



नेपाल सरकार  
गृह मन्त्रालय  
**अध्यागमन विभाग**  
(..... शाखा)  
२०४६

फोन: ४४२९६५९  
४४२९६६०  
४४३३९३४  
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फ्याक्स: ४४३३९३५

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**विदेशी नागरिक व्यवस्थापन सूचना प्रणाली (Foreign Nationals  
Management Information System) लागू गर्ने सम्बन्धी**

**अत्यन्त जरुरी सूचना**

मिति: २०८२।८।११

अध्यागमन ऐन, २०४९ र नियमावली, २०५१ अनुसार नेपालभित्र विदेशीहरूको प्रवेश, उपस्थिति र प्रस्थानलाई नियमन एवम् नेपाली नागरिकहरूको प्रस्थान र आगमनलाई व्यवस्थापन गर्नु अध्यागमन प्रशासनको प्रमुख कार्य हो। अध्यागमन नियमन, यात्रुहरूको स्वतन्त्र र सुरक्षित आवागमन एवम् पर्यटन प्रवर्द्धनकाबीच कुशल संयोजन कायम गरी राष्ट्रिय सुरक्षा र सुशासन प्रवर्द्धन गर्ने दिशामा अध्यागमन विभागले कार्य गरिरहेको छ। मुलुकको अन्तराष्ट्रिय प्रतिष्ठा र राष्ट्रिय सम्मानको अभिवृद्धि, पर्यटन प्रवर्द्धन र वैदेशिक लगानी प्रवर्द्धनका लागि मुलुकभित्र हुने सबै आवागमन र गतिविधिहरू राज्यको जानकारीमा रहनु पर्दछ।

नेपाल पक्ष राष्ट्र भएका धेरै अन्तराष्ट्रिय कानून र प्रबन्धहरूले सबै सदस्य राष्ट्रहरूलाई अध्यागमनसम्बन्धी अभिलेख व्यवस्थापन गर्ने दायित्व सिर्जना गरेका छन्। यस्ता अन्तराष्ट्रिय दायित्व र प्रतिबद्धताहरूप्रति पूर्ण प्रतिबद्धता प्रकट गर्दै विभागले नेपाल भ्रमण गर्ने विदेशी नागरिकहरूको सुरक्षा, सूचनामा सहजीकरण, सम्भावित अपराध नियन्त्रण र नेपालको पर्यटन प्रवर्द्धनमा सहयोग गर्ने उद्देश्यले विदेशी नागरिक व्यवस्थापन सूचना प्रणाली (Foreign Nationals Management Information System) को विकास गरेको छ। उक्त प्रणाली २०८२ असोज १ देखि लागू गर्ने गरी कार्य योजना तयार पारिएकोमा मुलुकमा विकसित पछिल्लो घटनाक्रमका कारण कार्यान्वयन हुन नसकेको हुँदा वि.सं. २०८२ पुष १७ (सन् २०२६ जनवरी १) देखि अनिवार्य रूपमा कार्यान्वयन गर्ने तयारी गरिएको छ।

यस प्रणालीको कार्यान्वयन मार्फत् नेपाल प्रवेश गर्ने विदेशी नागरिकहरूको बसाई तथा उनीहरूको गतिविधिसम्बन्धी व्यवस्थित अभिलेख राख्ने र आपतकालीन अवस्थामा खोज, उद्धार तथा सुरक्षा सुनिश्चित गर्न सहज हुने विश्वास लिइएको छ। यसका साथै सुरक्षा निकाय, पर्यटन व्यवसायी तथा सरोकारवाला अन्य निकायहरूबीच सूचना आदानप्रदानको प्रक्रियालाई सरल र प्रभावकारी बनाई पर्यटन क्षेत्रको सुरक्षित र व्यवस्थित विकासमा सहयोग पुग्ने अपेक्षा समेत गरिएको छ।



