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EMBASSY OF THE
FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA
NEW DELHI

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Ref. No.

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Date

November 1, 2018

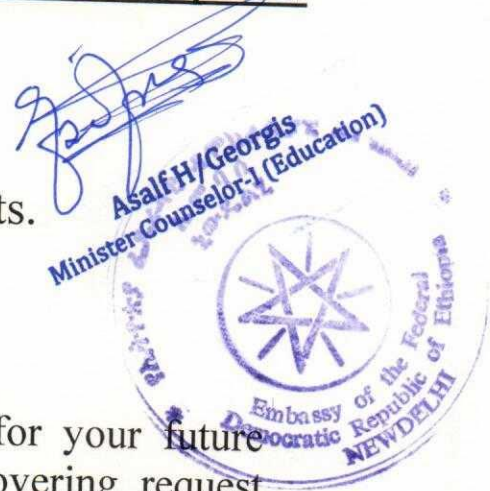
Updated Guidelines for applying for the reimbursement of expenses

From: Mr. Asalf Habtegeorgis Wondemgezahu
Minister Counsellor-I(Education)

To: All Ethiopian government sponsored students.

Sub: Procedure for Reimbursement of expenses.

- “Reimbursement Request Form” to be filled for your future reimbursement applications along with one covering request letter.
- If you are applying for reimbursement of university tuition/registration fee you must attach ORIGINAL fee receipts.
- **Medical reimbursement:** For any type of illness first of all you have to visit the university/institute doctor. In case the treatment or any procedures for the treatment is not possible there then university doctor can refer to government hospital/clinic. At last if the treatment is not possible at government hospital/clinic scholar can visit the semi-private/private hospital/clinics only with the written advice/refer. In case if some one goes directly to the private hospital/clinic without visiting the university and government doctors reimbursement will not be considered.





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you must attach all the ORIGINAL bills of medicines along with the Doctor's prescription and refer letters to private hospitals/clinics containing the names of the purchased medicines.

- **Laboratory test charges:** you must attach all the ORIGINAL bills along with the Doctor's prescription for these tests and lab test reports. Receipt for the whole body checkups must be accompanied with the certificate from the doctor mentioning the reason and need along with the other requirements as mentioned for laboratory tests.
- **Eye treatment:** for any type of eye problems only consultation charges of doctor, cost of medicines prescribed the doctor, eye testing charges are reimbursable. Cost of spectacles and lenses are not reimbursable.
- **Dental treatment:** for any dental related problems ONLY consultation charges of doctor, cost of medicines prescribed by the doctor & teeth extraction charges are reimbursable.
 - cost of denture is not reimbursable.
 - for any dental related treatment certificate from the treating doctor to be attached mentioning "Dental treatment provided is not a beautification or a cosmetic surgery."


Embassy of the Federal Democratic Republic of Ethiopia
NEW DELHI
Asaf H/Georgis
Minister Counselor-I (Education)



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- **Reimbursement of residential permit extension fee** you must attach ORIGINAL receipt. In some regions or states of India you may have to submit the original receipts within the department, so you in that case you can sent the photocopy of the payment receipt attested and stamp by the concerned department as a proof of payment made by you.
 - Do not attach the penalty charges paid by you for the visa/residential permit extension fee. In amount column of reimbursement form mention the actual fee applicable by deducting the penalties.
 - Do not attach and apply for the reimbursement of Internet service charges paid for filling the online application. It is not reimbursable.
 - Attach the passport and stay visa/residential permit copies showing the expiry and renewal dates of visa with stamps.
- **Intimation of change in Address:** Any change in E-mail Id/Mobile number/communication/residential address/ at India must be informed before change at the earliest.
- **NOTE:** You are requested to kindly inform the Embassy before leaving/after joining your university/institute campus in writing for any vocational tour or study/research tour or any other purpose, as per the guidelines.


Asalf H/Georgis
Minister Counselor-1 (Education)