

## Application procedure for regular ITEC participants

### Eligibility criteria:

- (1) Age 25-45
- (2) At least 5 years of professional experience
- (3) Officials of Government, Public and Private Sectors, Universities, Chambers of Commerce and Industry etc.
- (4) Medically fit to undertake the training
- (5) Academic qualifications as laid down by the Institute for the Course concerned
- (6) Working knowledge of English required to follow the Course

### Step by step guide for applying:

On the official website of ITEC program <https://www.itecgoi.in> there will be a link to the courses for the financial Year 2023-2024 and the same may be accessed through the Apply for ITEC tab in the main menu by choosing “Apply Now”.

1. The applicant needs to fill in the online application form and then print out the form.
2. Page 4 of the application form – English language proficiency- has to be either signed by an Institute supported by certificates/diploma etc. (If the applicant has a valid language certificate (CAE, TOEFL, IELTS etc.) s/he can attach a language certificate with the rest of the documents. If not – s/he should have an interview with ITEC coordinator to identify the level of English language)
3. Page 5 of the application form – medical certification - has to be filled in the clinic or any other medical institution, signed and stamped. (It is recommended for the applicant to get the medical form signed by an English speaking doctor)
4. The applicant has to sign the undertaking on page 6.
5. Page 7 – educational and professional certification – has to be verified, signed and stamped in the Chamber of Commerce of the region or by the head of institution/organisation where the applicant is employed.
6. Send the scanned copy of duly filled application form along with all documents containing necessary stamps and signatures as well as copy of Russian international passport to the ITEC coordinator **Avinash Kumar Singh** through email [info1.moscow@mea.gov.in](mailto:info1.moscow@mea.gov.in).
7. After successful validation from the ITEC coordinator, the original application form along with the necessary documents has to be sent to ITEC Coordinator, P&I Wing, Embassy of India in Moscow with a courier service. The address is: Press and Information Wing, 9, Vorontsovo Polye, Moscow, Russian Federation. The address may also be taken from the Embassy of India, Moscow website.
8. When the form is complete, it will be reviewed by the ITEC coordinator and forwarded to MEA and Institute for their consideration.
9. Successful application will receive confirmation from Ministry of External Affairs along with itinerary.
10. Applicant applies for **paper** visa online (<https://indianvisaonline.gov.in/>) and sends the visa application form to the ITEC coordinator to check the correctness of the visa application.
11. ITEC coordinator prepares relevant documents to support visa application of ITEC applicant.
12. The applicant needs to visit the Indian Embassy ~5 days before the official day of departure with the original copy of visa application form and supporting documents from ITEC coordinator.
13. Successfully receives a visa and departs from Russia.