नेपाल सरकार

गृह मन्त्रालय

# अध्यागमन विभाग

अध्यागमन विभाग

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mail22doi@gmail.com

यस प्रणालीलाई पहिलो चरणमा वि. सं. २०८२ पुष १७ (सन् २०२६ जनवरी १) गतेदेखि काठमाडौं उपत्यकाभित्रका तारे होटलहरूमा अनिवार्य रूपमा लागू गरिनेछ। दोस्रो चरणमा वि. सं. २०८२ फागुन १७ (सन् २०२६ मार्च १) देखि देशभित्रका सबै तारे होटल, विमान कम्पनी, टुर्स एण्ड ट्राभल्स कम्पनी, मनी एक्सचेञ्जरहरूमा र क्रमशः सबै प्रकारका होटल, गेष्ट हाउस र अन्य सार्वजनिक तथा निजी संस्थाबाट प्रवाह हुने सेवामा लागू गरिनेछ।

तसर्थ: विदेशी नागरिकहरूलाई सेवा प्रवाह गर्ने सबै सार्वजनिक संस्था एवम् निजी कम्पनीहरूलाई यस प्रणालीमा अनिवार्य रूपमा आबद्ध हुन अनुरोध गरिन्छ। उक्त प्रणालीमा दर्ता हुने प्रक्रिया र Manual यस विभागको वेबसाईट <https://www.immigration.gov.np> मा हेर्न सकिनेछ। यस सम्बन्धी थप जानकारी आवश्यक भएमा विभागको सूचना प्रविधि शाखा वा विभागका कम्प्युटर ईञ्जिनियर श्री सन्तोष कुमार शाह (मोबाईल नं +९७७ ९७६९४२३६३७) लाई सम्पर्क गर्न सकिनेछ।

उक्त प्रणालीको कार्यान्वयन सम्बन्धमा अनुगमन गर्न ७७ वटै जिल्लाका जिल्ला अनुगमन समितिहरूलाई पत्राचार गरिसकिएकोले सम्बन्धित जिल्ला प्रशासन कार्यालयमार्फत् नियमित रूपमा अनुगमन हुने व्यहोरा समेत जानकारी गराइएको छ।

( टीकाराम ढकाल )

प्रवक्ता/निर्देशक

# User Manual For Foreign Nationals Management Information System



Government of Nepal  
Department of Immigration (DoI)  
Kalikasthan, Kathmandu

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## 1. Introduction

The NepaliPort Traveller / Foreign National Management Module is a digital platform designed to strengthen immigration oversight, improve tourism data analytics, and streamline communication between service providers (such as hotels, travel agencies, and transport operators) and foreign travelers.

The system uses QR code scanning, mobile-app authentication, and real-time updates to simplify immigration procedures and support effective foreign-national management.

This manual provides step-by-step guidance for:

- Service Providers (Hotels, Travel Agencies, Transport Operators)
- Foreign Nationals / Travellers using the Department of Immigration (DOI) Mobile App.
- Administrators managing the system

## 2. Service Provider Registration & QR Code Management

This section describes how service providers can register, get approval, and generate QR codes for use in the system.

### 2.1 Registration Process

#### 1. Access the Registration Portal

- Visit the NepaliPort web portal: <https://nepaliport-new.immigration.gov.np>
- Click **Service Provider**.
- Click **Apply For Registration**.

 **Department of Immigration, Nepal**  
Available Services

 <b>Visa On Arrival</b> Apply for Visa at Terminal after arriving in Nepal	 <b>Visa From Nepalese Mission</b> Apply for Visa at Embassy/Mission/Consulate	 <b>Electronic Travel Authorization</b> Apply for ETA online before arriving in Nepal	 <b>Visa Extension</b> Extend the current visa
 <b>Visa Conversion</b> Convert one type of Visa to another	 <b>Visa Transfer</b> Transfer visa to another passport,Id,etc.	 <b>Entry Visa</b> Apply for Entry Tourist Visa	 <b>Visa Plan Upgrade</b> Upgrade visa plan to SRE/MRE
 <b>Arrival/Departure Certification</b> Certify for Arrival/Departure	 <b>Non Visa Arrival/Departure Certification</b> Certify for Non Visa Arrival/Departure	 <b>Visa Application Track</b> Track your visa application	 <b>Check Visa</b> Check visa issued by Nepal
 <b>Check Trekking Permit</b> Check trekking permit issued by Nepal	 <b>Trekking Agency</b> Apply for Trekking Agency	 <b>Individual Trekking Permit</b> Apply for individual trekking permit request	 <b>Over Stay Processing</b> Transfer visa to another passport,Id,etc.
 <b>Service Provider</b> Foreign Nationals Management Information System	 <b>Self Declaration</b> Apply for Visit Visa – For Nepalese Travelers	 <b>Card Payment</b> Proceed to pay with your card	 <b>Department of Immigration</b> Official Website of Immigration Nepal



