



**Office of International Relations  
Indian Institute of Technology Kharagpur**

**Recommendation Form for short-term visit to IIT Kharagpur by foreign  
applicants for coursework or research not leading to a degree**

Applicant details (to be filled in by OIR)			
Name :			
Citizenship:		Date of birth:	
Home Institute :			
Program enrolled in :			
Details of application at IIT Kharagpur (to be filled in by OIR)			
Department/School/Centre:			
Intended courses/research to be undertaken at IITKGP:			
Intended start date/month at IITKGP :		Intended end date/month at IITKGP :	
Source of funding:	<b>Self / Scholarship</b>	Details:	
Recommendation (to be filled in by D/C/S)			
Evaluation of applicant's academic credentials	Completed on: -----/-----/-----	Marks Awarded: -----/100	
Personal interview conducted (Skype/In person)	Conducted on: -----/-----/-----	Marks Awarded: -----/100	
Assigned Mentor's Name (if recommended):		Prof.	
Comments/Remarks/Pre-requisites (if any):			
Signature of Head with seal and date:			
Forwarded by Dean IR:			
Comments by Dy.Reg Academics/ Joint Reg Academics			
Approval by Dean UGS/ Dean PGS&R as appropriate			
Comments by Dean UGS/ PGS&R			
Signature of Dean UGS/PGS&R with seal and date			

Please note: Kindly return this signed form to OIR for further processing. If recommended, GoI rules will be followed for issuing visa invitation letter to applicant.