

NOTE ON FILLING UP VISA FORMS & RELATED ISSUES
MCT Phase IV (8) Course

KIND ATTENTION – ALL PARTICIPANTS OF MCT PHASE-IV (8)

Dear Participants of MCT programme,

Hello,

In continuation to my E-mail dated 16th July 2015, given below is the further information and instructions on programme preparation.

1. Official Passport –

We still have not received the scanned copy of official passport from some of the participants and they are advised to send the same positively by **2nd Aug, 2015** enabling this office to approach MEA for Visa Note.

2. Filling of visa application form–

The officers need to fill up the country-specific Visa application forms as per their allotted country (The list is 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 advisable 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 photograph and original passport to IGNFA for further submission to USA Embassy.

I am also sending a sample copy of filled in application form which will guide you in this regard. The USA group may fill in the US contact information

as corrected and given in the dummy form. The US contact information and flight details are also attached separately with this mail.

For further help, you may please contact the undersigned as I will be accompanying the US group.

(B) Finland Group

The participants of the Finland group are requested to fill up the visa application form enclosed with this mail and send it by courier to IGNFA. A dummy visa form and invitation letter is also enclosed to facilitate visa form filling process. The Finland contact details available in the invitation letter may be used to fill in point no. 32 of the visa form. For any additional details Dr. Senthil Kumar, Additional Professor may be contacted at his mobile no. 9412051321.

3. Dispatch of passport and visa application to IGNFA –

Immediately after successfully filling up the Visa application forms for the respective countries, the participants are requested to send the following documents by courier (preferably Blue Dart)/Speed Post or special messenger to IGNFA, Dehradun latest by 10th Aug 2015 or earlier:

- i) **USA Group** – Original official passport + online VISA confirmation slip + Two Passport sized photos as per required specifications.
- ii) **Finland Group** – Original official passport + printed VISA application form + Two Passport size photos as per required specifications.

The above may be sent to

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

4. Kindly also note the following:

1. As the IGNFA needs to be in constant touch on all these issues with the participants, please check your e-mail and cell phone regularly.

2. For latest information on Visa Application, the websites of US embassy and Finland 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. Still, participants are strongly advised to get themselves covered under '**Travel/Health Insurance**' from any reputed vendor 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, i.e. IIML & return journey from Dehradun after completion of the programme) 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 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 Lucknow by **16th Aug, 2015 evening**. The course begins at **09:30 AM** on **17th Aug, 2015**.
7. For Local pick-up at Lucknow, the participants may write to Dr. J.V. Sharma, Sr. Fellow, TERI, on mdpoffice@iiml.ac.in

With best regards

Dr. Mohit Gera
Professor (IST) &
Course Coordinator
9412053296