Department of Immigration, Nepal

## Foreign Nationals Management Information System


Email

Password

[Forgot Password?](#)

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## 2. Enter Business Details



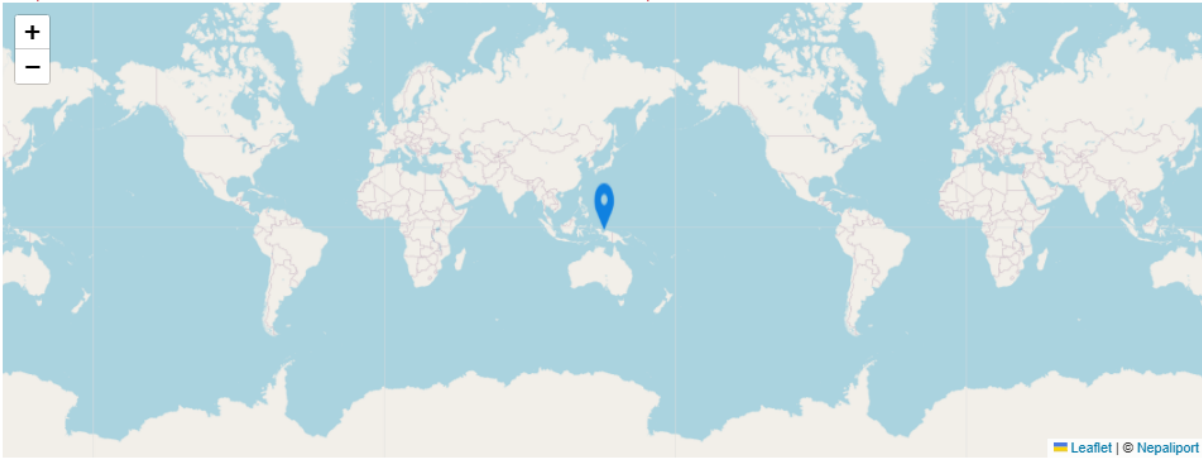

- Provide Business Name, Address, and Contact Information.
- Upload Company Logo (optional but recommended).



### Department of Immigration, Nepal Foreign Nationals Management Information System

#### ONLINE REGISTRATION

 Service Provider Information:

Name of the Service Provider * 	Address * 
Required	Required
	
Latitude * -1.406109	Longitude * 135.703125
 Logo (300 KB)	

### 3. Upload Required Documents

- OCR Certificate (Office of Company Registrar)
- PAN/VAT Registration Documents
- Tax Clearance Certificate (optional)

### 4. Create User Account

- Set a Username (Email address).
- Enter PAN Number.
- Confirm registration via email/SMS verification.

Type *	Purpose *
--------	-----------

#### Document Information:

 Company Registration Document (300 KB) *	 Tax Clearance Certificate (300 KB)
--	--

