



HIGHER EDUCATION DEPARTMENT, GOVT. OF KERALA

SOAFT: System for Online Application For Foreign Travel

The **SOAFT: System for Online Application for Foreign Travel (Ver. 2.0)** is a web application developed for processing application for foreign travel of faculties under different institutes of Higher Education Department, Government of Kerala.

Instructions

Please read the instructions carefully before you start filling the online application form.

1. Faculties of Government/Govt. Aided/ Government Controlled Self Financing Colleges under Higher Education Department should apply directly to the concerned Sanctioning authority such as DCE, DTE, IHRD, University, etc. along with the NOC from Principal/Head of the institution.
2. The Head of Departments/ Principals of all Colleges should apply directly to the sanctioning authority along with the required documents.
3. Those faculties who are on deputation should apply directly to the concerned sanctioning authority with the recommendations from the concerned Head of Institution on Foreign Service and by the Head of parent Department.
4. **Applications should be submitted online with all relevant documents at least 15 days before the proposed travel.**
5. Applicant should submit the abstract of the paper to be presented if any, in the other document section.
6. Applicant should obtain the **mandatory clearance from the Ministry of External Affairs and Ministry of Home Affairs as the case may be before the travel.**
7. The applicant should upload scanned copy of NOC from the Head of the Institutions, scanned copy of Brochure and invitation of the programme and any other relevant document along with the application in .pdf format.
8. The applicant should upload scanned copy of passport size photo (colour) and signature in his/her profile before drafting application. The scanned image of the Photograph of the applicant should be in **.jpeg/.png format, 150W X 200H pixel dimension and within the size limit of 30kb.** The Signature of Applicant should be in **.jpeg/.png format, 150W X 150H pixel dimension and within the size limit of 30kb.**
9. The NOC from Head of the Institution, Brochure and invitation of the programme, any other documents should be in **.pdf format and Maximum file size is 2MB.**

10. Applicant should verify the e-mail ID and mobile numbers automatically populating in the application are correct. If found incorrect, please update the correct details in the profile or in the application.
11. After submitting the application successfully, the applicant will receive a confirmation message (SMS) and an application number. The application status will be available in the application status menu. The status of the application may also be informed the applicant through SMS.
12. The submitted application after processing will lead to an Order and the orders so issued can be downloaded.
13. Once the journey is completed, the applicant should furnish a tour report on the visit through SOAFT.
14. The sanctioning authority may verify and approve the tour report.

How to apply

1. For creating user account, the faculty may click the '**New Registration**' link in the home page. A registration form may popup, in which the faculty may provide User Name as your e-mail, password, Name, Designation, Department, mobile and Name of institute. After submitting the details you may get a six digit OTP. Then close the window using close button. For activating the account, please click the '**Activate Account**' menu in the home page. The user may enter the User Name/E-mail, Password, Mobile number, OTP in to the window and click submit button. An SMS may be received for intimating the same.
2. After log-in to the system the applicant may upload your photo and signature as per the specification by updating the profile.
3. If you forgot the password, use the '**Forgot Password**' menu for retrieving the same.
4. It is recommended that, the users accessing the system may use strong passwords for security (Password must contain a capital Letter, small letter, digit and a special character). Sharing of passwords is prohibited.
5. Users have the responsibility to use this resource/system in an efficient, effective, lawful, and ethical manner.
6. Users shall be responsible for the activities carried out on their client systems, using the accounts assigned to them. Any security incident, noticed or identified by a user must immediately be brought to the notice of the **IT Division, IHRD HQ, Thiruvananthapuram, Mobile : 9447272171, E-mail: ngskumar@ihrd.ac.in.**