



**Office of International Relations
Indian Institute of Technology Kharagpur
Request for issuance of Visa Invitation letter to foreign
citizens**

| Invitee details | | |
|---|--|------------|
| Name of the visitor: | | |
| Address and contact details: | | |
| Citizenship: | | |
| Date of birth: | | |
| Organization: | | |
| Details of visit | | |
| Host Dept/School/Centre/Office: | | |
| Activity to be undertaken at IITKGP: | | |
| Intended duration of stay at IITKGP : | | |
| Support provided by IITKGP (local travel, stay, food, honorarium, any other). Please give details of each type of support with funding source and proof: | | |
| Support provided by any other organization incl. personal resources. Please give details and proof: | | |
| Honorarium for the visitor(if any) | If yes : Please mention the amount and source: INR :..... Source :..... | No. |
| Invited by | | |
| Name, affiliation and signature of host: | | |
| Recommended by Registrar/ HoD/ HoS/ HoC/ Dean (as appropriate) | | |

Please note: Govt. rules will be followed regarding issuance of visa invitation letters