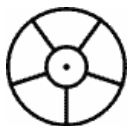


*Greetings from Auroville to all men of good will.
Are invited to Auroville all those who thirst for
progress and aspire to a higher and truer life.
(The Mother's invitation, 28 February, 1968)*

Request Process – August 2010

To Live in Auroville



Entry Service

Entry Service

In the early days of Auroville, Mother personally approved requests from those who want to live in Auroville. In 1968, she suggested 'the idea of an information office for those who are interested in the idea of Auroville could come to find what work is to be done and what personnel is required.' Since 1973, the admission process has been undergoing constant changes. Currently, responsibility for admissions is with the Entry Service.

Functions Entry Service provides information and facilitates the integration of those who wish to live in Auroville.

The main functions of Entry Service are:

1. Providing information to those who wish to join, live and work in Auroville
2. Processing requests for admission
3. Facilitating integration of Newcomers
4. Recommending Newcomers for acceptance as Members of the Residents Assembly of Auroville.

Current team The current team came into office on 2 November 2009 and have tenure of 3 years. They are: Bhuvana, Cecilia, Jocelyn, Kalsang, Rakhee, Ross, Sarasija. They come from several different countries.

Contact details Entry Service
Town Hall - MMC Building
Auroville, TN 605 101 INDIA
Tel : +91 413 2622
Email : entryservice@auroville.org.in
Website: www.auroville.org.in/entry

Office hours The Entry Service office is open Monday, Wednesday and Friday 0900-1200 hrs.

Process Overview

The Entry Service reviews requests to live in Auroville according to the following broad aspects:

- Commitment to Auroville ideals
- Potential work contribution to development of Auroville
- Capacity to adapt to multi-cultural living
- Housing arrangement

Currently we especially encourage young people and people with specialist skills such as medicine, medical services, teaching, farming, construction, town planning, information technology, management and community development etc.

We also especially encourage people from nationalities which are currently not represented or under-represented in our population.

Key Steps	Actions
1. Guest	<ul style="list-style-type: none"> • • Explore Auroville and participate as a volunteer
	Attend an Orientation Program
	<ul style="list-style-type: none"> • Volunteer in a work activity
2. Meet Entry Service	<ul style="list-style-type: none"> • Pick up a Request Form • Submit Request form along with documents
	Make an appointment with Entry Service
	<ul style="list-style-type: none"> • Attend introductory meeting
	<ul style="list-style-type: none"> • When necessary, apply for a Letter of Recommendationi • (non-Indians only)
	•
3. Newcomer	<ul style="list-style-type: none"> • Take up full-time responsibilities as a Newcomer
	Participate in development of Auroville through work
	<ul style="list-style-type: none"> • Attend Newcomer Program • Field Meeting
4. Obtain Recommendation	<ul style="list-style-type: none"> • Provide references from place of living and place of work • Submit Self-assessment form and references • Obtain extension of Visa, if applicable • Attend Final meeting

Request Form

In case of families, each adult needs to fill out the form individually. Use a separate *Accompanying Persons Form* for

children, parents, partner or other persons who need to stay with you in Auroville.

Bring the completed and signed *Request Form* to the office .
Request Forms sent by email will not be accepted.

Bring the following documents to the Entry Office during office hours:

- § Passport photo's (4 copies)
- § Copy of passport (3 photocopies)
- § Copy of valid photo identification (Election Commissioner's Card)
- § (3 photocopies) *for Indians only*
- § Copy of valid visa / OCI / PIO (3 photocopies)
- § Copy of health insurance
- § Letter from work place
- § Three Aurovilian references (Home, Work, Activity)
- § *Letter from Housing Service*
- § *Schooling - Letter of acceptance*
- § *Orientation - Date of Program*
-

Please note that any incomplete submission is likely to result in cancellation of introductory meeting appointment and a new appointment might take several more weeks. Therefore, make sure that all the necessary documents are included and the form is correctly filled in and signed.

If you are invited to participate in Auroville, then you will be sent a necessary *Visa Recommendation letter*, signed by the Secretary of Auroville Foundation, if you are not an Indian citizen or do not hold a PIO/OCI card. In some cases, you may need to meet the Secretary in person. The *visa recommendation letter* is valid for a period of 6 months from date of issue. You will need to submit this along with visa application form in your country of residence to the Indian Consulate to obtain a visa. On your return arrival in India, you must apply for a residential permit.

On your arrival in Auroville, there are few things to be immediately taken care of before you settle down into your residence and start work.

1. Go to Residents Service

As per Government of India regulations, within 24 hours of your arrival in India, you have to submit the following to Residents Service:

- § 2 copies of *arrival form*

§ 2 copies of the photo page of passport

§ 2 copies of the Indian visa page of passport (which shows arrival date stamp)

These will be sent to the Secretary of Auroville Foundation, who will issue a *Certificate of Residence* (within 10 days). You will then (within 14 days from date of arrival in India) have to submit the following documents at the office of RRO, Puducherry (0930-1230 hrs Mon-Fri):

§ Application for Registration of Foreigners

§ Copy of your photo page of passport

§ Copy of the Indian visa page of passport (which shows arrival date stamp)

§ Passport photo

§ Certificate of Residence

After submitting these, you will get a slip with a date for collection of Residential Permit. It usually takes about 30 days to get the Residential Permit from date of submission of documents. The permit can be collected between 1600-1730 hrs Mon-Fri at RRO office, Puducherry.

The Residential Permit allows you to live in Auroville as a voluntary worker for a period of one year and can be renewed every year for three times (a maximum of one year each time) after which you will have to return to your home country for further renewal.

