



23 September 2017

# Auroville Entry Policy 2017

Approved by the Residents' Assembly on 23.09.2017

The Governing Board of the Auroville Foundation has promulgated the Auroville Foundation (Admission and Termination of persons in the Register of Residents) Regulations, 2017 (hereinafter called 'the Regulations'). In accordance with these Regulations, the Residents' Assembly has created this Auroville Entry Policy 2017.

## **The Entry Policy 2017**

This policy may be called the Auroville Entry Policy. It shall come into effect on the date it has been approved by the Residents' Assembly of the Auroville Foundation. Following The Mother's wish that Auroville's organization be evolutionary and experimental in character, the Residents' Assembly, via its mandated bodies, may amend this Auroville Entry Policy.

## **Definitions**

All words and expressions in this Entry Policy have the meanings as assigned in the Regulations and the Auroville Foundation Act, 1988 (54 of 1988). In this document, unless otherwise specified:

- Entry Service means Admission Service;
- Entry Board means Admission Committee

## Criteria Applicable to all Applicants

The following criteria apply to all applicants who wish to join Auroville under one of the categories / statuses specified in the annexes of this policy.

“Greetings from Auroville to all men of goodwill! Are invited to Auroville all those who thirst for progress and aspire to a higher and truer life.”

- The Mother

### **To join Auroville, one should:**

1. Be inspired by the Auroville “Charter” and aspire to realize the ideals of Auroville, as expressed in The Mother’s guidelines and such documents as “The Dream” and “To be a true Aurovilian” (refer to Annex A);
2. Be willing to further the manifestation of the ideals of Auroville according to his/her capacity;
3. Be willing to contribute to the collective welfare through work, offerings in kind or with money;
4. Agree not to use Auroville as a platform for personal gain. For example, using the name and symbol of Auroville as well as its facilities, immovable assets and services for personal / private or sectarian activities;
5. Abstain from any form of violence;
6. Not engage in national politics by standing for elections or belonging to a political party;
7. Abide by the laws of India

## The Entry Service

The Entry Service consists of three parts:

1. The Entry Board,
2. The Entry Secretariat,
3. The Mentor Pool.

### **1. The Entry Board**

The constitution and mandate of the Entry Board are as described in the Regulations for the Admission Committee. The relevant paragraphs are copied below:

**With reference to regulation 3. of the Regulations -**

Constitution of the Admission Committee. -

- (1) The Resident's Assembly shall constitute an Admission Committee whose members shall be appointed directly by the Resident's Assembly or by a committee constituted by it for this purpose.
- (2) The Admission Committee shall consist of nine members, at least six of whom have been resident of Auroville for a minimum period of five years.
- (3) The Resident's Assembly or such other committee constituted by it for this purpose shall ensure that, -
  - (i) the ' Admission Committee' is composed of residents of different ages and nationalities and that there is a gender balance; and
  - (ii) the members are qualified for the assigned work as per the mandate provided in regulation 4 and that they have required communication and organisational skills.
- (4) The members of the Admission Committee shall hold office for a period of three years but on expiration of every year three members shall retire and three new members shall be appointed in their place. Outgoing members shall be eligible for re-appointment after a gap of two years.
- (5) The Resident's Assembly, at any time, shall have the right to remove any of the members of the Admission Committee and replace them with other persons as members if it considers that it is in the larger interest of the community of Auroville.
- (6) Any vacancy arising in the Admission Committee either by way of resignation, expiry of term of office, or otherwise, shall be filled by the Resident's Assembly or the committee constituted by it for the purpose.

**With reference to regulation 4. of the Regulations -**

Mandate of the Admission Committee. -

- (1) The Admission Committee shall have the following mandate, namely: -
  - (i) to welcome, register and assist any applicant seeking admission to Auroville;
  - (ii) to accept or reject an applicant in accordance with these regulations;
  - (iii) where applicable, to request the Secretary to recommend the appropriate visa for an applicant and his or her descendants or wards;
  - (iv) to recommend to the Secretary that the name of an applicant may be entered in the Register of Residents.

### **Method of working of the Entry Board:**

The Entry Board is to function as a Participatory Working Group (PWG), and is to be selected in a similar manner as described in the PWG document approved by the Residents' Assembly.

The members of the Entry Board:

1. Will review and approve applications for all statuses (e.g. Newcomer / Aurovilian, Friend of Auroville, Associate, etc) as described in the various annexes of this Entry Policy.
2. Will listen in depth to the applicants and provide relevant advice / information for their settling in Auroville, such as regarding the purpose of the Mentor system and the Mentor Pool,
3. Are accountable to the community,
4. Will not deal with anonymous objections against applicants,
5. Will inform the concerned applicant of confidential objections, but may decide not to disclose the name of the objector,
6. Will make minutes of all official meetings accessible to the Residents. However, the Entry Board may decide not to give access to its minutes, after having obtained the opinion of the Working Committee, if it considers that that would adversely affect the interests of Auroville, an individual or the person concerned or if it is covered by a confidentiality agreement,
7. Will process feedback from the community based on the "Criteria Applicable to all Applicants" as defined in this Entry Policy,
8. Will cancel the process of an applicant as enumerated in the annexes in this Entry Policy,
9. Will oversee the good functioning of the Entry Secretariat,
10. Will make regular reports to the Auroville Council together with the Mentor Pool on the functioning of this Entry Policy and, if necessary, suggest improvements.

