

How to apply for Press Accreditation card for foreign journalist

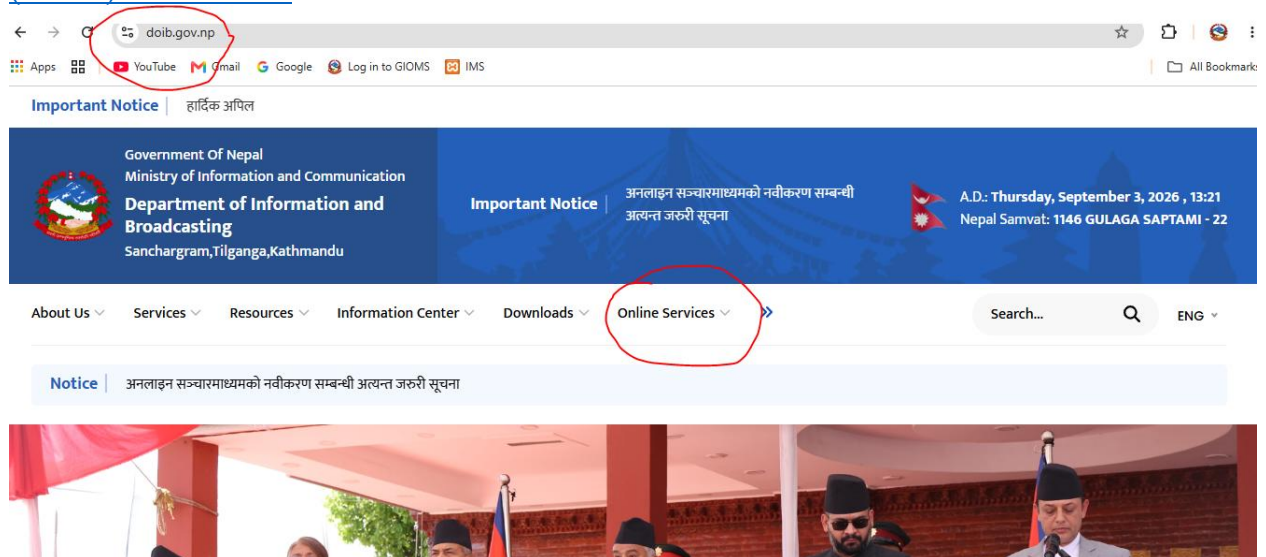
Step 1: Gather and Digitize Required Documents

Before opening the portal, ensure you have clear, scanned copies of the following documents (convert text files or recommendations into PDF format up to 2MB/5MB as per system constraints):

- ☐ Passport & Valid Visa: Scanned copy of your passport bio-page and your current Nepal visa.
- ☐ Media Assignment Letter: An recommendation letter on company letterhead addressed to the *Director General, Dept. of Information and Broadcasting*, detailing your assignment scope, locations, and duration.
- ☐ Diplomatic Recommendation: A letter from your home country's embassy/consulate in Kathmandu or your Ministry of Foreign Affairs.
- ☐ Company ID: A scan of your active international media press.

Step 2: Access the DoIB Online Portal

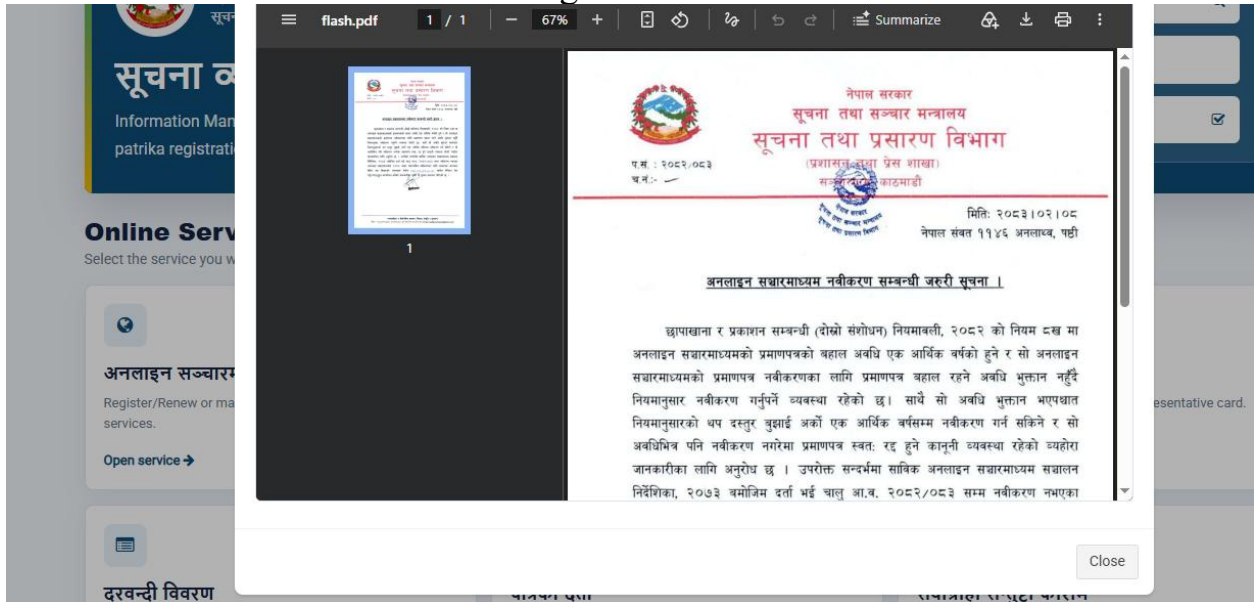
1. Navigate to the official [Department of Information and Broadcasting \(DoIB\) IMS Portal](https://doib.gov.np).



