Date: **<DATE OF APPLICATION>**

Place: IIT Kharagpur

To

The Dean, Faculty of Engineering and Architecture (FoE&A)

Indian Institute of Technology Kharagpur

Sir,

**Subject:** Application for “No Objection Certificate (NOC)” to visit **<INSTITUTE NAME>**.

I, **<NAME OF THE STUDENT>**, am a Ph.D. student of the Department of Computer Science & Engineering working with **<NAME OF SUPERVISOR(S)>**. I wish to visit **<INSTITUTE NAME>** in connection with some of my Ph.D. research activities. I would like to visit **<INST. NAME>** from **<START DATE>** to **<END DATE>** to work with **<INTERNSHIP SUPERVISOR NAME>** . I have obtained financial support for my travel, visit and stay from the host institute. This would not involve any expenditure from the Institute. The invitation letter for the fellowship is attached with the application for your reference.

Therefore, I request you to permit my above visit from **<START DATE>** to **<END DATE>** and issue me “No Objection Certificate (NOC)” for the same.

Yours Obediently

**<NAME OF THE STUDENT>**

(Student ID: **<STUDENT ID>**)

**<SUPERVISOR NAME>** **<CO-SUPERVISOR NAME>** **<HOD NAME>**  
 (Supervisor) (Co-Supervisor) (Head of Department)