### **Term and removal of members of the Entry Board:**

The term and removal of members of the Entry Board will happen as described in the ratified version of the PWG document. Relevant paragraphs from the PWG (March 2016) document are copied here for quick reference:

## TERM, MANDATE AND TURNOVER

- Members are selected for a period of 3 years unless the Working Group mandate states differently.
- Having completed 3 years, Members can be selected by nomination or self-nomination for a second term through open participation in the 3-Day Selection Process. After 2 terms there has to be a time lapse of 2 years before a Member can again nominate her/himself or be nominated for membership in the same working group.
- There will be a yearly selection process in November when approximately a third of the Members of a working group will be replaced. This will ensure continuity in the Working Groups with a system of staggered turnover.
- In the beginning of September together with the initiating of the yearly selection process, the working group informs the community via the Residents' Assembly Service through News & Notes and AuroNet which Members will be replaced and which skills are needed from the new-to-be Members.
- For Working Groups not yet acquainted with it the staggered membership process. It is proposed to keep on 2 Members from the earlier group for one year only. For the second year the shift can happen naturally by Members choosing to resign. If this is not the case, the working group team will make the decision, if needed in collaboration with the community through the Residents' Assembly Service. After this period of transit, the staggering will take place naturally. (Some of the mandates of the Working Groups may have to be adjusted in order to function this way.)

## RESIGNATION OF MEMBERS

- When a Member wants to resign during the term, s/he is requested to stay on until November and to make a proper handover of all her/his tasks. If this is not possible, the working group can ask a suitable individual from within the Resource Pool or the community at large to join as an interim solution and fill the role as a Member but without decision-making powers.
- The interim person will stay on till the yearly selection process in November and can, if so wished, nominate her/himself or be nominated for the selection process.

## REMOVAL OF MEMBERS DURING THE TERM

To be Member of a working group implies effective participation, conscientious presence and teamwork. Members who are not executing their work as assigned by the group and/or turn out to be ill-matched with the team, can – after all attempts of integration have failed – be asked by the Working Group to step out. For specific tasks they can serve the Group as a Resource Person. In a case like this, it will be announced in the monthly working group report and through the RAS in a transparent, open way.

### **Decision-making and the Entry Board:**

1. A minimum of seven Entry Board members constitutes a quorum in order to arrive at a decision,
2. The Entry Board will involve the Mentors of the applicant, and the applicant, before arriving at a decision,
3. In the case that an applicant or Newcomer needs to leave Auroville (from 1 to 3 months at a time) for personal reasons, the Entry Board together with the Mentors will put the Newcomer process on hold. The duration of time that the Newcomer has been out will then be added to the Newcomer period upon the Newcomer's return.
  - 3.1. In the case that an applicant is absent for more than 3 months, the Entry Board together with the Mentors may decide to either cancel his / her Newcomer process or choose to further extend it.
4. After a discussion with the applicant, the Entry Board, together with the Mentors, may decide that the applicant is better suited for another category / status to join Auroville and will recommend the same to the applicant. The Entry Secretariat will then guide the applicant through the relevant administrative process,
5. One member of the Entry Secretariat shall attend the Entry Board meetings, but shall not participate in its decisions,

### **2. The Entry Secretariat**

The Entry Secretariat is the administrative body that performs the daily operations and is accountable to the Entry Board.

#### **Joining and leaving the Entry Secretariat**

The Auroville Council together with the Working Committee will approve appointments/re-appointments/replacements or removal of members of the Entry Secretariat, after consulting with the Entry Board. Members of the Entry Secretariat are required to have good communication and computer skills and to be open to participate in relevant trainings.

#### **Responsibilities and tasks of the Entry Secretariat**

The Entry Secretariat shall:

1. Welcome applicants, provide relevant information, register applicants for Welcome Talks, information programmes and
2. Verify that applicants have attended these programmes
3. Welcome and register all applicants for each of the categories or statuses mentioned in this Entry Policy and assist Newcomers, Returning Aurovilians, Students, Spouses /

Partners, Friends, Children of and Associates of Auroville with their admission into Auroville,

4. Make application forms available in hard copies and through the Entry Service website,
5. Maintain and update a list of Mentors in the Mentor Pool
6. Verify that Mentors have undergone the Mentor Trainings,
7. Function on a full-time basis,
8. Publish regular updates in Auroville's weekly bulletin, "News and Notes", and on Auronet;
9. Maintain proper files, data, statistics and notes of interviews and meetings,
10. Ensure that one of its members attend the Entry Board meetings to maintain the flow of information, to take notes and to minute its meetings,
11. Ensure the timely submission to the Auroville Council of reports made by the Entry Board together with the Mentor Pool on the functioning and suggested improvements of this Entry Policy. The reports will be on a quarterly basis in the first year, and on an annual basis in subsequent years,
12. Assure confidentiality of all information handled by the Entry Secretariat.

### **3. The Mentor Pool**

The Mentor Pool is a group of committed and informed Residents of Auroville (already registered in the Register of Residents) with a minimum three (3) years Auroville experience and aged 21 or above, who wish to assist the entry process.

The Mentor Pool is an integral part of the Entry Service (along with the Entry Secretariat and the Entry Board). Mentors will be responsible for supporting applicants and Newcomers by helping them integrate into the life of the community. The Mentors will be the bridge between Newcomers and the Entry Secretariat, the Entry Board.

#### **Joining and leaving the Mentor Pool**

1. A Mentor is an Aurovilian who is preferably registered in the Register of Residents for 3 years or more and resides in Auroville. Exceptions can be made by the Entry Board.
2. To join/rejoin the Mentor Pool, the resident may register with the Entry Secretariat in person, via an online form, or by email.
3. Alternatively, a Mentor can be chosen by an applicant from the community at large, who agrees to participate in Mentor trainings.
4. A Mentor is free to leave the pool at any time, unless he/she is mentoring a Newcomer. However, the former Mentor is welcome to re-join the Mentor Pool at any time.

