



IAESTE LC MUJ

Dear Begüm Topçu,

IAESTE MUJ congratulates you on being accepted for an internship in INDIA.

Here are a few points you must make note of while you are in the process of application for the internship-

1) **N5 Documents-**

- N5a document is evidence to your 'Confirmation of Acceptance' by IAESTE India- LC MUJ. Please present her 'Acceptance Letter' along with the 'Letter to Embassy' while applying for Visa.
- Send the completed N5b document to your parent IAESTE as soon as possible to facilitate the other formalities.

2) **Insurance Liability and Emergency Contacts-**

- You must get yourself insured for the duration of your internship. Fill in the required fields and send it along with the N5b document to the parent IAESTE. Also, send the completed 'Emergency Contact' list along with her document.

Can't wait to see you here !!

www.iaestemuj.in | info@iaestemuj.in | 1st Floor, Opp. Finance Dept., Administration Block, Manipal University Jaipur, Jaipur, Rajasthan, India –



N5-A

IAESTE LC MUJ

ACCEPTANCE NOTE

STUDENT : Begüm Topçu

REFERENCE NUMBER : IN-2016-0806-MJ

YOU HAVE BEEN ACCEPTED FOR THE PRACTICAL TRAINING IN MANIPAL UNIVERSITY JAIPUR.

EMPLOYER : Manipal University Jaipur

ADDRESS : Manipal University Jaipur
Dehmi Kalan
Jaipur - 302007

For the following period (Day / Month / Year) : From 20/06/2016 to 12/08/2016

Additional Information:

For any information other than your project details

contact : head.incoming@iaestemuj.in

Phone number: +91 9929542383 (HEAD INCOMING - MUJ LC)

www.iaestemuj.in | info@iaestemuj.in | 1st Floor, Opp. Finance Dept., Administration Block, Manipal University Jaipur, Jaipur, Rajasthan, India –



N5-A

IAESTE LC MUJ

STUDENT INFORMATION :

Passport Number : U10349624

Date of Birth(Day / Month / Year) : 15/06/1993

Place of Birth : ISTANBUL, TURKEY

Gender : FEMALE

Place of issue : BEGCILAR

Marital status : SINGLE

Valid Until (Month /Day/ Year) : 29/12/2024

Nationality : TURKISH

CONFIRMATION OF ACCEPTANCE

COMPLETE, SIGN AND RETURN THE ATTACHED CONFIRMATION OF ACCEPTANCE (N/5-B) TO US THROUGH YOUR NATIONAL IAESTE COMMITTEE AT THE LATEST WITHIN TWO WEEKS.

Date (Day / Month / Year)

IAESTE INDIA
LC-MUJ

Achintya Mohan
President
IAESTE MUJ

12 / 04 / 2016



Achintya

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IAESTE LC MUJ

CONFIRMATION OF ACCEPTANCE

STUDENT :

REFERENCE NUMBER :

ACCEPT THIS OFFER IN : **INDIA**

FROM (Month / Day / Year) :

EMPLOYER : Manipal University Jaipur

PERSON TO CONTACT : Chitwan Gautam (Head Incoming-IAESTE LC MUJ)

CONTACT : +919929542383

E-MAIL : head.incoming@iaeste.muji

I shall leave my country on.....(day/month/year)

Time and date of arrival.....(day/month/year/hr:min)

Place of arrival.....(airport/port/railway station etc.)

Arriving by:

- Train No.:.....
- Plane:

FLIGHT 1st no. from to

FLIGHT 2nd no. from to

FLIGHT 3rd no. from to

I shall require lodging :



IAESTE LC MUJ

from.....(day/month/year) to.....(day/month/year).

Lodging will be arranged by : (IAESTE/myself).....

Optional:I shall depart after completing internship on.....Flight/Bus/Train no.....

I am insured against illness, accidents including death and repatriation in case of illness, accidents or death during my traineeship. I am aware that neither the IAESTE National Committee of the sending country: _____ nor that of the receiving country: _____ can be held responsible for any accident that may occur during working hours or in my free time.

Insurance company : _____

Insurance receipt No. : _____

Date (day/month/year) :

SIGNATURE :

E-mail :

Phone number :

Home address :

I AM AWARE THAT I AM RESPONSIBLE FOR ANY FINANCIAL LOSS INVOLVED IF I WITHDRAW OR CHANGE MY START DATE OR CANCEL ANY ROOM ALLOCATED TO ME AFTER HAVING COMPLETED AND SIGNED HER FORM. IT IS IMPORTANT THAT YOU COMPLETE AND RETURN HER FORM AS SOON AS POSSIBLE BUT NOT LATER THEN TWO WEEKS BEFORE THE START OF YOUR INTERNSHIP TO YOUR IAESTE NATIONAL OFFICE.



