



Office of International Relations  
Indian Institute of Technology  
Kharagpur-721302

REGISTRAR'S OFFICE	IIT KHARAGPUR
Ref. No. 1650/2022/OIR	OUT NO. 12170
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Date: 30.11.2022

With reference to the four-member delegation team from IIT Kharagpur visiting Virginia Tech, USA during May 21-29, 2022, IIT Kharagpur is entitled to receive travel grant/fund from Virginia Tech, USA.

We have received the first instalment of USD 9200 from Virginia Tech. However, to process the second instalment, Virginia Tech needs form (W-8EXP) from IIT Kharagpur.

For the reference, following supporting documents are enclosed herewith:

- Form (W-8EXP)
- Invoice towards the 1<sup>st</sup> instalment of the travel fund for IIT Kharagpur's delegation to Virginia Tech, USA
- Email copy mentioning the requirement of Form (W-8EXP)

Your kind support is sought to fill up the point No. 13 of the form (W-8EXP) so that it could be sent to Virginia Tech for further processing.

*Lalita Chakraborty*  
Associate Dean, IR & R

Please advise

DR (ATC)

Chun  
9/12/22

Registrar

AR(F) / Sr. Ex(F) b1  
forward it to our  
Tax consultant for his advice  
Ranji c/12