5. If a Mentor is inactive for more than three (3) months and / or absent for six (6) months, he / she may be removed from the Mentor Pool by the Entry Secretariat after approval of the Entry Board,
6. The Entry Board may remove any Mentor, at any time, from the Mentor Pool if the Mentor behaves in contradiction to the ideals of Auroville.
7. No more than five (5) applicants, at any given moment, can be mentored by one Mentor.

### **Commitment of each Mentor of the Mentor Pool**

1. A Mentor agrees to go through a mentor training, for which the Entry Secretariat will provide information and verify that the training has been attended,
2. A Mentor agrees to support the Newcomer during the entire Newcomer period and agrees to support and to report to the Entry Secretariat periodically and as requested by the Entry Board.
3. How much time a Mentor commits to the Newcomer is entirely up to the Mentor and the Newcomer. However, if a Mentor feels he is offering too little time, or if the Newcomer feels he needs more guidance, the Entry Secretariat may assign a new Mentor to the Newcomer as a replacement.
4. No Mentor shall be a relative or employer of the applicant.

### **Responsibilities and tasks of a Mentor**

1. To assist a Newcomer through the Newcomer period, offering guidance, support, and to be a solid link to the community,
2. To discuss feedback with the Newcomer and to assist the Newcomer in resolving difficulties, if necessary, in consultation with the Entry Board,
3. To offer as much assistance as possible to the Newcomer in helping to find answers to the Newcomer's questions,
4. To communicate about the Newcomer as often as needed with the Entry Board and the Entry Secretariat and with the other assigned Mentors, and to provide the information needed for the administrative process,
5. To be a part of the decision-making process, together with the Entry Board as outlined in this Entry Policy for the approval of the Newcomer and Aurovilian status.

### **Decision-making**

1. A decision should be arrived at within the stipulated time as outlined in this policy,
2. At any time during the Newcomer period, if both Mentors, together with the applicant, believe that the applicant is not ready for Auroville, they will inform the Entry Board, and

together with the Entry Board, may extend or cancel the Newcomer process. The applicant will be informed in writing as well as in person, with the reasons explained,

3. In the case that an applicant or Newcomer needs to leave Auroville (from 1 to 3 months at a time) for personal reasons, the Entry Board together with the Mentors will put the Newcomer process on hold. The duration of time that the Newcomer has been out will then be added to the Newcomer period upon the Newcomer's return.
  - 3.1. In the case that an applicant is absent for more than 3 months, the Entry Board together with the Mentors may decide to either cancel his / her Newcomer process or choose to further extend it.
4. Alternatively, the Mentors, together with the Entry Board, may decide that the applicant is better suited for another category to join Auroville and will recommend the same to the applicant. The Entry Secretariat will then guide the applicant through the relevant administrative process,
5. The Mentors of the applicant will be involved in the decision-making with the Entry Board.

## **Guideline for Implementing the Entry Policy**

In implementing this Policy, the Entry Service (the Entry Board, the Entry Secretariat and the Mentor Pool) agrees to embody the above mentioned "Criteria applicable to all Applicants" and will do its best to ensure that all decisions are made with sincerity, all information gathered is factual, all help provided to applicants is done in a welcoming spirit, and that the Auroville community is well informed and included, as described in the Participatory Working Groups (PWG) guidelines.

## **Annex Section**

The following annexes describe the various categories/statuses for applying to be part of Auroville:

1. Annex A: Words of the Mother and more
2. Annex B: Aurovilian, and how to apply
3. Annex C: Friend of Auroville, and how to apply
4. Annex D: Student of Auroville, and how to apply
5. Annex E: Spouse or Partner of Auroville, and how to apply
6. Annex F: Associate of Auroville, and how to apply

## **ANNEX A - Words of the Mother and more**

“Greetings from Auroville to all men of good will.

Are invited to Auroville all those who  
thirst for progress and aspire to a higher and truer life.”

- The Mother

### **Charter of Auroville**

Auroville belongs to nobody in particular.

Auroville belongs to humanity as a whole. But to live in Auroville, one must be a willing servitor of the Divine Consciousness.

Auroville will be the place of an unending education, of constant progress, and a youth that never ages.

Auroville wants to be the bridge between the past and the future. Taking advantage of all discoveries from without and from within, Auroville will boldly spring towards future realisations.

Auroville will be a site of material and spiritual researches for a living embodiment of an actual Human Unity.

### **A Dream**

There should be somewhere on earth a place which no nation could claim as its own, where all human beings of goodwill who have a sincere aspiration could live freely as citizens of the world and obey one single authority, that of the supreme Truth; a place of peace, concord and harmony where all the fighting instincts of man would be used exclusively to conquer the causes of his sufferings and miseries, to surmount his weaknesses and ignorance, to triumph over his limitations and incapacities; a place where the needs of the spirit and the concern for progress would take precedence over the satisfaction of desires and passions, the search for pleasure and material enjoyment.

In this place, children would be able to grow and develop integrally without losing contact with their souls; education would be given not for passing examinations or obtaining certificates and posts but to enrich existing faculties and bring forth new ones.

In this place, titles and positions would be replaced by opportunities to serve and organise; the bodily needs of each one would be equally provided for, and intellectual, moral and spiritual superiority would be expressed in the general organisation not by an increase in the pleasures and powers of life but by increased duties and responsibilities.

Beauty in all its artistic forms, painting, sculpture, music, literature, would be equally accessible to all; the ability to share in the joy it brings would be limited only by the capacities of each one and not by social or financial position.

For in this ideal place money would no longer be the sovereign lord; individual worth would have a far greater importance than that of material wealth and social standing.

