Office of International Relations
Indian Institute of Technology
Kharagpur – 721 302

'OIR' FILE COPY

REF: 268 /2019/OIR

Dated: 15. 04. 2019

RECOMMENDED

To:
The Head of Department
Dept. of Computer Science and Engineering
IIT Kharagpur
721302.

Subject: Application of Mr./Ms. VASSILI MAILLET.
Program Applied for : Short Term Visit under Exchange program at the Dept. of CSE
Intended date of visit: July 2019 to December 2019.

Dear Prof. Roy Chowdhury,
Greetings from the Office of International Relations **(OIR)**!

We are pleased to forward an application received from Mr./Ms. Vassili Maillet who is a Diplome d'ingenieur student in ENSIMAG (France). The student has been nominated by our partner institute under the 'Student Exchange Program' to carry out research/course work at IIT Kharagpur. He intends to stay here tentatively from July to December 2019.

All supporting documents for the candidate are attached. The Departmental Recommendation Form (DRF) for the foreign applicant is also enclosed.

You are requested to kindly:
(i)   Review and evaluate the application form and mark accordingly in the attached DRF.
(ii)   Schedule an online personal interview if found eligible.
(iii)   Tick whether and when personal interview was conducted. Indicate your decision in the space provided in the DRF.
(iv)   Approve the Faculty mentor (if recommended) for the short term visit.
(v)   Provide your additional comments (if any).
(vi)   'Sign' with date; put your name seal in the space provided.

Once done you are requested to return back this filled and signed application form to OIR for our further processing. You may contact our IR Executive - Ms.Alivia Nag (Extn: 81068 or email at alivia.nag@adm.iitkgp.ac.in) in case of any issues or further query regarding this application form.

Thank you.
Sincerely,

Dean IR

संकायाध्यक्ष, अंतर्राष्ट्रीय संबंध
Dean, International Relations
भा प्रौ सं खड़गपुर/IIT Kharagpur

Encl: (a) Recommendation Form for Non-Degree Studies by foreign applicant,
       (b) Application forms along with the supporting documents.