ALUMNI SOCIETY OF AOTS KERALA

NIPPON KERALA CENTRE, KINFRA Hi-Tech Park, HMT Colony Post, Kalamassery, Kerala -683503,
Tel:+91 484 2110790, 2532263, E-mail: asanipponkerala@gmail.com, URL:www.nipponkeralacentre.org

Notes for Participants of WNF-ASA Kerala - Technical Training Programs

- A Visa for Training should be obtained. Validity of the Visa should cover the entire training period, i.e from the day of arrival in India to the day of departure from India.
- 2 photocopies of Passport with visa details and 4 passport size photographs should be kept ready for official formalities.
- Information regarding travel plan must reach ASA Kerala at least 15 days prior to arrival.
- Onward and return air tickets must have confirmed status. (Attach computerized Airline Output of reservation)
- A representative of ASA Kerala will receive the participant at Kochi (Cochin) International Airport, if clear and complete details are available prior to his arrival.
- To meet initial expenses, about US$ 50 should be exchanged to Indian Rupees at the airport on arrival.
- In case ASA Kerala representative cannot be contacted on arrival, call (land phone) **0484 - 2110790** and/or (mobile phone) **098473-11314** or **094471-69399.**
- It is recommended to secure an overseas health insurance policy prior to leaving home country.
- During training period, stay should be at the accommodation arranged by ASA Kerala.
- Needed medicines should be carried.
- Family members are not welcome during the training period.
- Activities other than those in the prescribed training activities are strictly prohibited during the training period.
- General orientation of local lifestyle, commuting etc. will be given on arrival.
- Training will be closely monitored on a daily basis by the trainers.
- Daily diary of events and activities during training should be maintained.
- A consolidated report should be prepared and presented at the end of the training.
- Copies of pages of passport showing Arrival and Departure at Kochi (Cochin) Airport, should be sent to ASA Kerala, to complete the formalities of WNF Secretariat.