IAESTE LC MUJ

LETTER TO THE EMBASSY OF INDIA

Embassy of India,
Turkey

12/04/2016 (dd/mm/yyyy)

Sir/Madam,

Subject – Invitation for Ms Begüm Topçu

This letter serves to certify that Ms Begüm Topçu from ISTANBUL, TURKEY has been accepted as an apprentice in Manipal University Jaipur from (Day / Month / Year) 20/06/2016 to 12/08/2016.

Apart from this, she will be paid a monthly stipend of Rs.5000 as pocket expense.

We hence request you to process the Visa application of Ms Begüm Topçu, as it is under the IAESTE Norms that we are inviting her to join us for her internship period.

She shall be visiting Jaipur the capital city of the North-western State of India – Rajasthan.

We hope that you consider this letter has an invitation for the
our country.

student to visit

Yours sincerely,

Achintya Mohan

President (IAESTE LC MUJ)

Manipal University Jaipur



Achintya



IAESTE LC MUJ

COVENANT

TO THE EMPLOYER AND IAESTE INDIA- LC MUJ

- My entry to India is for participation in the IAESTE Exchange program. I understand the aim of IAESTE activities and will do my best to promote international amity and to enhance my technical knowledge.
- I will observe Indian laws and regulations and also respect Indian customs. I will not engage myself in any immoral and criminal activities. I acknowledge that neither my employer nor IAESTE India- LC MUJ will be responsible for any avoidable incident that is a result of an act of recklessness.
- In an unfortunate event that I am involved in an incident of such a nature, IAESTE India- LC MUJ will provide the necessary humanitarian aid, but neither IAESTE India- LC MUJ nor the employer will be liable for expenses incurred.
- During my training program I will observe the directions of the employer. I will maintain the confidentiality of work done if directed to do so by the employer.
- I confirm that I will take prior permission from the employer and the Head of Incoming Welfare of IAESTE India- LC MUJ if I leave my training and intend to go for a trip.
- I fully understand that neither IAESTE India- LC MUJ nor the employer is responsible for any accidents during my private time resulting from swimming / diving in hazardous areas and other activities. In the event of a serious incident, IAESTE India- LC MUJ will report the matter to the related diplomatic establishment in India and / or the IAESTE office of the sending country. IAESTE India- LC MUJ will take no further action in this regard.
- I shall take prior approval of the employer and the Head of Incoming Welfare before leaving the city. Any violation in this regard will be severely dealt with.
- I am informed that the stipend paid shall be according to the number of days I report to my employer.
- The internship will be considered completed only after the submission of a technical report to the employer and I shall abide by the rules and regulations of MUJ University.

INTERN SIGNATURE

Chitwan Gautam
Head Incoming LC MUJ



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EMERGENCY CONTACT FORM

MAIN CONTACT

NAME :

RELATIONSHIP :

PHONE NO. :

MOBILE NO. :

HOME ADDRESS :

OTHER CONTACT

NAME :

RELATIONSHIP :

PHONE NO. :

MOBILE NO. :

HOME ADDRESS :

PLEASE RETURN **TWO (2) COPIES** OF THIS FORM ALONG WITH YOUR N5-B AND INSURANCE LIABILITY FORM TO YOUR IAESTE **SENDING COUNTRY**.

ALL THE INFORMATION WILL BE TREATED CONFIDENTIALLY AND WILL BE HELD FOR THE DURATION OF YOUR INTERNSHIP.

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IAESTE LC MUJ

IAESTE liability policy

General Arrangements

1. Compliance with the host company/institution directives.

The student will comply with the relevant rules and regulations of the receiving host company/institution while training at the host company/institution.

2. Responsibility for property loss and damage

The student will be responsible for loss of, or damage to the property of his/her receiving company/institution caused by him/herself (malicious intent).

3. Intellectual property rights and confidential information

As a general rule, the receiving company/institution is expected to maintain any intellectual property rights which may result from a particular programme involving the student.

4. Other subjects

The receiving company/institution is expected to agree directly with trainees in writing, on any subjects or specific arrangements other than those listed initially in their offer, if the company/institution considers it necessary.

Waiver of liability

IAESTE (the International Association with its executive bodies, the Members and Co-operating Institutions of the sending and receiving countries) assumes no responsibility or liability for any injury, accident damage, financial losses (for housing reservations....) additional delay or other irregularities suffered by the student, the receiving company/institution or any other party, other than those which may be caused by wilful or negligent acts or omissions on the part of IAESTE, in which case the respective involved party of IAESTE as listed will be solely responsible. IAESTE shall not be responsible or liable for consequences or natural calamities, labour strikes, Acts of God, war and other factors beyond IAESTE's reasonable control.

Insurance

In the light of IAESTE's limitation of liability and responsibility set forth above, the student is obliged to have the necessary arrangements for health and accident coverage for the duration of his/her training, including the time spent travelling and leisure activities. Further coverage must be taken out by the student in relation to his/her property loss and damage.

Offer Reference no. _____

Student Name _____

Signature _____

Date: _____

Please sign and return a copy of this form with the N5b Acceptance document.