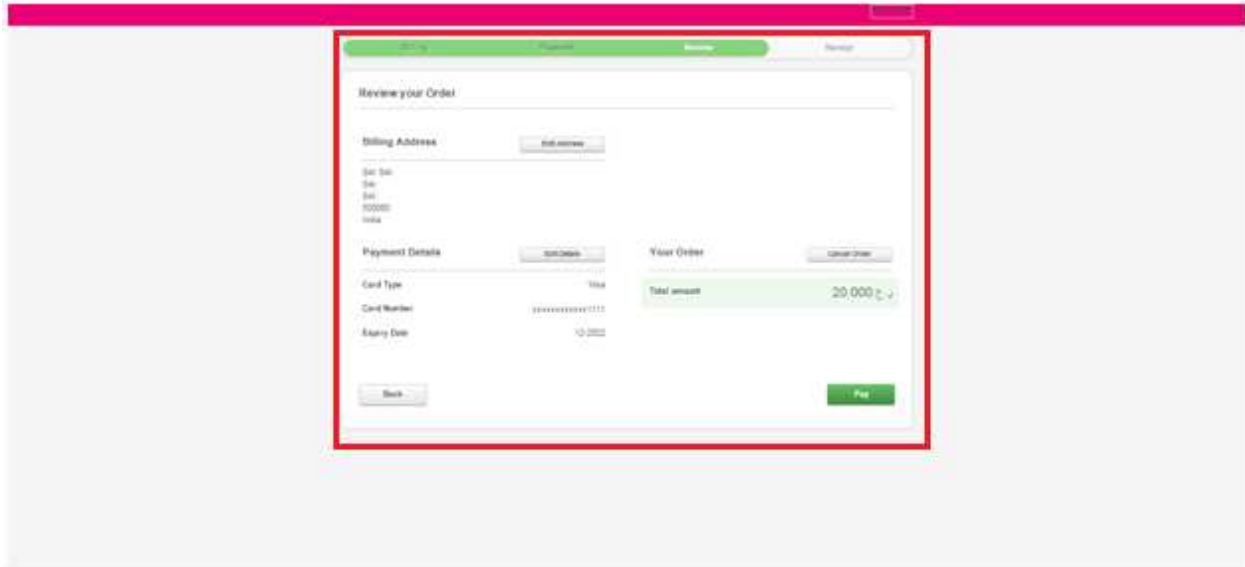
### Button Functionality

Buttons	Description
<b>Cancel Order</b>	To cancel the payment and navigate to submission summary screen.



<b>Next</b>	Proceed to payment confirmation screen.
<b>Back</b>	Navigate to user details screen.

## 14.3 Card details Confirmation



Click on the “Pay” button for the transaction to take place. After the payment is made, you will be directed to the Submission summary page.

### Button Functionality

Buttons	Description
<b>Cancel Order</b>	To cancel the payment and navigate to submission summary screen.
<b>Next</b>	Proceed to payment confirmation screen.
<b>Back</b>	Navigate to card details screen.
<b>Edit Address</b>	Navigates to cardholder details screen to edit address details if required.
<b>Edit Details</b>	Navigates to card details screen to edit details if required.

## 15 Submission summary

The screenshot displays the 'Submission Summary' page of the Sultanate of Oman's eVisa system. The page header includes the Royal Oman Police logo and the 'eVisa' branding. A navigation bar shows the current step: 'Submission Summary'. Below the navigation, a message states 'Your application has been received.' A table provides application details, and a 'Home' button is visible in the bottom right corner.

Number	Given Name(s)	Family Name	Visa Type	Application Number	Application Status	
1	Michel	Clark	26A Tourist Visit Visa	APP3944	Submitted	

A payment transaction reference number will be displayed, once payment is successfully made. The screen also provides an option to download the payment receipt, which covers the Payment, travel document, and personal details.

A confirmation email with payment receipt and SMS will be sent to the register email address and phone number.

At this stage your visa application is submitted for vetting, once visa application is either approved, rejected or request for more information you will be notified through email and SMS.

The displayed fields need to be explained.

### Button Functionality

Buttons	Description
Home	Navigate to login user home screen.

## 16 Payment receipt



Payment Reference Number	T1432633403995	الرقم المرجعي لعملية الدفع
Amount Paid	OMR 5.000	المبلغ المدفوع
Date Paid	26-05-2015	تاريخ الدفع

Visa Type	26A Tourist Visit Visa تأشيرة زيارة سياحية لمدة 10 أيام 26A VISIT	نوع التأشيرة
Visa Number	APP3944	عدد التأشيرات
Family Name	Clark	اسم العائلة
Given Name(s)	Michel	الاسم
Travel Document Number	R56738492	السفر نوع الوثيقة
Nationality	AUSTRALIA استراليا	الجنسية
Passport Expiry Date	13-11-2022	تاريخ انتهاء جواز السفر
Gender	Male ذكر	الجنس

### IMPORTANT NOTES :

- Visa application fee is non-refundable, and paying for a visa does not guarantee that the visa will be issued.
- Possession of a valid visa does not guarantee that the traveler will be granted entry to Oman. Entry to Oman is at the discretion of the Royal Oman Police officer at the port of entry.

### ملاحظات مهمة:

- رسوم استخراج التأشيرة غير قابلة للاسترجاع، الدفع للحصول على التأشيرة لا يضمن إصدار التأشيرة.
- لسياسة المنفذ عدم السماح للأجنبي الحاصل على تأشيرة بدخول البلاد إذا كانت هناك مبررات تقتضيها المصلحة العامة.

-----EOD-----