

HOW TO APPLY FOR NEW VISA

Once you have registered on the Tashel system and obtained your username and password you can login to the system to apply for visa/permit. Following is a step by step guide to apply for visa/permit

1. Login to Tashel system with your Username and Password

Register New User

You can register as a **hotel** or a **tour operator**. We will send you a confirmation email regarding your account status.

[Tour Operator](#) [Hotel](#)

User Login

Logged out successfully!

Username/Email

Password

[I forgot my password](#)

Remember Me [Login](#)

Registration Information

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[Contact Information](#)

News & Notices

We are pleased to inform all tour operators and other stakeholders that the **New Tashel Online Visa System**, which has been under the testing phase for the last two months, has been fully completed and successful. Therefore, we would like to notify all concerned that the Tashel Online System will be implemented from January, 2016 for actual generation of tourist visas.

To this effect, we would like to request all tour operators to kindly fill in accurate details with proper guest photos for your online visa applications.

Please bear in mind that once the requested online visas are issued by the Department of Immigration, the changes can only be incorporated through a cancellation process.

We would like to once again thank all tour operators for your continued support, co-operation and the patience rendered during the testing phase.

2. After logging in, click on “New Application” menu located on the left hand menu bar as circled in the image below

Tashel Visa Online

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Dashboard

New Application

International Visas

Regional Permits

Search Visa

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Welcome Tourism

Message / Notices

Notification

This is to inform all tour operators that TCB is going to implement the new Tashel system with effect from 1st December

27th Nov 2015, 02:58:34 PM

Latest Visa Applications

Id	Date Created	Group Name	Group Type	Pax	Nights	Tourist Type	Entry Type	Entry Date	Exit Date	Status	Action
101	3 weeks ago	Test1	Regional Tourist	0	1	Ordinary	Single	23/03/2016	24/03/2016	New	View
97	4 weeks ago	SKinn	Regional Tourist	0	1	Ordinary	Single	05/03/2016	06/03/2016	New	View
92	1 month ago	regional	Regional Tourist	3	7	Ordinary	Single	16/03/2016	23/03/2016	Endorsed	View
91	1 month ago	tash_test1	International Tourist	1	2	Ordinary	Single	04/04/2016	06/04/2016	Endorsed	View

3. Click on the appropriate button in the next page depending on whether you are applying visa for international tourist or permit for regional tourist as marked in the image below

Tashel Visa Online

Home > New Visa

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New Visa Application

✓ Visa application requirements

Before applying for visa, make sure you have all the required documents.

- Name, Address and Passport details of every individuals in the Group.
- Clear and visible scanned copies of passport/documents.
- Hotel or Camp details.
- Tour Itinerary for the group.

? How to apply for New Visa ?

Click on the appropriate button below after you have read and understood this page.

- Make sure to click on "Add", "Save" or "Save and Continue" buttons on each forms.
- If you make a mistake, you can always go back to "All Applications" and edit.
- Submitted Application cannot be edited or deleted until "Cancelled".
- Contact TFS for assistance if you need any information.

Apply for International Tourist Visa

Apply for Regional Permit

4. Next, fill up the group application form (Below image) and then click "Save Group" button

Tashel Visa Online

Home > New Visa > International Visa

Dashboard

New Application

International Visas

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Search Visa

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New : International Visa

International Visa Visa Details

Group Name

Tourist Type

EntryDate

ExitDate

Guide Name

Guide License No

Tourist Agent

+ Save Group

- Next, fill up the itinerary form (Below Image) as per the itinerary of your group and then click on “Add Activity” button. *Note: Select appropriate Activity, Dzongkhag and hotel/camp from drop down menus.*

Add Activity : Tashi Guide Test

Group Added Successfully! Please Add Activities!

Date	Activity	Sub Activity	Dzongkhag	Hotel	Camp	Park
2016-04-12	Select Activity	Select SubActivity	Select Dzongkhag	Select Hotel All Hotels	Select Camp	Select Park
2016-04-13	Select Activity	Select SubActivity	Select Dzongkhag	Select Hotel All Hotels	Select Camp	Select Park

+ Add Activity View Group

- Next, click on the “Add Individual” button as marked in the image below to add individual traveler/s in the group

View Group : Tashi Guide Test

Activity Added Successfully!