There, work would not be a way to earn one's living but a way to express oneself and to develop one's capacities and possibilities while being of service to the community as a whole, which, for its own part, would provide for each individual's subsistence and sphere of action.

In short, it would be a place where human relationships, which are normally based almost exclusively on competition and strife, would be replaced by relationships of emulation in doing well, of collaboration and real brotherhood.

### **To be a True Aurovilian**

The first necessity is the inner discovery by which one learns who one really is behind the social, moral, cultural, racial and hereditary appearances. At our inmost centre there is a free being, wide and knowing, who awaits our discovery and who ought to become the acting centre of our being and our life in Auroville.

One lives in Auroville in order to be free of moral and social conventions; but this liberty must not be a new slavery to the ego, its desires and its ambitions. The fulfilment of desires bars the route to the inner discovery which can only be attained in peace and the transparency of a perfect disinterestedness.

The Aurovilian must lose the proprietary sense of possession. For our passage in the material world, that which is indispensable to our life and to our action is put at our disposal according to the place we should occupy there. The more conscious our contact is with our inner being, the more exact are the means given.

Work, even manual work, is an indispensable thing for the inner discovery. If one does not work, if one does not inject his consciousness into matter, the latter will never develop.

To let one's consciousness organize a bit of matter by way of one's body is very good. To establish order around oneself, helps to bring order within oneself. One should organize life not according to outer, artificial rules, but according to an organized, inner consciousness, because if one allows life to drift without imposing the control of a higher consciousness, life becomes inexpressive and irresolute. It is to waste one's time in the sense that matter persists without a conscious utilization.

The whole earth must prepare itself for the advent of the new species, and Auroville wants to consciously work towards hastening that advent.

Little by little it will be revealed to us what this new species should be, and meanwhile the best measure to take is to consecrate oneself entirely to the Divine.

- The Mother

## **Agreement to be signed by all Applicants**

Please note that the following text are not words of The Mother. This document is to be attached and used with all Admission Application Forms. This is an agreement to be signed by each applicant.

### **Values and principles guiding the collective life of Auroville**

Auroville is an experiment, based on the ideals and vision of Sri Aurobindo and The Mother. Messages of The Mother about Auroville, such as “The Charter of Auroville”, “A Dream”, and “To be a True Aurovilian”, contain guiding steps towards the realisation of these ideals.

All forms of connecting with the Divine are recognised as means for personal growth.

The Mother stated: “Auroville is for those who want to do the Yoga of work”.

No particular religion or sectarian beliefs are encouraged. The propagation of any religious or sectarian beliefs is not in line with Auroville’s vision.

People living in Auroville are expected to contribute to the collective welfare in work, kind and/or money. Aurovilians should give their full time and energy to Auroville, ideally through the practice of Karma Yoga.

Auroville is a place for manifesting human unity. Any discrimination, social, political, geographical, economic or racial, is not acceptable.

Residents abstain from active involvement in Indian or international party politics.

Auroville is aspiring to be a universal cultural township and is subject to the laws of India.

Residents abide by the laws of India. Auroville maintains a zero tolerance policy on illegal drugs.

All forms of violence are in contradiction to the ideals of Auroville. Physical violence and the threat of it are grounds for expulsion from the community.

Auroville is located in Tamil Nadu, which has a unique heritage. Residents need to respect its cultural values and avoid any form of disrespect towards local people and their customs, traditions and social order. The same respect is expected to be extended to the cultural values of all nations.

Non-ownership of immovable assets (land and buildings) in Auroville is a collective value of Auroville. Stewardship (or care-taking), of any Auroville property, does not imply ownership, and may be revised at any time.

All immovable assets in Auroville are owned by the Auroville Foundation, which holds them in trust for humanity as a whole. No resident of Auroville may acquire any immovable assets in Auroville. Ownership of any such asset in Auroville must be declared when joining Auroville.

Auroville is a self-governing community which aims to build collective prosperity for all its members, irrespective of the type of work one is engaged in. Everyone endeavours to build an economy based on generosity and sharing for the “city the Earth needs”.

Internal conflict resolution processes have been created to resolve conflicts arising between the members of the Auroville community with mutual respect and understanding. Residents agree only to involve an external agency after having exhausted the possibilities of conflict resolution based on Auroville internal processes.

By signing this document, anyone residing in Auroville agrees to the above.

I have read and agree to the above mentioned values and principles, and understand that to be an Aurovilian is to be part of a journey towards inner and collective growth.

Date:..... Signature:.....

## **ANNEX B - Aurovilian, and How to Apply**

“To be convinced of the essential unity of mankind and the will to collaborate in the material realization of that unity.”

- The Mother (Refer to Annex A of this document)

### **Introduction:**

This annex explains how one can apply to become an Aurovilian.

Depending on the applicant’s past experience of Auroville, there are four ways of applying to join Auroville as an Aurovilian:

1. From Newcomer to Aurovilian,
2. From Child of an Aurovilian to Aurovilian,
3. From Returning Aurovilian to Aurovilian,
4. From Employee to Aurovilian.

## **1. From Newcomer to Aurovilian**

How does an applicant aspiring to join Auroville proceed?

It is important to note that an applicant has 2 phases before he/she is confirmed as an Aurovilian. This is a process that may take up to a year and half. It is the time when one integrates within the community and discovers whether one is willing to participate actively in the realisation of the goal of Auroville.

The names and purpose of the two phases are:

- **Exploration Phase:** a short period to ensure that the applicant has had some experience of Auroville before starting their admission process; (for example, one could have been a frequent visitor during the past year/s, a guest who has resided in Auroville for more than a few weeks at a time, or a volunteer residing in Auroville, who wishes to join Auroville as permanent resident of Auroville).
- **Newcomer Phase:** to assure that the applicant experiences what it means to be part of Auroville as a committed and actively engaged resident of Auroville.

