



RESEARCHER MOBILITY CHECKLIST

Physical mobility between Australia and India, particularly in the early stages of projects, is strongly linked to the success of research partnerships and generating future opportunities. This checklist outlines key considerations to help researchers prepare for visits to Australia or India. Your home institution may have its own version of a researcher mobility checklist.

BEFORE YOU APPLY OR COMMIT

- Confirm institutional support and approvals (e.g. academic leave arrangements, MoU scope or provisions, ethics clearance).
- Clarify the purpose and expected outcomes of your visit (e.g. research exchange, joint publication, data collection).
- Consult your university's research or international office to obtain information regarding institutional support mechanisms that facilitate researcher mobility.
- Check visa requirements and processing times for your destination country.
- Ensure alignment with your collaborator's timeline, availability, and institutional processes.
- Do your research. If you work overseas, you become a quasi-ambassador of your country. Take the time to learn about the country, its culture and local etiquette.

DOCUMENTATION AND LOGISTICS

- Obtain a formal invitation letter or collaboration agreement (if required).
- Ensure your passport is valid for the entire duration of travel, plus any buffer required by the destination country.
- Have additional passport photos on hand, which may be required for official documentation upon your arrival.
- Acquire the appropriate visa – check the visa type and eligibility.

- Book travel and accommodation in line with your institution's policies and/or the conditions of your grant conditions.
- Explore accommodation options such as university guest houses, on-campus lodging (common at Indian higher education institutions), short-term rentals, or hotels. Ask your host institution for recommendations.
- Arrange all necessary insurances, for example health and travel insurances.
- Confirm access to facilities, workspace, and digital tools at host institution.
- Prepare any required documentation for customs (e.g. research equipment, samples).

ON ARRIVAL

- Purchase an eSIM or SIM card.
- Attend orientation or onboarding sessions (if offered).
- Clarify institutional processes for safety, data access, and research conduct.
- Register at the India at the Foreign Regional Registration Office (FRRO) (for Australians visiting India for more than 6 months).
- Schedule key meetings and milestones for your visit.
- Meet with key contacts beyond your direct collaborators, including heads of departments, research support staff, and postgraduate researchers.
- Attend campus events or seminars.
- Take time for local sightseeing and learning about local communities and culture.

FOR RESEARCHERS VISITING INDIA

- [Australian High Commission in India](#)
- [Authorised Portal for Visa Application to India](#)
- [Incredible India](#)
- [Checklist for FRRO registration formalities](#)
- [Language learning resources](#)
- [Strengthening Australia-India Research Collaboration and Engagement: Case Studies and Good Practices](#)

FOR RESEARCHERS VISITING AUSTRALIA

- [High Commission of India in Australia](#)
- [Visa information](#)
- [Tourism Australia](#)

SHARE YOUR STORY

After completing your visit, consider sharing your mobility experience with the ARCH-India team. Your reflections can help highlight successful collaborations and guide other researchers.

To share your story: Submit the '[case studies](#)' form on the ARCH-India website.