



**འབྲུག་རྒྱལ་ཁའི་དཔལ་ལྷན་ལག་སློབ་མཉམས་སྤྱོད་ལྷན་ཁག་**  
**འཛམ་གླིང་འཕུལ་རིག་མཐོ་རིམ་སློབ་མཉམས་སྤྱོད་ལྷན་ཁག་**  
**Royal University of Bhutan**  
**College of Science and Technology**  
**Rinchending: Bhutan**



## **CHECK- LIST FOR INDIVIDUALS COMING FOR ICSciEnTec 2020**

### **Overall Checklist**

1. The VISA for visiting Bhutan is required for all the participants/speakers from all countries **EXCEPT** for India and Bangladesh.
2. Route permit is required for all participants/speakers to travel between conference venue and the Paro International Airport/from the India-Bhutan border entry.
3. The route permit processing will be done on arrival at Thimphu and before departure from conference venue.
4. The VISA and the route permit will be arranged by the conference organizer upon submission of required documents.
5. Participants travelling to the conference venue from the Paro International Airport need not require the route permit but need to produce the official letters provided by the organizer at the Immigration checkpoints.
6. If you wish to visit the other parts of the country, you will have to take a separate route permit.
7. The required documents for both VISA and route permit should be submitted to Ms. Sonam Deki emailed at [sonamdeki.cst@rub.edu.bt](mailto:sonamdeki.cst@rub.edu.bt)
8. Strongly recommends to book the flight ticket as early as possible.
9. Strongly recommends to verify the VISA and route permit requirements from the Ministry of Foreign Affairs, Royal Government of Bhutan.

### **Documents required for VISA processing:**

Followings are the documents required for the submission on or before **7<sup>th</sup> January, 2020**.

1. Filled Visa Application Form (attached)
2. Scanned copy of their passport – first 2 pages (please make sure it is clear and visible)
3. Visa fee of Nu. 2500/-
4. Declaration letter (attached)
5. Invitation letter / acceptance letter
6. Copy of Air Ticket
7. Filled up route/stay permit form (attached here)

Please note that the processing of the VISA takes a minimum of 14 working days upon production of all required documents. While filling up the VISA application form, the duration of your visit should not be more than 9 days.



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**Documents required for Route Permit:**

1. Filled up route/stay permit form (attached here) is required to submit a week before your arrival date for arranging necessary official letters to be submitted/produce to the Immigration Office.
2. While travelling from conference venue to the airport/other parts of the Bhutan (if any), you are required to submit a scanned copy of your stamped passport.
3. The processing of route permit will take a maximum of half working day upon production of all required documents. The concerned participants will have to go to the immigration office in person to provide your biometrics.