



## MAYAPUR COMMUNITY SEVAKS

Varnashram Bldg. (Cyber Mansion), ISKCON Mayapur, Nadia, West Bengal, PIN 741313

mcs.office @ pamho.net  
tel : +91 (0) 9474-732-812  
tel : +91 (0) 3472-245-411  
fax : +91 (0) 3472-245-467  
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### Form 1

Residence Application procedures

Anyone staying in Mayapur for longer than 4 months is required to apply for Residency from the MCS. This paper lays out the procedures you will need to follow in order to present your residency application.

## APPLYING FOR RESIDENCY IN MAYAPUR:

You will need to provide photocopies of your (and any children's) passports. You need to send an email to Child Protection Office ([cpo@pamho.net](mailto:cpo@pamho.net)) to request clearance to live in Mayapur, they will email that clearance to the MCS Office. You also need to obtain 2 letters of recommendation from senior devotees that know you well. A recommendation letter should include the following information: the time period you knew the devotee, the service he/she performed, your evaluation of his/her personal dealings and devotional practices, and a comment regarding his/her allegiance to ISKCON and general relationship with authorities.

If the applicant is married, comment on the nature of the relationship with the spouse as well as the level of commitment to the children (if there are any).

You can submit your completed form by post, fax, email or in person.

Once the form and all documents are received, it will take at least two weeks before you receive a decision by email on the approval of your application.

We will then issue Sponsorship (visa invitation) letters if necessary and these will be sent to you by courier, email, or fax. You can use these letters to obtain a visa from an Indian embassy to stay in India. You will need to pay the courier or fax fees upon your arrival in Mayapur.

If you intend to stay in India for some time and extend your visa, it is important to note that visa extension is not granted automatically. It is possible that your application for extension may be unsuccessful in which case you will have to leave the country. This will require money so please make sure that you plan for this possibility.

If you have an existing medical condition that requires special facilities or medication please research the availability of such before coming and make sure you have adequate funds to manage your health care for the duration of your stay.

We strongly suggest that you find accommodation before coming as it is not easy to find an apartment.

We advise you not to completely sell everything in your home country and relocate before first coming for a trial period to see if you and your family can adapt happily to the living conditions in Mayapur.

Please note that if your application is approved, you will need to visit the MCS office to complete the procedure, receive the letters you will need to register at the Foreigners' Registration Office, FRO, within 14 days of arrival in India. If you arrive without approval you will need to be approved before we will issue the registration letters to the FRO and that could take more than 14 days, resulting in a late fee of at least 1,400 RS.

## **General Information Sheet**

Dear Devotee

Please read the following information carefully before proceeding with your application.

- If you intend to stay in India for some time and extend your visa, it is important to note that visa extension is not granted automatically. It is possible that your application for extension may be unsuccessful in which case you will have to leave the country. This will require money so please make sure that you plan for this possibility.
- If you have an existing medical condition that requires special facilities or medication please research the availability of such before coming and make sure you have adequate funds to manage your health care for the duration of your stay.
- We strongly suggest that you find accommodation before coming as it is not easy to find an apartment.
- We advise you not to completely sell everything in your home country and relocate before first coming for a trial period to see if you and your family can adapt happily to the living conditions in Mayapur.

Thank you



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**Form 2**  
Application for Residence

.....  
Mayapur Community Sevaks (the MCS) are pleased to receive your application for residence in Mayapur. We welcome all sincere devotees to this growing community. In order to ensure the safe and progressive growth of our community, it is a requirement that all residents staying longer than four months have residence approval from the MCS. We therefore need to know something about who is applying to live here, so we ask you to kindly complete the following form. Please read the procedures for application carefully as we cannot consider incomplete applications. If you need any help, please contact us and we will be happy to serve you. A husband and wife will need to fill out separate forms and if there are any children, a separate child's application form should be completed for each child. If you are over the age of 65 or have a serious or terminal illness, please also see the additional information sheet (form 5).  
.....