Described below is a step-by-step process that covers the two phases leading up to joining Auroville as an Aurovilian:

### **Step 1 - Contacting the Entry Service office:**

- 1a. An applicant contacts the Entry Service office where the Entry Secretariat will register him /her to attend a Welcome Talk. The Welcome Talk is a first information talk;
- 1b. The applicant submits 2 support letters from Aurovilians (registered in the Register of Residents, Auroville Foundation) to the Entry Secretariat.
- 1c. The Entry Secretariat will register the applicant for an introduction and orientation programme (this programme is called the Yucca Programme). It is advised and required that an applicant attend this programme before the Newcomer process can begin;
- 1d. The Entry Secretariat will then provide the applicant with an Application Form; the applicant is to fill this form and mention his / her chosen Mentor;
- 1e. The Entry Secretariat will provide the applicant with a second Mentor after which the applicant and both Mentors will meet each other;
- 1f. After the above is completed, the Entry Secretariat will invite the applicant for a meeting with the Entry Board and the two Mentors.

### **Step 2 – Meeting of Applicant, the Mentors and the Entry Board:**

- 2a. The applicant and the two Mentors will then meet with the Entry Board for an interaction;

2b. The applicant will be given a Letter of Recommendation for an Entry Visa for India (for foreign nationals). Foreign nationals will most likely be required to leave India and return to Auroville with an Entry Visa;

2c. The applicant will be announced as a potential Newcomer in the weekly bulletin called the News and Notes to inform the community and to seek its feedback for a 2-week period.

### **Step 3 – Informing the community and taking their feedback:**

3a. The feedback will be received by the Entry Service. The Entry Board and the 2 Mentors will process this feedback, after which a decision will be made as to whether to confirm the applicant as a Newcomer or not. The Entry Board will keep the applicant informed and involved throughout this process;

3b. The applicant will be announced as a confirmed Newcomer, or in the case that his / her application has been declined, the applicant will be invited and given an explanation.

### **Step 4 – Newcomer Period begins:**

4a. The Entry Secretariat will invite the confirmed Newcomer and provide him / her with the Newcomer Kit. A Newcomer Kit is a file with paperwork to be filled by the confirmed Newcomer;

4b. The applicant is to submit all relevant documents within the mentioned time-frame as described in the Newcomer Kit;

4c. During the Newcomer period (which is a minimum of 12 months and not exceeding 18 months), it is recommended that the Newcomer has regular meetings with his / her Mentors, and attend the Aspiration programme.

4d. If during the Newcomer period the Newcomer, or his / her Mentors and / or the Entry Board agree that the Newcomer is not ready to join Auroville as an Aurovilian, the Newcomer process will either be discontinued, extended or the Newcomer might be recommended for another more appropriate status.

**Please note:** during the Newcomer period it is essential that one finds 1) work and / or service and 2) accommodation, both, in Auroville. In case the Newcomer has to leave Auroville, it is essential to inform the Entry Secretariat, one's Mentors and the Residents' Service of the departure. In the case that an applicant or Newcomer needs to leave Auroville (from 1 to 3 months at a time) for personal reasons, the Entry Board together with the Mentors will put the Newcomer process on hold. The duration of time that the Newcomer has been out will then be added to the Newcomer period upon the Newcomer's return.

In the case that an applicant is absent for more than 3 months, the Entry Board together with the Mentors may decide to either cancel his / her Newcomer process or choose to further extend it.

### **Step 5 – Newcomer Period comes to an end:**

- 5a. At the end of the Newcomer period, the Entry Secretariat will request the Newcomer to update the information furnished in the Newcomer Kit;
- 5b. The two Mentors will be required to give their recommendation to the Entry Board; the Entry Secretariat may remind the Mentors of the same,
- 5c. After the updating of the information by the Newcomer and upon receiving the Mentors' recommendation, the Entry Secretariat will invite the Newcomer, together with his/her Mentors to meet the Entry Board.

### **Step 6 - Informing the community and receiving their feedback:**

- 6a. The Newcomer will then be announced as potential Aurovilian in the weekly bulletin, News and Notes, for feedback (over 4 weeks) from the community;
- 6b. The feedback will be received by the Entry Service. The Entry Board and the 2 Mentors will process this feedback, after which a decision will be made as to whether to confirm the Newcomer as an Aurovilian or not. The Entry Board will keep the applicant informed and involved throughout this process;
- 6c. The outcome:
  - If accepted, the Newcomer will be announced as a confirmed Aurovilian;
  - If declined, the Newcomer will be invited to meet the Entry Board where the Newcomer will be informed about the decision and why it was made. The individual will be given an opportunity to respond. The Newcomer may reapply to join as a Newcomer after a period of time stipulated by the Entry Board;
  - The Newcomer may also be recommended for another status better suitable for the Newcomer by the Entry Board.

### **Step 7 – Aurovilian: this ends the Newcomer process for someone applying to join Auroville as an Aurovilian**

- 7a. The Entry Secretariat will invite the confirmed Aurovilian to sign the B-Form, thereby requesting the Secretary, Auroville Foundation, to include his / her name in the Register of Residents;
- 7b. The Aurovilian will now have the option to sign up for an auroville.org.in email id and an ID card.

## **2. From Child of Aurovilian to Aurovilian**

How do children of Aurovilians wanting to join Auroville proceed?

1. The child of an Aurovilian, upon reaching the age of eighteen (18) and thereafter, contacts the Entry Service once he / she is ready to join as an Aurovilian. The Entry

Secretariat will provide the youth with an Application Form. The youth will be required to fill and submit this form.