 PAN/VAT Certificate (300 KB) *	PAN Number *
--	--------------

#### User Information:

Full Name *	Position *
Mobile Number *	Email *

**PROCEED**

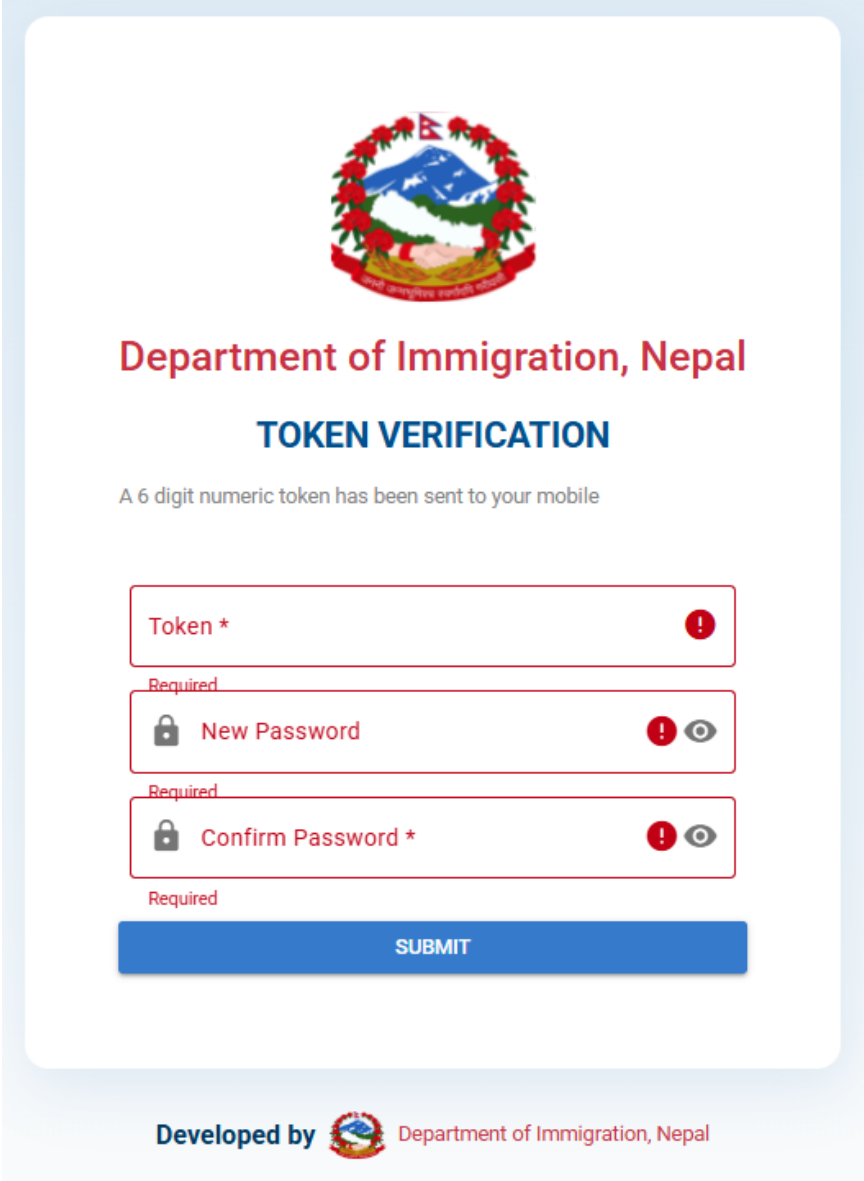
## 5. Token Verification


- A six digit token is sent to the registered mobile number.
- Enter the token, then set and confirm your password.

### Note:

#### Password must be:

- At least 8 characters long.
- Includes a mix of uppercase and lowercase letters.
- Includes a mix of uppercase and lowercase letters.
- At least 8 characters long









