

Impotents Tips:

1. Please confirm the weight restrictions with Chaprana Pvt. Ltd. before leaving for Abroad. For excessive baggage you have pay to Airline.
2. Keep important document in your hand baggage. Your currency & passport should be in your waist pouch.
3. Always be with your groups.
4. Follow the instructions given by Chaprana Pvt. Ltd staff

PROCEDURE AT DEPARTURE AIRPORT IN INDIA.

- 1) Get your Check in Baggage scanned & sealed at the scanning machine.
- 2) After the scanning, proceed to the check in counter of your Airline and stand in the queue. All students of a batch should preferably check in together.
- 3) Produce your Passport & Air Ticket to the person at the counter when your turn arrives. All your baggage will be weighed and in case of excess baggage, you will be asked to pay the excess baggage charge. Maintain carefully the excess baggage ticket if any since you may need to produce the same at the Russian/Chinese airport.
- 4) You will be issued the boarding card along with your passport and Air Ticket at the counter. You will also be given the baggage coupon for the checked in baggage, which you must preserve carefully to redeem your baggage at Russian/Chinese airport.
- 5) You will be also handed over an embarkation form which you need to fill up to be handed over to the immigration counter.
- 6) Proceed to the Immigration Counter. At this counter, hand over your passport, boarding card and embarkation form. In case you are asked at the counter for the reason for going to Abroad , you should inform that you are going for higher education. Do not forget to collect your passport & Boarding card from the Immigration Counter.
- 7) Next, proceed to the customs counter where your boarding card would be stamped. The customs officer may ask to see the receipt from the foreign exchange dealer for the money being carried by you.
- 8) Proceed thereafter to the Gate number mentioned on the boarding card and await boarding announcement.
- 9) Board the aircraft after the announcement & occupy the seat allotted to you.
- 10) Try to get some sleep on board the aircraft, since you may have an overnight bus journey to your university from Moscow.(In case, if you are going to Russia)

PROCEDURE AT Russian/Chinese AIRPORT.

- 1) Upon landing at airport, proceed directly to the immigration counter after filling up the Migration Form that the flight attendant would have handed over to you during the flight. Do not misplace the form since the same would be required at the time of registration with the university as well as during your exit from Russia after one year.
- 2) At the immigration counter, hand over your passport along with the copy of the visa invitation letter.
- 3) The checking of the documents may take some time and you may have to wait for an hour before you are cleared to enter the country.
- 4) After the completion of the immigration, proceed to the customs hall, identify & collect your baggage and also fill up the customs declaration form available in the hall.
- 5) Declare all the foreign currency that you are taking into the Russia/China. Please note that any concealment or failure to declare currency may lead to confiscation or penalties.
- 6) After you have filled the form, proceed to the customs officers. You would be required to screen your baggage. In case of doubt, the officer may ask you to open your bag for inspection.
- 7) Ensure that you retain the customs declaration form with you, since you would require the same to open a bank account.(For Russia)
- 8) After you have cleared the customs, proceed to the arrival hall where the representatives of Chaprana Pvt.Ltd. will be awaiting you. Remain as a group in the arrival hall until the Chaprana Pvt. Ltd. Representative contacts you. DO NOT leave baggage unattended. Ask your batch mate to look after your bag in case you need to go to the restaurant or toilet etc. DO NOT go outside the arrival hall until the Chaprana Pvt. Ltd. Representative contacts you. If you leave the hall, you may not be allowed back inside and you will have to await the representative outside.
- 9) Convert at least \$100 to local currency (Russian/Chines), in the authorized counter in the airport itself. You may need some money for expenses during the journey to your university or on arrival at the university. You will find the counters as you leave the customs enclosure.
- 10) If Chaprana Pvt. Ltd. staff is accompanying you during your 1st flight to abroad than he/she will be explain you these procedure.