

Visitor Information & Resources

Visitor Information Guide

Welcome to Lodha Mathematical Sciences Institute (LMSI). We have curated this guide to ensure your research visit is seamless, from pre-arrival documentation to your daily life in Mumbai.

SECTION 1: PLANNING & PRE-ARRIVAL

1. Visa Requirements

Please ensure you hold a valid visa for entry into India.

- **Important:** Visitors typically require an e-Business. Please do not travel on a Tourist Visa for academic programs.
- **Assistance:** LMSI will provide all necessary documents required for the visa application. Please note that the institute is not responsible for the visa acquisition process.

2. Health & Insurance

- **Medical Insurance:** We strongly recommend obtaining comprehensive travel and health insurance covering the full duration of your stay.
- **Institute Policy:** Researchers can opt to avail a health insurance policy through LMSI.
- **Vaccinations:** Please consult your general practitioner regarding standard vaccinations for travel to India before departing.

3. Accommodation

Accommodation is provided for visiting researchers as per the terms in your official invitation.

- **Details:** Please refer to your Invitation Letter for specific housing allocation details.

SECTION 2: ADMINISTRATIVE & FINANCIAL ONBOARDING

Required Onboarding Documents for Per Diem Transfer

A. For Indian Researchers

1. Signed Letter of Undertaking (Template will be provided)
2. PAN Card Copy
3. Aadhaar Card Copy
4. Cancelled Cheque (Must have name printed) OR Bank Statement (showing IFSC code)
Authenticated by Bank
5. Mail or Signed Acceptance of Invitation Letter

Reimbursement Documentation (Travel): To process travel reimbursements please submit the following:

- Travel Proof: Invoice with Tickets and Boarding Pass.

B. For International Researchers

1. Signed Letter of Undertaking (Template will be provided)
2. Passport Copy (First and Last page)
3. Visa Copy
4. Signed Acceptance of Invitation Letter

Reimbursement Documentation (Travel): To process travel reimbursements please submit the following:

- Travel Proof: Invoice with Tickets and Boarding Pass.
- Form 10F: For the current financial year (available at Indian Income Tax site).
- 'No PE' Certificate: Declaration of No Permanent Establishment (Template provided).
- MLI Confirmation: Multilateral Instrument compliance (Template provided).
- Tax Residency Certificate: Valid for the current financial year.

Bank Details Required

You will be asked to provide the following details upon acceptance of your invitation:

- Beneficiary Name & Address
- Bank Name & Branch Address
- Account Number
- IFSC Code (For Indian Accounts)
- SWIFT Code / IBAN (For International Accounts)

Financial Information

Per Diem Policy

- **Initial Cash:** Per diem in cash will be provided for the first **two (2) days** only, to assist with immediate settling-in expenses.
- **Balance Transfer:** The remaining per diem amount will be transferred directly to your bank account.
- **Emergency:** In case of emergency cash requirements, requests can be reviewed by the administration on a case-by-case basis.

SECTION 3: ARRIVAL & CAMPUS SERVICES

Airport Pickup Protocol

- **Meeting Point:** A designated LMSI chauffeur will meet you at **Chhatrapati Shivaji Maharaj International Airport (BOM)**.
- **Location:** After clearing customs, proceed to the exit of **Terminal 2 – Arrivals**.
- **Identification:** Look for a placard displaying **Your Name** and the **LMSI Logo**.
- *Note: Driver contact details will be emailed to you 60 mins prior to arrival.*

Connectivity (SIM & Wi-Fi)

- **Wi-Fi:** High-speed internet is available across the campus. Login credentials will be provided at the Helpdesk.
- **SIM Cards (International Visitors):**
 - **Option A:** Purchase at the airport (Airtel Kiosk near Exit B).
 - **Option B:** Our admin staff can arrange a SIM card upon arrival.
 - *Requirement:* Passport Copy + ₹500 fee (paid to the Airtel representative).

F&B and Stationery

- **Canteen Timings:**
 - Breakfast: 09:00 AM – 10:00 AM
 - Lunch: 12:30 PM – 01:30 PM
 - High Tea: 04:00 PM – 04:30 PM
- **Printing and Stationery:** Printers are available for official and academic purposes. Basic stationery supplies are also available.

Local Transport Guide

- **Ride-Hailing:** Uber and Ola are the most reliable options.
- **Taxis:** Black & Yellow taxis are available; insist on using the meter.
- **Restriction Warning:** Auto-rickshaws are **not permitted** south of Sion Bus Depot (towards South Mumbai/Colaba). Please use Taxis or Uber for these routes.
- **Personal Travel:** If you require a cab booking for family members or friends, LMSI can facilitate this. The cost is chargeable to the researcher.

SECTION 4: LIFE IN MUMBAI

Essentials & Neighborhood

- **Groceries:**
 - Fruit and Vegetable market is at Tower No 7 of NCP Apartment campus
 - 'Seven Eleven Medimart' (Tower 11) for basics. 'D-Mart' (Sion/Chembur) for larger supermarkets.
- **On-Campus Dining:** A Cafe is available within NCP (12:00 PM – 09:00 PM, Closed Mondays). Domino's Pizza is also located within the campus.
- **Delivery Apps:** Zomato and Swiggy (Food & Grocery delivery) operate fully in this area.
- **Emergency Numbers:**
 - Police: 100
 - Ambulance: 108
 - Nearby Hospital: Global Hospital, Parel (Tertiary Care)

Dining Recommendations (15-25 min drive)

- **Trèsind (BKC):** Modernist Indian Fine Dining.
- **Masala Library (BKC):** Contemporary Indian.
- **Yauatcha (BKC):** Dim Sum & Tea House.
- **The Sahib Room (Lower Parel):** Luxury Dining at St. Regis.

Suggested Excursions

- Gateway of India & The Taj Mahal Palace
- Chhatrapati Shivaji Maharaj Terminus (Victorian Gothic Architecture)
- Marine Drive (Sunset Promenade)
- Kala Ghoda Art Precinct (Galleries & Cafes)