**Department of Immigration, Nepal**

**TOKEN VERIFICATION**




A 6 digit numeric token has been sent to your mobile

Token \* 

Required


 New Password  

Required

 Confirm Password \*  

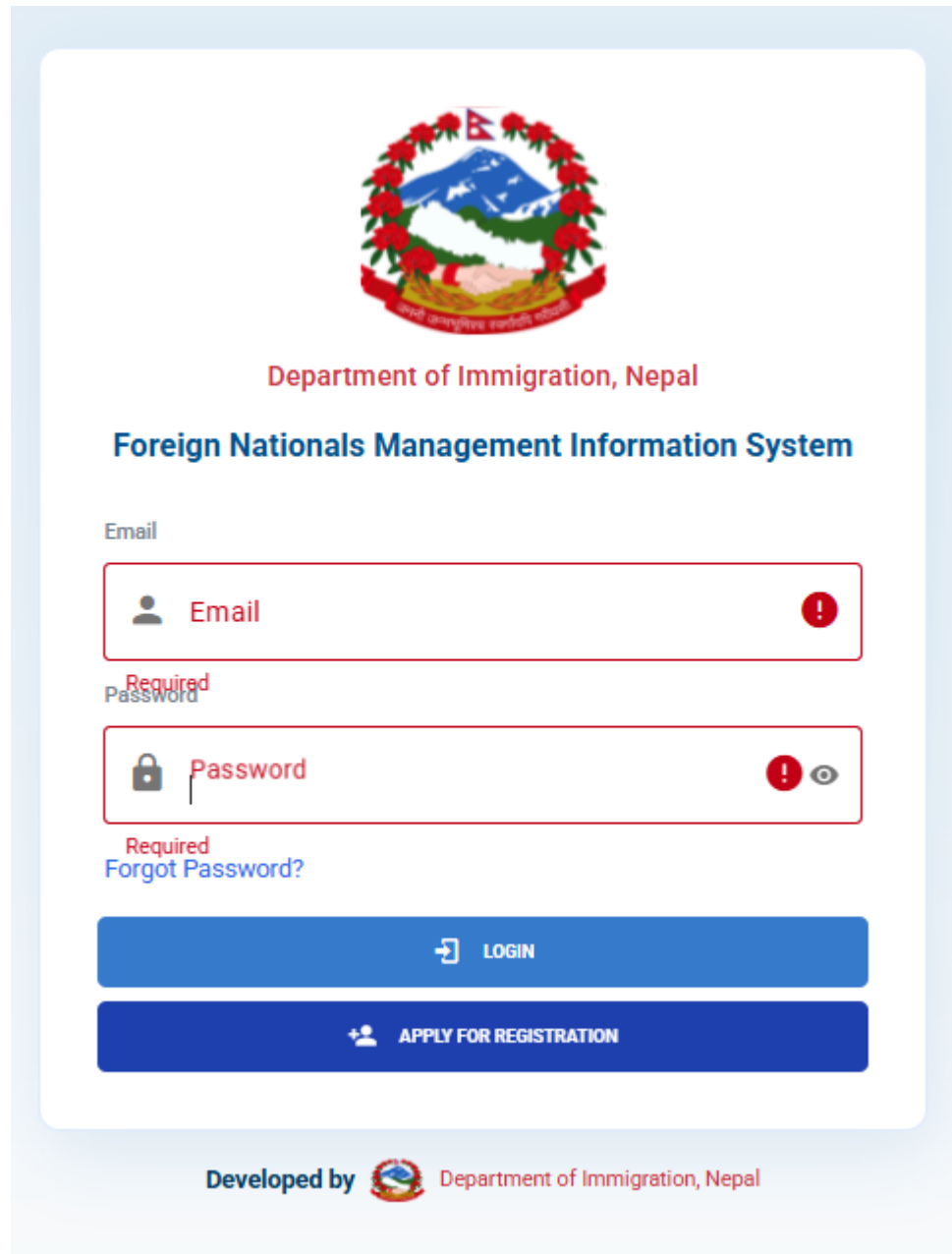
Required


**SUBMIT**

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## 6. Login

- Use your username (Email) and password to log in.





Department of Immigration, Nepal

**Foreign Nationals Management Information System**

Email

Required

Password

Required

[Forgot Password?](#)


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Figure: Login Page

## 7. Admin Approval

- The DoI Admin reviews documents and approves the account, enabling QR Code Generation features.

## 2.2 Generating & Using QR Codes

1. Login to the NepaliPort Service Provider Dashboard.
2. Navigate to QR Code Management.
3. Generate QR Codes for:
  - Business Location
  - Individual Services (e.g., hotel rooms, tour packages, transport routes)
4. Download and print QR codes for display at business premises.