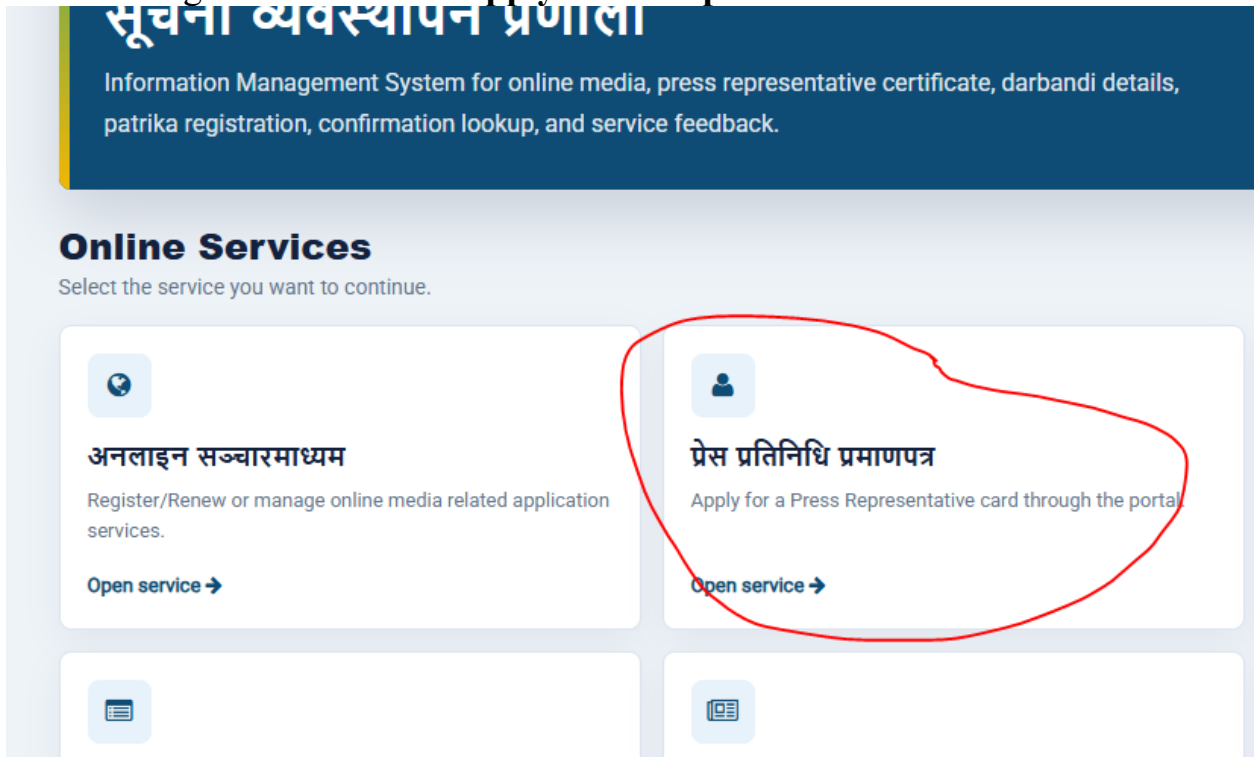
2. Click Online services.

After that click press and online services or head directly to <https://ims.doib.gov.np/publicview>

3. Close the tab that comes after clicking Press and online services.



4. After closing the tab Click on Apply Press Representative .



Step 3: Complete the Form Fields

1. **Select Pass Type:** Locate the field labeled "**Pass Type**" and choose **Foreign Journalist** from the dropdown menu. *(Choosing this customizes the form logic specifically for international reporters).*
2. **Personal Information:** Enter your full name, date of birth, gender, and nationality exactly as they appear on your passport.
3. **Media Affiliation Details:** Fill in the name of your media organization, office address, and contact number.
4. **Academic Qualifications:** Fill in your educational background details as prompted.

Gender *	Select One..	Date Of Birth *	
Country *	FIJI	Passport No.	
Issue District *	Select One..	Religion *	Select One..
Caste *		Blood Group	Select One..
Social Group *		Father/Husband	
Pass Type *	Foreign Journalist		

If you are not from Nepal, please choose 'Foreign Journalist'

- ☐ Country : where you're from
- ☐ Issue District : Foreign

Press Information		
Organization Name(affiliation) *	Foreign Journalist	Media Name [English] *
Media Name [Nepali] *		Press Pass Type *
इच्छुक जिल्ला (कार्य क्षेत्र) *	All in Nepal	Date From *
Date To *		Pass Title *
Working Area *	Select One..	Temp. Press Representative(अस्थायी प्रेस प्रतिनिधि)

Step 4: Upload Your Documents

1. Navigate to the upload section of the form.
2. Match and upload the correct files to their corresponding slots (e.g., Passport, Embassy Letter, Contract Paper, and Portfolio).
3. Upload a clear, recent, professional passport-sized photograph with a white background.

आवश्यक कागजातहरू (Please upload file in pdf format upto 2 MB)

Copy of passport and Valid visa.



Resume (CV)



Recommendation of the concerned foreign media.(Addressed to the Director General, Dept. of the information and Broadcasting, Kathmandu, Nepal)



Recommendation letter of the concerning embassy/consulate general of Ministry of foreign affairs of concerning country.



☐ Resume is not mandatory.

Step 5: Submit and Record Confirmation

1. Verify all fields match your physical documents to avoid rejection.
2. Click **Submit**.
3. **Crucial:** Note down and save the generated **Confirmation Number / Code** displayed on the screen. You will need this to track approval or retrieve your application if requested by the department officer.

Step 6: In-Person Verification & Collection

1. Once the system status marks your online application as approved, you must visit the physical office.
2. Head to the **Department of Information and Broadcasting** located at **Media Village (Sanchargram), Tilganga, Kathmandu**.