2. If the youth has lived in Auroville for a minimum of five (5) years, immediately prior to submitting the Application Form, the Entry Board will decide to announce the applicant as Aurovilian to the community,
  - 2.1. The Entry Board may recommend the youth to attend the Aspiration programme.
3. Subsequently, the young Aurovilian's name will be recommended to the Secretary to be entered in the Register of Residents, and he/she will be called to sign the B-Form, and meet the Secretary, Auroville Foundation,
4. The Aurovilian will now have an option to sign up for an auroville.org.in email id and an ID card.

**Please note:** A child of an Aurovilian, or former Student of Auroville (refer to Annex D), who applies to join as an Aurovilian and who has lived in Auroville for at least five (5) consecutive years at any time prior to the date of leaving Auroville can apply to join as an Aurovilian by following the Returning Aurovilian process (refer to section 3 of Annex B).

A child of an Aurovilian or former Student of Auroville (refer to Annex D), who applies to join as an Aurovilian and who has lived in Auroville for less than five (5) consecutive years at any time prior to the date of leaving Auroville can apply to join as an Aurovilian by following the Newcomer process (refer to section 1 of Annex B).

### **3. From Returning Aurovilian to Aurovilian**

How do former Aurovilians wanting to re-join Auroville proceed?

1. A former Aurovilian who wishes to come back can apply to rejoin Auroville by contacting the Entry Service where the Entry Secretariat will provide him / her with an Application Form and guide the former Aurovilian through the administrative process as described here. This applies only to those who have stayed outside for a period shorter than the period of stay inside Auroville.
2. Once the Application Form has been completed and submitted to the Entry Secretariat, the returning Aurovilian will be announced as an Aurovilian to the community for feedback. The feedback will be received by the Entry Service and processed by the Entry Board. If there is any relevant feedback, the Entry Board will discuss the same with the Returning Aurovilian.
3. After processing this feedback, should the Entry Board arrive at the conclusion that the individual may rejoin as an Aurovilian, the individual will be announced as a confirmed Aurovilian.
  - 3.1. A Returning Aurovilian who has been confirmed as an Aurovilian will be called to sign the B-Form, and meet the Secretary, Auroville Foundation.

3.2. The Aurovilian will now have an option to sign up for an auroville.org.in email id and an ID card.

4. However, after processing feedback, should the Entry Board arrive at the conclusion that the individual can not be re-admitted to Auroville as an Aurovilian at this time, the Entry Secretariat will be directed by the Entry Board to cancel the administrative process, and invite the former Aurovilian to meet the Entry Board where the individual will be informed about the decision, the grounds on which the decision was made, and will be provided with an opportunity to express themselves.
5. Alternatively, the Entry Board may decide that the former Aurovilian is better suited for another status in relationship to Auroville and will recommend the same to the applicant. The Entry Secretariat will then guide the applicant through the relevant administrative process as described in the annexes of this policy.

**Please note:**

If the former Aurovilian has lived outside Auroville longer than the period of their stay inside Auroville, the former Aurovilian is to follow the Newcomer process as his / her reintegration process (refer to section 1 of Annex B).

#### **4. From Employee to Aurovilian**

How do employees of an Auroville unit / activity, wanting to join Auroville, proceed?

For an employee, the following points are applicable:

An employee who wants to join as an Aurovilian will inform the employer and contact the Entry Service where the applicant will be asked by the Entry Secretariat to follow the Newcomer process (refer to section 1 of Annex B). However, the below will apply.

The Entry Secretariat will schedule a meeting with the employer, the employee and the Entry Board to get clarification on:

- The fact that the applicant will be required to provide the finances needed to start a the admission process (administration fee, monthly contribution, Health fund, in case of children administration fee and school fees where applicable);
- Financial Settlement with the work place and its implications regarding gratuity, EPF and ESI;
- Finding a new work-place in case the employer does not wish to retain the applicant.

**Please note:** Only after such a meeting has been held and clear agreement has been established between the parties, can the applicant apply for the Newcomer process. After this, the Newcomer process will be followed.

Once confirmed as a Newcomer, the applicant can no longer continue as an employee but may continue to work in the unit as a Newcomer.

The employer will terminate the employment contract and make a full financial settlement with the employee as soon as the employee has been announced as confirmed Newcomer.

### **5. Cancellation of the Aurovilian status:**

All cancellations of a confirmed Aurovilian status are to be processed as described in the Regulations, and are to be forwarded to the group selected by the Residents' Assembly for this purpose. The Entry Service will not process cancellations of the confirmed Aurovilian status.

## **ANNEX C - Friend of Auroville, and How to apply**

### **Introduction:**

This annex explains how one can apply to become a Friend of Auroville.

This Annex consists of:

1. Definition;
2. Process;
3. Conditions;
4. Cancellation / change of status.

### **1. Definition:**

A Friend of Auroville is:

- A person who has been actively engaged in Auroville for some time but cannot permanently reside in Auroville due to personal commitments elsewhere. However, a Friend of Auroville visits regularly and stays for extended periods of time in Auroville, during which time he/ she is engaged in services, units or projects of Auroville;
- A person who has been representing Auroville outside for an extended period as a committed member of an Auroville International platform, liaising with Governments or organisations in connection with Auroville projects;
- A person who has, over time, contributed substantial donations to Auroville projects.

