

**FORM NO: 2**

## ALUMNI AFFAIRS AND EXTERNAL RELATIONS

**FOREIGN NATIONAL VISITING IITG OTHER THAN  
INTERNSHIP/FELLOWSHIP AND CONFERENCE  
(To be filled in by the IITG Faculty)**

1.	Name of the foreign national <i>[If more than one, use a separate sheet as Annexure]</i>			Home country address: (please also mention present position) <i>][In case of Indian origin specify OCI/PIO status]</i>	
	Gender (Male/Female)	Married (Yes/No)			
2.	Nature of visit:				
3.	<i>National parameter details:</i> Whether the foreign national is from Afghanistan, China, Iran, Pakistan, Iraq, Sudan, and foreigners of Pakistani origin or is a stateless person				Y/N
4.	Arrival date of the visitor at IITG	Departure date of the visitor	Source of funds for local hospitality/Travel of the visitor (Self/IITG Project (pl. write the project No & Fund Availability)/Home Institution (Attach document pl)/IITG	Type of Accommodations (Hostel, Married scholar Hostel/Guest House) <i>(Subject to availability and approval of the concerned authorities)</i>	
(Signature/Host faculty)	(HOD/HOC)	DORD (If visit is under project)	<u>Forwarded to DOAAER for recommendations/comments please.</u>  (AR/JS)	<u>Forwarded to Director for Approval/Put signature on attached letters please.</u>  (DOAAER)	

1. *Kindly attach necessary correspondence copies with the foreign national (student/researcher) and photocopies of passport.*
2. *Letter to the concerned Ministry (MHRD, MHA & MEA) to obtain necessary clearance. The details are available at <http://shiloi.iitg.ernet.in/~er>*
3. *If the foreign national is from restricted countries as mentioned above. The letters may be forwarded through the Director routed from AAER section.*
4. *In all other cases (if the visitor is other than restricted countries) Dean, AAER will forward.*
5. *Foreign national holding any visa more than 180 days are required to register himself/herself with the local FRRO/FRO within 14 days of arrival (EXCEPT OCI CARD HOLDER).*

<p><b><u>Approved/Approved subject to clearance from the Ministry (foreign national is from restricted country)/Not Approved</u></b></p>     <p>(Director)</p>	<p><b><u>AR (SA)/AR (ESTB)/Chairman HAB</u></b></p> <p>Undersigned is directed to request you to book a room in MSH/Hostel (Girls/Boys)/GH for above foreign national as per arrival and departure schedule.</p>     <p>(AR/JS)</p>
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