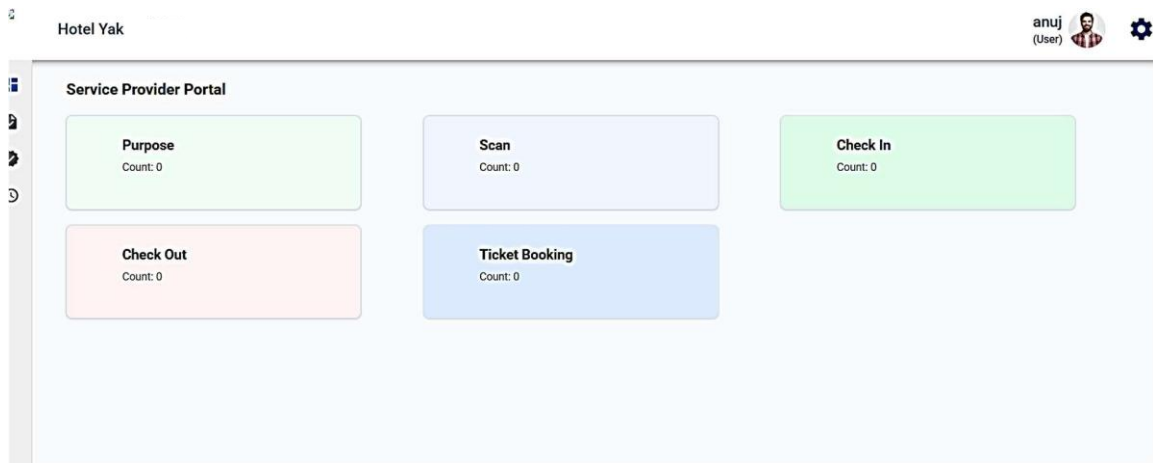
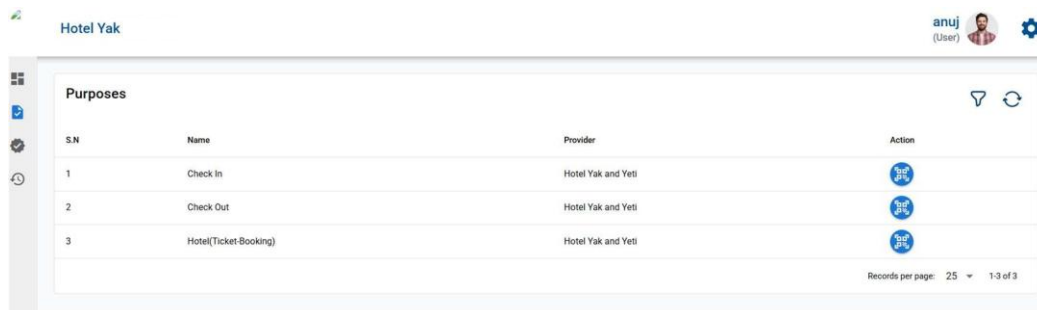


Figure: Service Provider Dashboard

The given figure shows the purpose, total scanned devices, number of checkouts and number of checkouts and total ticket booking from the system. These are the purposes that are selected while registering the service provider page.



S.N	Name	Provider	Action
1	Check In	Hotel Yak and Yeti	
2	Check Out	Hotel Yak and Yeti	
3	Hotel(Ticket Booking)	Hotel Yak and Yeti	

Records per page: 25 1-3 of 3

Figure: Purposes of the services Provider

Click on the purposes option in the menu bar, you will see a table. As shown in the figure, the QR code of the purposes can be generated by clicking on the QR icon in the right most part of the screen.