### **2. Process:**

1. An applicant needs to send an email to the Entry Service giving some background about themselves and their work related to Auroville, along with their reasons and aspirations to become a Friend of Auroville,
2. The Entry Secretariat will then send an Application Form to the applicant

3. Once this form is filled in and sent back to the Entry Secretariat, it will be reviewed by the Entry Board and the applicant will be called for a meeting with the Entry Board,
4. The applicant's name will then be announced as a potential Friend of Auroville to the community for feedback, in the News and Notes (as is done for all Newcomers and Aurovilians). Should there be any feedback that needs clarification, the applicant will be contacted.
5. The Entry Board will process each application taking into account:
  - 5.1. That the applicant is willing to contribute to Auroville in the form of voluntary service, in kind and / or money.
  - 5.2. That the applicant agrees to pay the contribution to the collective fund as per the current Auroville Contribution Policy throughout the year (during their stay in Auroville and including those months when not visiting Auroville).
  - 5.3. That the applicant agrees to take care of their personal health and to not be part of the Auroville Health Fund.
6. Finally, after signing the Friend of Auroville agreement, the applicant will be confirmed as a Friend of Auroville and will be issued a photo-identity card. The status and card will need to be renewed annually or when the Friend of Auroville next visits Auroville.

### **3. Conditions:**

A Friend of Auroville can:

- Visit the Matrimandir during Aurovilian timings, after contacting the Matrimandir Access Group,
- Use Auroville services, including community services in the same way as Aurovilians,
- Not participate in community decision-making,
- Not start any activity in Auroville without the approval of the relevant working group,
- Not use the name and symbol of Auroville without permission of the Working Committee.

#### **Participation / Collaborative spirit:**

- A Friend of Auroville will respect the ideals of Auroville,
- A Friend of Auroville is strongly encouraged to be actively engaged with Auroville,
- A Friend of Auroville is also encouraged, if he / she has the means, to help the development of Auroville financially by supporting any of its projects,
- A Friend of Auroville, whether from India or abroad, shall during every stay in Auroville register themselves in accordance with the laws of India and obtain a new annual Friend of Auroville card and update their file records at the Entry Service office.

### **Stay in Auroville:**

- A friend of Auroville who comes to Auroville can stay in an Auroville guest-house or Auroville home-stay of their choice,
- Those who want to come regularly to Auroville and want a permanent place to stay for a consecutive period of time can make a donation for an apartment in a collective housing project, which will then be available for them whenever they want to come to Auroville,
- A friend cannot make a donation for a free standing house for their own use,
- All requests for permanent housing will be routed through the Housing Service. All donations will be routed through the Unity Fund.
- When the Friend of Auroville is not occupying the housing asset, the key should be deposited at the Housing Service who will manage the Housing asset. The Housing Service will decide on who will occupy the apartment during the absence of the Friend of Auroville as well as on all repair and maintenance work to be done, in communication and a collaborative spirit with the Friend of Auroville.
- The housing asset is only available to the Friend of Auroville and cannot be used for others, except those nominated by the Housing Service in consultation with the Friend of Auroville. The Friend of Auroville does not have the right to allow anyone else to live in this apartment.
- Upon cancellation of the association, the apartment will be stewarded by the Housing Service and no reimbursement will be made to the Friend of Auroville.

### **Auroville school access for the children:**

Registering a person as a Friend of Auroville does not automatically imply that the children of the Friend of Auroville will have the right to be admitted to an Auroville school during his / her stay in Auroville. Such a decision will be made by the Auroville School Board and the relevant school and the Friend of Auroville will be required to pay the fees as determined by the Auroville School Board.

### **4. Cancellation / change of status:**

The cancellation will be processed by the Entry Board:

1. At the request of the Friend of Auroville,
2. At the decision of the Entry Board, in the case that:
  - 2.1. The Friend of Auroville acts in a way which is against the ideals of Auroville (refer to Annex A of this Policy); or
  - 2.2. The Friend of Auroville has not visited Auroville for a consecutive period of three (3) years.

Should the Friend of Auroville wish to become Aurovilian, the change of the status will be processed by the Entry Secretariat, by following the Newcomer Process (refer to section 1 of Annex B).

## **ANNEX D - Student of Auroville, and how to apply**

### **Introduction:**

This annex explains how one can apply to become a Student of Auroville.

This Annex consists of:

1. Definition;
2. Process;
3. Cancellation / Change of status.

### **1. Definition**

A Student of Auroville is:

1. A person who is below the age of eighteen (18) years, from outside of Auroville, who has applied to and has been accepted to study at an Auroville educational institute, without being accompanied but with the agreement of parent(s) or legal guardian(s); or
2. A person who is eighteen (18) years or older from outside of Auroville who has asked to study at an Auroville educational institute without being an Aurovilian.

### **2. Process and How to apply:**

1. Applications to become a Student of Auroville have to be addressed to the Entry Service office where Application Forms are available. The applicant will be guided through the administrative process by the Entry Secretariat,
2. The Application Form needs to be completed and submitted to the Entry Secretariat along with:
  - 2.1. A document whereby the legal guardian/s of the applicant appoint an Aurovilian as the applicant's de facto guardian for the tenure of the applicant's stay in Auroville or till the applicant has reached the age of eighteen (18) years, signed by all parties concerned;
  - 2.2. A disclaimer signed by all parties involved, that absolves the Auroville Foundation and the community of all liability for any loss, injury or legal claim that may occur during the applicant's stay as a minor in Auroville;Valid health insurance for the duration of the student's stay.

3. Once the Application Form is duly completed and submitted to the Entry Secretariat, the applicant will be announced as a Student of Auroville to the community for feedback;
4. The Entry Board will process each application taking into account:
  - 4.1. The approval of the Auroville school or institution where the applicant wishes to study;
  - 4.2. That the parent(s) or legal guardian/s or de-facto guardian/s is / are willing to pay the contribution towards the educational expenses of the applicant as assessed by the Auroville School Board;
  - 4.3. That no substantial objections against the person have been received in the feedback from the community. If this is the case, the Entry Board will process the feedback received and inform the applicant of their decision.