Please note that under this Residential Permit, you are NOT allowed to take up employment in India and must live and work in Auroville only.

Each time you travel out of India (even for very short trips), you are required to fill out and submit the *departure form* before you leave Auroville and the *arrival form* immediately on your return to Auroville.

Indian citizens and PIO and OCI card holders are not required to register with RRO nor obtain Residential Permit. However, PIO card holders are required to register with RRO when their stay exceeds 180 days.

After you collect the Residential Permit, you will need to give one copy to the Residents Service who will sign the *registration slip* (form available).

Everyone, including Indian citizens, PIO and OCI card holders must inform the Residents' Service when they arrive in and leave Auroville.

2. Go to Financial Services

You will need to fill out a *Material Conditions Agreement* (form available) and show your *Letter of Invitation* at the **Financial Services** (Town Hall, Opening timings 09:00-12:00; 14:00 - 16:00 Mon to Sat) to make necessary payments.

REQUIRED FEES

Registration fee (non-refundable): Rs.8000 for adults/Rs.1000 for children (students)

Repatriation fund (for non-Indians only): Rs.1000

Return ticket deposit, as applicable (for non-Indians only) (*An amount equivalent to a return ticket to home country is to be deposited. This money is refundable at the end of three years when a long-term visa is obtained or will be refunded if the Newcomer/Member of Residents' Assembly chooses to leave Auroville*).

Monthly contribution to Auroville Central Fund: Rs.2000 per month (Applicable to all Newcomers and Members of Residents' Assembly) will be automatically deducted from your account at the beginning of each month.

After you have paid the required fees, Financial Service will issue a *registration slip* and open a *Pour Tous Account* as Newcomer. The Newcomer account number will replace your guest account number.

Normally, there is no need for you to open a bank account for your personal needs. Any incoming remittances from overseas or India can be made directly to your *Pour Tous* account. Also you can arrange for both international and domestic payments through your account. Ask Financial Services for more details.

3. Go to Housing Service

You will need to register your place of stay with the Housing Service who will also sign the *registration slip*.

4. Go to Entry Service

You present the *registration slip* duly signed by the Financial and Housing Services at Entry Service. Then you will be recommended as a Newcomer in the News and Notes. Provided there is no substantive negative feedback, you will be issued a *Newcomer card*. You may need to show this card to avail of various services at Auroville. Your Newcomer period starts from the date of issue of Newcomer card and you then officially start your integration!

Suggestion

Within the Solar Kitchen complex are facilities for most of your daily needs. You may join the Prosperity Scheme or the Pour Tous Distribution Scheme (PTDS) for your monthly groceries and affordable lunch scheme at Solar Kitchen. Nandini scheme offers basic clothing against monthly contribution. At Free Store, you can pick up clothes and a few other things or give away your used clothes, which are in good condition.

3. Participate as Newcomer

- Participate in development of Auroville through work

All Newcomers are expected to work full-time throughout the entire Newcomer period

As a base guideline, a Newcomer is expected to contribute work for at least 35 hours a week (an average of 6 hours a day; Mon-Sat). Working for personal development is not considered as working for the community. Newcomers are advised to take up work recognized by Entry Service for the purpose of integration (*see List of Work Places*).

Newcomers are required to obtain an Activity Reference from the project holder of your place of work. A summary of the duration of work period and the contribution of work will become part of self-assessment for eventual recommendation as Member of the Residents' Assembly.

As a Newcomer you are expected to remain in Auroville throughout the full integration period of one year. Over many years it has been observed that spending a complete year in Auroville, and experiencing all of the seasons, including the hottest months, helps people clarify their motivation and commitment, thereby facilitating the integration process.

If a Newcomer has to leave Auroville during his/her Newcomer period for an exceptional circumstance, the length of his/her absence will be added to his/her Newcomer period. A Newcomer is supposed to inform the Entry Service whenever s/he is leaving Auroville for more than two weeks.

Attend Newcomer Orientation Program

The Entry Service supports a Newcomer Program to facilitate integration of Newcomers into the community life. All Newcomers are encouraged to participate in this program to meet other Newcomers, find work, visit communities/units and to share experiences. Announcements of events are usually made in the *News and Notes* and invitations are sent by e-mail.

If you wish to have a *Contact Person* to mentor you during your integration process, the Entry Service can help you find one.

Submit Interim Self-assessment

After six months of work, you will need to submit the *Self Assessment* (form available) to the Entry Service. After receipt of this, a member of the Entry Service will meet you in person to review your integration process and brief you on the next steps.

4. Obtain Recommendation

Attend Final meeting with Entry

The Entry Service will schedule a meeting with the Newcomer before presenting his/her name to the community through the Auroville news and Notes.

Obtain Member of Residents' Assembly Card

After the recommendation as Member of Residents' Assembly is endorsed by the Secretary of Auroville Foundation (within 30 days), the Entry Service will transfer your information to the Residents Service, who will add your name to the *Residents Master List* and you will be issued a *Member of Residents' Assembly card*.

You are now officially a Member of the Residents' Assembly and you may undertake responsibilities for the development of Auroville.

5. Termination of Newcomer Status

The Entry Service has the responsibility to terminate the Newcomer status if it is found that one or more of the conditions for living in Auroville has not been fulfilled. In such a case an appeal process is available.

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*Auroville is created to realize the ideal of Sri
Aurobindo who taught us the Karma Yoga.*

Auroville is for those who want to do the Yoga of work.

To live in Auroville means to do the Yoga of work.

*So all Aurovilians must take up a work and do it as
Yoga. Blessings.*

*(The Mother's last message to Auroville, 27 March
1973)*