First (Given) name \_\_\_\_\_ Last (Sur) name \_\_\_\_\_

Spiritual name \_\_\_\_\_

Present address outside Mayapur \_\_\_\_\_

Phone number out of Mayapur \_\_\_\_\_ email address \_\_\_\_\_

Address in Mayapur \_\_\_\_\_

Phone number in Mayapur \_\_\_\_\_ mobile \_\_\_\_\_

Date of birth (day/month/year) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Age \_\_\_\_\_ Male  Female

Date you joined ISKCON (dd/mm/yy) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Where did you join? \_\_\_\_\_

Initiated by \_\_\_\_\_ Date of initiation (day/month/year) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

1. Are you financially independent? Yes  No

If yes, what is your source of income? \_\_\_\_\_

If no, how will you be supported? \_\_\_\_\_

(please note that Mayapur administration cannot accept financial responsibility for those not serving under a divisional head)

2. What are your arrangements for accommodation? Buying/own property in ISKCON  Buying/own property outside ISKCON

Renting inside ISKCON  Renting outside ISKCON  Receiving accommodation from a department

3. How many months per year do you expect to reside in Mayapur? \_\_\_\_\_ months.

4. What work or service are you presently, or usually, engaged in? \_\_\_\_\_

What work or service will you do in Mayapur? \_\_\_\_\_

5. What are your reasons for wanting to reside in Mayapur? \_\_\_\_\_

6. Who do you know who presently lives in Mayapur?  
What is their contact information?

*Please turn the page*

7. Have you ever lived or spent time in India before? Yes  How long? \_\_\_\_\_ years \_\_\_\_\_ months No

8. Are you planning to come to Mayapur on a round trip / return ticket? Yes  No

If not, are you willing to deposit money with the Mayapur management to the value of a return ticket? Yes  No

OR Can you name a devotee in good standing who is willing to act as a guarantor for your return ticket? Yes  No

If yes, their name \_\_\_\_\_ email address \_\_\_\_\_

(We ask this because some devotees have encountered unexpected difficulties and been unable to fund their return to their country.)

9. Marital status: Single  Married  Separated  Divorced  Widowed

9a. Complete this section if you are Single, Separated, Divorced, or Widowed :

Do you have any children? Yes  No  If YES, will they be accompanying you? Yes  No   
(please complete a child's application form for each child) (number of children \_\_\_\_\_ ages \_\_\_\_\_)

Do you have a guardian? Yes  Name \_\_\_\_\_ No   
(We operate a guardianship scheme for the protection of single men and women. The MCS will give you further details and assist you on arrival)

9b. Complete this section if you are MARRIED : Spouse's name \_\_\_\_\_

Will you be residing here with your spouse? Yes  No

(Please note that your spouse should complete a separate application for residence)

Will you be residing here with your children? Yes  (number of children \_\_\_\_\_ ages \_\_\_\_\_) No

9c. Complete this section if you are DIVORCED :

Please give the date of your divorce (day/month/year) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

(Please note that according to Mayapur by-law, anyone who has been divorced for less than 24 months is not eligible to reside in ISKCON Mayapur)

9d. Complete this section if you will be ACCOMPANIED BY YOUR CHILDREN :

Do any of your children have another parent in a different location? Yes  No

If Yes, give details \_\_\_\_\_

Has the other parent given permission for the child/children to reside in Mayapur? Yes  No

(Please complete a child's Residency application form number 3 for each child)

*If yes please provide documented proof.*

*If no, do you have legal custody of your child/children. If so please provide documented proof.*

10. Do you have a medical condition which requires specialised equipment, attendant care or specific medication?

Yes  No

If you have answered Yes, please also complete form 5.

(A medical condition will not in any way bar you from residence, but we want to ensure that the facilities you require are available here.)

11. Passport #, Nationality, Issue and expiry dates:

\_\_\_\_\_

12. Visa #, Visa type, Issue and expiry dates:

\_\_\_\_\_

*Please go to the next t page*

Name of next of kin (not spouse) to be contacted in an emergency:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Please check your skills and interests.