Group Name	Tashi Guide Test
Group Type	International Tourist
Total Pax	0
Tourist Type	Ordinary
Entry Date	12/04/2016
Exit Date	14/04/2016
Total Nights	2 Nights
Tourist Source	Direct

+Add Individual +Add Subgroup +Add Group Delete

Group Status	New	Status History
Status Date	6 minutes ago	

Submit this Application

Day	Date	Activity	SubActivity	Dzongkhag	Hotel	Camp	Park
Day 1	12/04/2016	Cultural	Cultural sight seeing	Thimphu	Taj Tashi	-	-
Day 2	13/04/2016	Cultural	Cultural sight seeing	Thimphu	Taj Tashi	-	-

7. Next, add individual information of your tourist/s through the individual details form (Below Image). *Note: You have to add all individuals in the group one after another. You also have to add the entry/exit flight and sector of each individual and upload their genuine passport copies or travel documents. Passport copies/travel documents should be clear and visible.*

Individual Details

First Name

Last Name

Date of Birth DD MM YYYY

Sex Male Female

Nationality

Country of Residence

City

Is a Student Yes No

Number of times visited Bhutan

Entry Details

Type	Date	Mode	Sector	Flight
Entry	12/04/2016	<input type="text" value="Select Mode"/>	<input type="text" value="Select Entry Sector"/>	<input type="text" value="Select Entry Flight"/>
Exit	14/04/2016	<input type="text" value="Select Mode"/>	<input type="text" value="Select Exit Sector"/>	<input type="text" value="Select Exit Flight"/>

Passport/Document Details

Passport/Document Images

Passport/Document No

Document Type

Issue Date DD MM YYYY

Expiry Date DD MM YYYY

Country of Issue

Once the form is completed click on “Save Individual” button

8. Next you will be taken to completed application form. If you have more individuals in the group repeat through Step 6 (Above) until all individuals are added.

9. Once all individuals are added please check for any errors in your application. After your verification click on “Submit this Application” button as marked in the below image to submit your visa/permit application.

The screenshot shows the 'Individual Added Successfully!' page. The 'Group Information' section displays the following details:

Group Name	Tashi Guide Test
Group Type	International Tourist
Total Pax	1
Tourist Type	Ordinary
Entry Date	12/04/2016
Exit Date	14/04/2016
Total Nights	2 Nights
Tourist Source	Direct

The 'Application Status' section shows:

Group Status	New	Status History
Status Date	32 minutes ago	

A blue button labeled 'Submit this Application' is circled in red in the Application Status section.

Below the group information, there is a table for 'Individual Details':

SI	Photo	Name	Nationality	Passport No	Passport Valid Till	Sector	Progress	Action
1		Brad Pitt	American	TT839303	05/05/2020	Bangkok - Paris Paris - Bombay	<div style="width: 100%; height: 10px; background-color: green;"></div>	

The 'Activity Details' section shows a table with columns: Day, Date, Activity, SubActivity, Dzongkhag, Hotel, Camp, and Park.

Day	Date	Activity	SubActivity	Dzongkhag	Hotel	Camp	Park
Day 1	12/04/2016	Cultural	Cultural sight seeing	Thimphu	Taj Tashi	-	-
Day 2	13/04/2016	Cultural	Cultural sight seeing	Thimphu	Taj Tashi	-	-

Tashi Visa Online © 2016

Note: Once you have submitted the application, you cannot make any changes in the application. If you want to change or cancel the application, you can do so through cancellation process. Your application can be cancelled by clicking on the “Cancellation Request” button as shown in the image below.

The screenshot shows the 'View Group : Tashi Guide Test' page. The 'Group Information' section displays the same details as the previous screenshot.

The 'Application Status' section shows:

Group Status	Submitted	Status History
Status Date	1 second ago	

A grey button labeled 'Cancellation Request' is circled in red in the Application Status section.

Below the group information, there is a table for 'Individual Details':

SI	Photo	Name	Nationality	Passport No	Passport Valid Till	Sector	Visa Status	Visa Number	Remarks	Progress	Action
1		Brad Pitt	American	TT839303	05/05/2020	Bangkok - Paris Paris - Bombay	New	-		<div style="width: 100%; height: 10px; background-color: green;"></div>	

The 'Activity Details' section shows the same table as the previous screenshot.

