

Dear Sir/Madam

In current times where world is a global village, many of you aspire to travel to different parts of the world for student exchange programs, global competitions and wide varieties of learning & career opportunities. Passport is an essential travel document. Passport is also an important and widely acceptable identity and address proof document.

We as part of Ministry of external affair's initiative "Student Connect", are aimed to prepare Globally Ready Students by helping you to avail Passport Services in a never before easier and simpler manner

On 4th March'17 Passport Office is conducting a walk-in drive under Passport Mela Exclusively for students and Faculty of the college from 9 AM to 4 PM at Passport Seva Kendra, Herald House ,ITO.

Address:

Passport Seva Kendra,Herald House-ITO
5-A Bahadur shah zafar Marg,New Delhi-110002.

Landmark- Adjacent to ITO metro station-A Minutes walk from Exit Gate No.4.

How to apply for Passport

- Visit Passport Seva Portal <http://passportindia.gov.in>
- Register online as a new user
- Fill up the application form online; 5 forms can be filled with one login ID.
- Print Application Receipt and visit Passport Seva Kendra(PSK) with original documents* and their photocopies
- Present address proof, DOB proof, Educational Qualification proof(X/XII/Any higher degree).
- Entry is allowed at the PSK, basis College ID only.

You are advised to apply well in time so that the passport is available by the time you are ready to take off to your dream destinations.

We believe this is a good opportunity for your esteemed organization to empower and enable your students towards global learning and a promising career ahead. You may like to share the detailed advisory with your students by displaying this important information on the notice board and publishing the same on the students' corner of institute's website.

In case you need any further information in this regard, you may contact Ms. Priti Thareja (Cluster Lead), mobile no.8700558556.