- |              |                          |                 |                          |                   |                          |
|--------------|--------------------------|-----------------|--------------------------|-------------------|--------------------------|
| sewing       | <input type="checkbox"/> | puja            | <input type="checkbox"/> | cooking           | <input type="checkbox"/> |
| construction | <input type="checkbox"/> | business/office | <input type="checkbox"/> | secretarial       | <input type="checkbox"/> |
| management   | <input type="checkbox"/> | preaching       | <input type="checkbox"/> | education         | <input type="checkbox"/> |
| festivals    | <input type="checkbox"/> | child care      | <input type="checkbox"/> | counselling       | <input type="checkbox"/> |
| Hari Nam     | <input type="checkbox"/> | gardening       | <input type="checkbox"/> | goshala           | <input type="checkbox"/> |
| medical      | <input type="checkbox"/> | computer        | <input type="checkbox"/> | community devlpmt | <input type="checkbox"/> |

Other: \_\_\_\_\_

14. Please give a brief history of your services since you joined ISKCON, including dates places and persons. Please write it here or attach a separate sheet.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Declaration:

I accept Srila Prabhupada as my ultimate authority on all matters and the GBC as his bona fide representative. I agree to abide by the philosophical and behavioural guidelines set out in the ISKCON law book and the Mayapur Community by-laws.

Signed \_\_\_\_\_ Date (day/month/year) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

*Thank you for taking the time to complete this application form. Please return it to the postal address in our header on the first page, fax it to us or send it by email. It will be discussed at the next MCS meeting (usually within ten days) and we will get back to you after this with a decision by email.*

*For office use only:*

- Visa photocopy
- Passport photocopy
- Children's passport
- 2 recommend letters
- CPO clearance
- Courier fee

Date of invitation letter:  
 Date of registration letter:  
 Date of extension letter:

MCS meeting date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Decision : approved  rejected

notes: \_\_\_\_\_

Applicant notified on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



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## Childs Form 3b

Legal Name of child \_\_\_\_\_

Devotional name \_\_\_\_\_

Child's Date of birth (day/month/year) \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_\_ Male  Female

Nationality \_\_\_\_\_

Passport #, issue & exp dates \_\_\_\_\_

Visa #, type, issue and exp dates \_\_\_\_\_

Where is your child being educated?

SMIS Preschool  Sri Mayapur International School  Bhaktivedanta National School   
Bhaktivedanta Academy Boys  Bhaktivedanta Academy Girls  Home schooling  Other

Where does your child reside: asrama  at home  other

Does the child have any serious medical condition or problem? Yes  No

Details \_\_\_\_\_

Legal Name of child \_\_\_\_\_

Devotional name \_\_\_\_\_

Child's Date of birth (day/month/year) \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_\_ Male  Female

Nationality \_\_\_\_\_

Passport #, issue & exp dates \_\_\_\_\_

Visa #, type, issue and exp dates \_\_\_\_\_

Where is your child being educated?

SMIS Preschool  Sri Mayapur International School  Bhaktivedanta National School   
Bhaktivedanta Academy Boys  Bhaktivedanta Academy Girls  Home schooling  Other

Where does your child reside: asrama  at home  other

Does the child have any serious medical condition or problem? Yes  No

Details \_\_\_\_\_

This form completed by \_\_\_\_\_ Date (day/month/year) \_\_\_\_/\_\_\_\_/\_\_\_\_



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## Form 4

Guardianship for single devotees

.....

In order to provide a secure, spiritual home in our community for single men and women, we operate a guardianship scheme whereby someone chosen by the single person acts as their guide and protector. As part of the application for Residency procedure, we therefore ask you to select a suitable devotee who you feel will serve you well in this role. For single men, we suggest a married man and for single women we suggest a married couple would be most appropriate. If you need any assistance in securing a suitable guardian, or need clarification on any of the points below, please contact us.

.....