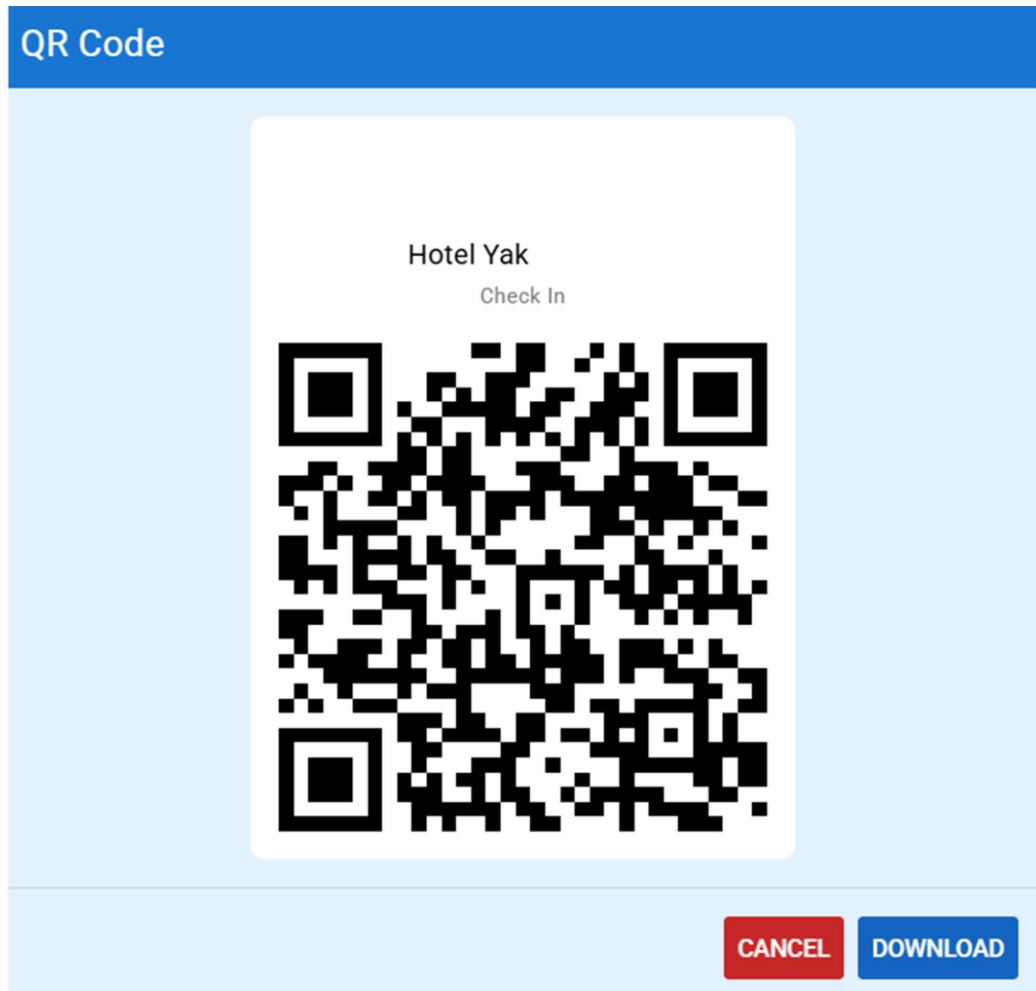


Figure: QR code for the checkin

- After clicking in the QR icon you will get the QR of the respective purpose.

### 3. Foreign National Mobile App Usage

This section explains how foreign nationals can install and use the mobile application.

