

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR
OFFICE OF FACULTY AFFAIRS**

No. Estt. (FA)/ -IITK/
Dated:

The Chief Manager
State Bank of India
IIT-Branch, Kanpur 208 016

Sub: Application for Release of Foreign Exchange

Dear Sir:

This is to request you to release the necessary foreign exchange to Dr. _____
_____ in the Department of _____,
who has been sponsored by this Institute to participate in the International Conference/Seminar on _____
_____ to be held at _____
during _____. The relevant details are given below.

1. Name :
2. Address :
3. Nationality : INDIAN
4. Passport No. :
5. Exchange required :
6. Details of the International Conference/Seminar (Brochure/Invitation enclosed)

- (a) Subject : _____ days + 2 days = _____ days
- (b) Duration :
- (c) Place :
- (d) Registration fee :
- (e) Extent of hospitality, :
boarding, lodging, etc.

It is hereby certified that the above expenses are being borne by this Institute. The Institute also gives an undertaking that the foreign exchange will be utilized only for the purpose stated in the application.

Thanking you,

Yours faithfully

Dean, Faculty Affairs

I hereby give an undertaking that the foreign exchange issued to me will be utilized by me only for the purpose stated above.

Date: _____

Signature _____
NAME _____
Designation _____
Department _____