### Duties of the guardian:

- A guardian can only have as many wards as he/they can effectively assist and support (maximum 5).
- Guardians should be present in Mayapur for at least 8 months each year.
- The guardians should be available to advise and assist, both spiritually and materially, according to the requirement of the ward and their own abilities.
- If the ward wants to enter the grihastha ashram, the guardians should help him/her to get whatever training and assistance is required to find a suitable companion. The MCS should be notified if an ashram change is being considered.
- The guardians should keep in touch with the ward at least once a week.
- If the ward is uninitiated, the guardians might give him/her recommendation for initiation.
- If the ward gets into some difficulty which the guardian is unable to handle effectively, the guardian should bring this to the notice of the MCS and seek their assistance.
- In the event the guardians feel that they can no longer look after their ward, they should notify the MCS and assist in finding a new guardian. The guardian remains responsible for the ward until a new guardian is found.
- In the event that the ward desires to change guardians, the present guardians should help in finding new guardians and notify the MCS.
- If the guardians leave Mayapur for more than a month, they should make arrangements for a responsible devotee/couple to take care of their ward during their absence.

### Duties of the ward:

- A ward should keep in regular, open, honest communication with his/her guardian(s).
- If the ward should encounter any personal or spiritual problems, or is considering any significant changes in their life (e.g. change of ashram, service, living facility, travel etc) then he/she should notify the guardian(s).
- If the ward does not feel sufficiently cared for by their chosen guardian(s), he/she should try to find a suitable replacement and notify the MCS. If the ward needs help, the former guardian and/or the MCS will assist.

The ward's names

Spiritual: \_\_\_\_\_

Legal: \_\_\_\_\_

Address \_\_\_\_\_

Tel \_\_\_\_\_ email \_\_\_\_\_

Sign \_\_\_\_\_ Date (day/month/year) \_\_\_\_/\_\_\_\_/\_\_\_\_

=====

Guardian :                      His name                      Her name

Names \_\_\_\_\_ / \_\_\_\_\_

Address \_\_\_\_\_

Tel \_\_\_\_\_ email \_\_\_\_\_

We hereby affirm that we will take care of the above mentioned ward as outlined on the previous page.

His

Sign \_\_\_\_\_ Date (day/month/year) \_\_\_\_/\_\_\_\_/\_\_\_\_

Hers

Sign \_\_\_\_\_ Date (day/month/year) \_\_\_\_/\_\_\_\_/\_\_\_\_



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## Form 5

Devotees needing care and attention

The Mayapur community welcomes all sincere devotees including those who are disabled, sick or wish to retire here in later life. However, as we presently do not have the infrastructure to provide assistance for the infirm, elderly or seriously or terminally ill, and we want to make sure that your needs will be met, we ask you to complete this form if you are over 65 or have a serious or terminal illness. Please add any extra relevant or clarifying comments on the back of this form. Thank you.

Name \_\_\_\_\_ Age \_\_\_\_\_

1. IF YOU ARE AGED 65 OR OVER, are you generally healthy and fit? Yes  No

If No, please give details \_\_\_\_\_

2. Do you have an illness or medical condition that requires specialised equipment , attendant care or specific medication? Yes  No

If Yes, give details of the condition and the needs, including how you plan to practically meet and finance them.

Condition \_\_\_\_\_

Prognosis \_\_\_\_\_

Equipment \_\_\_\_\_

Care \_\_\_\_\_

Medication \_\_\_\_\_

3. Do you have accommodation arranged? Yes  No

4. Is the accommodation suitable for you as it is now? Yes  No

If No, give details \_\_\_\_\_

5. Have you written a will wherein you have authorized ISKCON to conduct the last rites? Yes  No

6. If yes, then please leave a copy with the MCS secretary. If you have not, then please do so and leave a copy with the MCS secretary.

7. Has this will been notarised at a local embassy? Yes  No  \* (See important note below.)

8. How will you cover emergency medical needs?  
\_\_\_\_\_

9. If you need special care and attention, do you have a guardian to take care of your material and spiritual needs (including visas, official paperwork, medical etc) while you are residing in Mayapur. Yes  No

10. I take responsibility for \_\_\_\_\_  
Guardian's signature:

Telephone Number: \_\_\_\_\_

\*

A notarization from the embassy of your country will be the best thing, but at least get it notarized locally. Alope (Aloy Govinda dasa) at the ISKCON Land Office (top floor of Prabhupada Bhavan) is available from 10 am to 2 pm, telephone: 9434057492. A notarized will gives ISKCON custody of the body to perform the last rites. If you have any questions, come to the MCS office.