

**Filling up of Visa Forms & Other Instructions**  
**MCT Phase V (13) Course**

**KIND ATTENTION – ALL PARTICIPANTS OF MCT PHASE-V (13)**

Dear Participants of MCT programme,

Hello,

In continuation to my E-mail dated 23<sup>rd</sup> July 2015, further information and instructions on filling up the Visa forms *etc.*, are given below.

**1. Scanned copy of Official Passport –**

We still have not received the scanned copy of official passport from few of the participants and they are advised to send the same positively by **17<sup>th</sup> Aug, 2015** enabling this office to approach MEA for Visa Note.

**2. Filling of visa application –**

The officers need to fill up the country-specific Visa forms as per their allotment (Country lists available at IGNFA website).

**(A) USA Group**

The **USA Visa application** is to be filled online at **New Delhi Embassy website**. It runs into 4-5 pages. The important requirements for this are passport details, other personal particulars, contact information in U.S. and flight details. Once you have logged on to the system, it would take about one/two hours to complete the full application and you need to save the pages one by one so that the information submitted is not lost, in case the net connectivity drops. For the photo specifications and other details, it is strongly advised to read the details available at embassy website beforehand, and get the photo taken by a professional photographer who can also make digital improvements to suit the requirement.

After you have submitted the entire application, please print the confirmation slip and send in physical form along with two copies of photographs and the original passport to IGNFA for further submission to USA Embassy.

I am also sending a sample copy of duly filled application form which will guide you in this regard. The USA group may fill in the US contact information as given in the dummy form (***Attachment-I***).

**For further help, you may please contact Dr. B. Balaji, Associate Professor on his mobile no: +91-9412050565**

**(B) CANADA GROUP**

The **Canada Visa application**: The complete application includes 4 different forms (i) **“Application for temporary resident Visa made outside of Canada”**, (ii) **“Application for Family information”**, (iii) **“Application for Use of Representative”**, and (iv) **Schedule 1: “Application for temporary resident Visa made outside of Canada”**. These Forms would appear on **your PC in pdf format but can be filled online** and saved on the PC. Blank copies of all the forms are also attached with this email for perusal (***Attachment-II, III, IV & V***).

You may also refer to the attachment with this email **“How to fill Canada Visa Forms”** (***Attachment-VI***).

Please fill in each of the Forms carefully. After signature, take print outs and send the following to IGNFA:

- i) Complete set of signed original four forms and 2 photographs (as per specifications and your Name and Date of Birth on the back of photographs).
- ii) The page containing Bar Code which would be generated after online submission of the **“Application for temporary resident Visa made outside of Canada”** would be required in two copies after signature.

I may like to inform that the Canada group would be travelling via Chicago/Newark/London as per the list attached as (***Attachment-VII***). The participants going via Chicago/Newark are required to also apply for US-Transit Visa. (Participants travelling via London need not apply for Transit visa).

**US Transit Visa**

You have to fill DS-160 form as per the guidance provided to the US group. However, this being an application for **Transit Visa**, I am to inform that in order to address two transits (onwards & return) we may fill in the required information as given below while filling US Travel information section of DS-160 form. You are required to specify your travel plan and subsequently fill the subsections accordingly.

The List of Purposes of Trip to the U.S.

- a) Purpose of trip to US - Alien in transit (C)
- b) Specify – Foreign official in transit (C3)
- c) Have you made specific travel plans? – Yes

**Provide a complete itinerary for your travel to the U.S.:**

	<b>Via Chicago</b>	<b>Via Newark</b>
Date of Arrival in U.S	04.10.2015	04.10.2015
Arrival Flight	AI 127	AI 191
Arrival City	CHICAGO	NEWARK
Date of Departure from U.S	17.10.2015	17.10.2015
Departure Flight	AI 126	AI 144
Departure City	CHICAGO	NEWARK

**The Location(s) you plan to visit in the U.S.**

- d) Location: CHICAGO/NEWARK
- e) Address where you will stay in the U.S.: Does Not Apply
- f) Person/Entity Paying for Your Trip: COMPANY/ORGANIZATION
- g) Company/Organization Paying for the Trip: IGNFA, Dehradun, MoEF, Govt. of India
- h) Telephone Number: +91-135-2757316
- i) Relationship to You: OTHER

Address of Company/Organization Paying: Indira Gandhi National Forest Academy, Dehradun, MoEFCC, Govt. of India

City: Dehradun

State/Province: Uttarakhand

Postal Zone/ZIP Code: 248006

Country/Region: India

You may continue filling up the form further as required.

### **3. Dispatch of passport and visa application to IGNFA –**

Immediately after successfully filling up the Visa application forms, the participants are requested to send the following documents by courier/speed post (**preferably Blue Dart Courier**) or special messenger to IGNFA, Dehradun:

- i) **USA Group** – Original Official passport + online VISA confirmation slip + Two Passport sized photos as per specifications.
- ii) **Canada Group** – Original Official passport + four printed VISA application forms for Canada + Confirmation slip of US Transit-Visa + Two Passport size photos as per specifications for US Visa.

**The above may be sent by 25<sup>th</sup> Aug 2015 to:**

**Dr. B. Balaji, I.F.S.  
Associate Professor,  
Indira Gandhi National Forest Academy  
Post Office New Forest,  
Dehradun - 248006 (Uttarakhand)**

#### **Important points to note –**

1. The IGNFA needs to be in constant touch with the participants on all these issues, so check your e-mail and cell phone regularly.
2. For latest information on Visa Application, the websites of US embassy and Canada may be visited.
3. IGNFA would make arrangements for all participants to be covered under the '**Assisted Medical Attendance**' scheme of MHA, GoI during the foreign trip, an addition to medical attendance rules for AIS officers in your cadre. Still, participants are strongly advised to get themselves covered under '**Overseas Travel/Health Insurance**' from any reputed Insurance providers additionally before proceeding on foreign visit. This is also a mandatory requirement by foreign governments and a copy of the same needs to be submitted to IGNFA before departure.
4. The programme will be completely residential and boarding facilities would be arranged by IGNFA/Training Providers at all places. All travel arrangements during the course (except journey for reporting to the programme venue on 26<sup>th</sup> September, 2015 (AN), i.e. IIM, Bangalore & return journey from Dehradun after completion of the programme on 05.00 PM of 22<sup>nd</sup> October 2015) would be made by IGNFA.
5. Participants will be paid daily allowance at DoPT approved rates for their foreign visit which will be transferred in INR in their bank account. They are advised to arrange for sufficient foreign exchange in advance before reaching

IIM, Bangalore to meet their expenses during the foreign modules. No allowances of any kind will be paid by IGNFA during their stay in India.

6. All participants are advised **to report** at IIM Bangalore **by afternoon of 26<sup>th</sup> Sept, 2015 (Saturday)**. The course will be inaugurated around at **09:00 AM** on **27<sup>th</sup> Sept, 2015 (Sunday)**.
7. For Local pick-up at Bangalore, the participants may write to Prof. Anand Ram (email: [var@iimb.ernet.in](mailto:var@iimb.ernet.in)) or his team from IIM, Bangalore.
8. For all further queries the participants my contact IGNFA coordinators:

**Canada Group**

**Dr. Alok Saxena**

Phone No. : 0135-2757741

Mobile No. : 09412053119

**USA Group**

**Dr. B. Balaji**

Phone No. : 0135-2757739

Mobile No. : 09412050565

With best regards

Dr. Mohit Gera  
Professor (IST)  
9412053296