**YUVA Meet 2015 & RCE Youth Meeting**

**New Delhi, India**

**2–4 February 2015**

 **Travel Support Request Form** (This form must be filled by the applicant)

 Please type or write in BLOCK letters.

|  |  |
| --- | --- |
| Name of RCE |        |
| Affiliation  |       |
| Name of Applicant |       |
| Postal Address |      Zip code:       Country:       |
| Telephone |       | E-mail |       |
| Port of Departure |       |
| Arrival Date in India |       | Departure Date  |       |
| Need for visaassistance?(Note Verbale)**\*Please send a scan-copy of your passport.**  |  [ ]  Yes [ ]  No |
| If you answered “yes”, please fill out the following sections: |
| Nationality |       |
| Passport No |       |
| Date of issue of passport |       |
| Date of expiry in passport |       |
| Location of Embassy/Consulate General where you will apply for your visa |       |
| Funding organization  |       |
| **Terms and Conditions:** 1. All participants are expected to work on an assignment prior to your departure. Detailed instruction will be provided to you in due course.
2. The IAS-sponsored participant is required to make a report after you return to your country.
3. It is the participant’s responsibility to obtain an appropriate visa to India before your departure date. Please note that the UNU-IAS is authorized to cancel your participation if your visa is not issued a week before your departure date.
4. The UNU-IAS will reimburse the expenses (registration fee, visa fee and airfare for those who purchase your own ticket) upon the submission of all the necessary documents after your mission is completed. The necessary documents are:
5. Original boarding pass stubs
6. Original F-10 Form with your signature
7. Original receipts for visa processing fee, registration fee, local transportation and air-ticket (if applicable)
8. Original Vendor Form (bank information)
9. All participants are required to pay the registration fee (USD75) for YUVA Meet upon arrival. Please prepare enough cash to pay your registration fee.
10. In case you have to cancel your participation for any reason, UNU-IAS will not be responsible for any expenses caused by the cancelation or change of your travel.
 |
| I acknowledge that I have read and accept the above-mentioned terms and conditions and that I will take an active part in the YUVA Meet and the RCE Youth Session as a representative of my RCE.Signature:       Date:      /       /       |

\* Please submit the completed travel support request form **no later than Friday, 19 December 2014** to the Global RCE Service Centre (rceservicecentre@unu.edu).

\* Please note that applications without sufficient information and/or late submissions will not be considered.