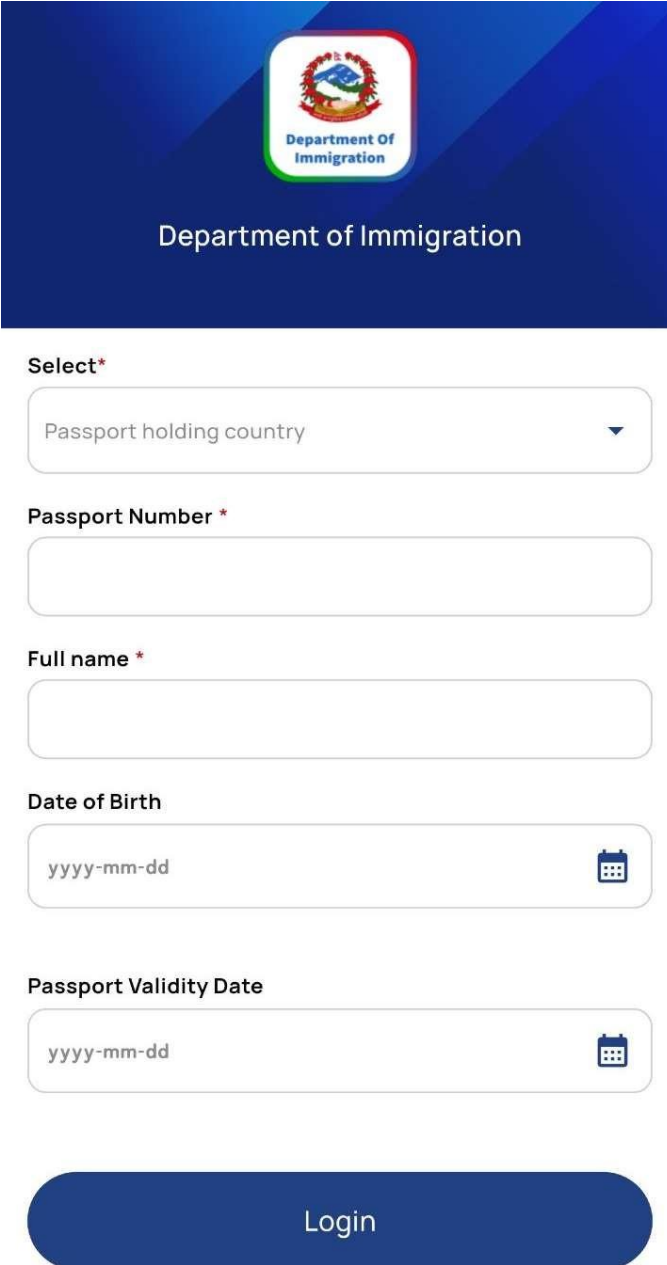
#### 3.1 App Installation & Setup

1. Download the Department of Immigration (DOI) Mobile App from:
  - Google Play Store (Android)
  - Apple App Store (iOS)

2. Register or login using Passport Details, Visa Information, and MPIN for security.

### 3.2 Scanning QR Codes

1. Open the Department of Immigration (DOI) Mobile App and login.
2. Select **Scan QR Code** from the dashboard.
3. Scan the QR code displayed by a service provider.
4. The app will record the check-in details and display them in the activity log.



Department of Immigration

Select\*

Passport holding country

Passport Number \*

Full name \*

Date of Birth

yyyy-mm-dd

Passport Validity Date

yyyy-mm-dd

Login

Figure: Login Page



 VISA ON-ARRIVAL	 VISA FROM MISSION
 VISA EXTENSION	 VISA CONVERSION
 VISA TRANSFER	 A/D CERTIFICATION
 ENTRY TOURIST VISA	 VISA PLAN UPGRADE

Home Document **QR Code Scan** Visa History

Figure: QR Code Scan

### 3.3 Visa Expiry Alerts

The system sends reminders 7 days and 2 days before visa expiry via SMS and push notifications, including instructions for visa extension or departure.

## 4. Admin Dashboard & Reporting

This section describes how administrators can manage service providers and generate reports.

### 4.1 Managing Service Providers

1. Login to the Admin Dashboard.
2. Review pending registrations under Service Provider Approvals.
3. Verify submitted documents and approve or reject applications.
4. Monitor active providers and adjust access permissions as needed.

### 4.2 Generating Reports

- Foreign National Movement Reports: Filter by date range, nationality, or visa type, view heatmaps, export data.
- Service Provider Interaction Reports: Track check-ins, user feedback, and performance.

## 5. Manual Entry:

- In case travelers do not have a mobile app to scan the details. Service providers can enter the details manually.
- In service Provider history, in the left navigation bar. Click on its page and it will appear on the screen.

Click on **Search Traveller** button right top corner with QR code icon

- Pop to Search travelers will appear on the screen.



**Search traveller**
×

**Select Purpose**

Select Purpose ▼

**Enter Document Number**

Passport Number

CLOSE
SUBMIT

- Select purpose from the dropdown available.
- Enter passport number and submit.

## 6. Troubleshooting & Support

Common issues and their solutions are listed below.

### 6.1 Common Issues

Issue	Solution
QR Code Not Scanning	Ensure proper lighting, clean camera lens.
Login Failure	Reset MPIN or use "Forgot Password".
No Notification Alerts	Check app permissions & internet connection.