



Office of International Relations(OIR)  
Indian Institute of Technology  
Kharagpur – 721 302

REF: 1940/2023/OIR

Dated: 31.07.2023

To,  
The HoD,  
Metallurgical and Materials Engineering  
IIT Kharagpur  
721302.

**Subject:** Submission of Application of Ms. Buke Bethelehem Burju from Ethiopia.

**Program Applied:** Short term visit \_Research work.

**Tentative Intended duration of stay:** Sep, 2023 – Nov, 2023 (3 months).

Dear Prof. Karabi Das,  
Greetings from the Office of International Relations (OIR)!

We are pleased to forward an application for a short term visit of Ms. Buke Bethelehem Burju – MSc in Manufacturing System Engineering from Jimma University, Ethiopia. Ms. Burju is interested in conducting her research work at the department of Metallurgical and Materials Engineering.

All supporting documents of the application are attached. The Departmental Recommendation Form (DRF) required to be filled up 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. Approve the Faculty mentor (identified as Prof. C.S. Tiwary).
- iii. Provide your additional comments (if any).
- iv. 'Sign' with date; put your official seal in the space provided.

You are requested to return this filled and signed application form to OIR for our further processing. You may contact our E.O - Ms. Shruti Singh (Extn: 81068 or email at [shruti@adm.iitkgp.ac.in](mailto:shruti@adm.iitkgp.ac.in)) in case of any issues or further query regarding this application form.

We additionally request you to process the application at your end at the earliest convenience so that the student may apply for their visa following the completion of standard procedure at the OIR.

Thank you.

Sincerely,

Prof. Debashish Chakravarty

सह-संकायध्यक्ष (अंतर्राष्ट्रीय संबंध एवं श्रेणी)  
Associate Dean (International Relations & Ranking)  
भा.प्रौ.सं. खड़गपुर/ IIT Kharagpur



Encl: (a) Dept. Recommendation Form (DRF) for Short Term visit to be completed by the Department.  
(b) Application form along with the supporting documents.  
(c) Copy of email correspondence.