

<https://ociservices.gov.in/welcome>

1. Go to '**Apply for Special Permission**'.

Read all the info provided on that screen and hit the 'Proceed' button

2. Next download **Instructions for filling application forms** and get your documents ready according to the list.

Please make sure to create a "**Undertaking from applicant**" document using the exact words they have provided. You will be able to download Form G only after you select "**I have read the instructions**" and hit '**accept**' at the end of this instruction sheet.

3. You will get taken to the **Apply For Permission Page**. After you have done doing what it asks, you will get on to the next pages. At some point you will be given a temporary application ID. I think this is to be used to get in and out of your application in case you don't want to do it at one sitting.

4. Once you get to the part where you have to download **Form G**, you will find yourself out of this website. This might have changed so that you no longer find yourself outside the website. If this happens, download Form G, fill it out and get back into website using your temp ID number.

5. No need to submit 7 copies of the Form G.

Form G does say at the top -

**Application for the Approval of Research Project and Authorization of Visa
(to be submitted in 7 sets)**

NOTE: Please upload the cover letter and Certificate of Affiliation from your host institution along with Form G.

6. **UPLOADS** - the upload process is not too difficult. They have specific documents they ask for and you cannot upload for anything else. For instance, the Project Clearance Support letter provided by USIEF - I added it (in front of) my grant award document because there was no way to upload it separately as it was not a required document.

I used my US Driver's license as proof of residence and the portion of my grant award letter that talks about my Fulbright financial support for the financial question - I suppose, you could also scan your bank statement page in the US and attach it to this document.

8. **DO NOT HIT SUBMIT BUTTON** till you have checked that you have uploaded the correct documents for each required doc and **THEN** hit '**SUBMIT**'. You will then be given a **File Reference number**. (Your temp application id number may become invalid at this point).

9. The new File Ref. number is what you will use to keep going to the status enquiry page. You may see "UNDER-PROCESS" as your status at that time.

Common FAQs

- **Who is the approving authority?**
Mention USIEF
- **Approving authority details**
You could mention name of USIEF staff and address.
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- **Remuneration amount in INR**
You could mention your monthly stipend in INR

Few Important Tips:

- You need to use the passport number for which the OCI visa was originally issued when logging in (and not your current one, if this is different).
- Page 4 item 25 of the Form G requests the applicant to attach a 2-page summary of the project, but this makes the file over 1000 KB no matter how much you compress, so I left it off and hope this okay!
- All the files need to be less than 1000 KB. If they are 1000 KB, you will not be able to upload them.