**Please note:** Samples of these documents may be obtained from the Entry Secretariat. In the case of a foreign applicant, upon receipt of the above documents, the Entry Secretariat will duly process the Letter of Recommendation for an Entry Visa, upon approval from the Entry Board;

### **3. Cancellation / change of status:**

1. A person will cease to be a Student of Auroville if the schooling / learning programme is discontinued.
2. Should a Student of Auroville wish to join the Auroville community, they need to contact the Entry Secretariat. The Entry Secretariat will, for a Student of Auroville wishing to join Auroville, guide the Student through the relevant integration process as described in Annex B (refer to section 2.6 and 2.7 of Annex B).

## **ANNEX E - Spouse or Partner of Aurovilian**

### **Introduction:**

This annex explains how one can apply for the status "Spouse / Partner of Aurovilian"

This Annex consists of:

1. Definition;
2. Process;
3. Conditions;
4. Cancellation / Change of status.

## **1. Definition**

A Spouse / Partner of an Aurovilian is someone who does not wish to or cannot become an Aurovilian but wishes to engage voluntarily in Auroville projects or activities in Auroville. If there is a close family member (other than a spouse or partner of the Aurovilian) who needs to live with the Aurovilian, special permission of the Entry Board needs to be obtained.

## **2. Process**

1. The first step is to write to the Entry Service expressing the wish to apply for the status,
2. The Entry Secretariat will then provide the applicant with an Application Form which he / she will be required to submit to the Entry Secretariat
3. The Entry Secretariat will then provide the applicant with an appointment with the Entry Board,
4. The Entry Board will process each application taking into account:
  - 4.1. That the applicant will live with the Aurovilian Spouse / Partner, and will not depend on the Community for financial aid, healthcare, food or lodging,
  - 4.2. That the applicant is willing to contribute to Auroville in the form of work, kind and / or money,
  - 4.3. That contributions to the collective fund as per the existing current contribution policy will be made by or on behalf of the Spouse / Partner.
5. The applicant may be announced as a Spouse / Partner of Aurovilian to the community for feedback. Any feedback will be clarified by the Entry Board if needed. If there are special considerations or issues, these cases may be referred to the Entry Board for a decision. A Spouse / Partner will have a page on AuroNet maintained by the Entry Secretariat to provide information about them to the community,
6. A Spouse / Partner (of an Aurovilian) of foreign origin is not entitled to the Entry Visa which is granted to residents of Auroville; such a Spouse / Partner is expected to take care of obtaining the relevant visa required.

## **3. Conditions:**

1. Auroville expects a Spouse / Partner of an Aurovilian to live in compliance with the laws of India, the ideals of Auroville (refer to Annex A) and the “Criteria Applicable to all Applicants” described in this policy;
2. A Spouse / Partner will be issued a photo-identity card to be renewed annually. This card may be used for Auroville events, to show to the Matrimandir Access Team for visiting the Matrimandir, or to any unit / service to arrange work or volunteering agreements;
3. A Spouse / Partner cannot be a member of working groups in Auroville nor participate in Resident Assembly decision-making processes.

#### **4. Cancellation / change of status:**

The cancellation will be processed by the Entry Board:

1. At the request of the Spouse / Partner of Auroville.
2. At the decision of the Entry Board, in the case that the Spouse / Partner acts in a way which is against the ideals of Auroville (refer to Annex A) or not in compliance with the “Criteria Applicable to all Applicants” as described in this policy.
3. Should the Aurovilian decide to leave Auroville permanently, or passes away, the status of the Spouse / Partner will automatically be annulled. In such a case, the stewardship of the housing asset goes back to the Housing Service,
  - 3.1. In case of a child or children of the Aurovilian, the child’s housing needs may be assessed by the Housing Service.

Should the Spouse / Partner wish to become Aurovilian, the change of the status will be processed by the Entry Board by applying the Newcomer process (refer to section 1 of Annex B).

## **ANNEX F - Associate of Auroville, and How to apply**

### **Introduction:**

This annex explains how one can apply for the status, Associate of Auroville.

This Annex consists of:

1. Definition;
2. Process;
3. Conditions;
4. Termination / change of status.

### **1. Definition**

An Associate of Auroville is someone who wishes to engage with the Auroville community, because he / she is currently:

1. A consultant of an Auroville unit / activity;
2. Business associate of an Auroville unit / activity;
3. Involved in a project of Auroville; or
4. Involved in a project of an Aurovilian.

## **2. Process**

1. The first step is to write to the Entry Service expressing the wish to apply for the status,
2. The Entry Secretariat will provide the applicant with an Application Form,
3. The applicant is to fill in and submit the Application Form, together with a letter from the unit / activity or Aurovilian with whom he / she works,
4. The Aurovilian from his / her unit / activity will act as a contact person for this Associate and may be contacted when needed,
5. Once the Application Form is submitted to the Entry Secretariat, the applicant will be announced as an Associate of unit / activity of Auroville by the Entry Secretariat for community feedback;
6. Any feedback will be clarified by the Entry Board if needed. If there are special considerations or issues, cases may be referred to the Entry Board for a decision;
7. The Entry Board will process each application, ensuring that the applicant is associated to Auroville either through work or other collaboration, and does not fall under any other category / status in relationship to Auroville;
8. An Associate of Auroville of foreign origin is not entitled to the Entry Visa which is granted to residents of Auroville; obtaining the relevant visa is the responsibility of the Associate.

## **3. Conditions and Participation / Collaborative spirit of an Associate of Auroville:**

An Associate of Auroville status means that the person:

- can use all the guest facilities;
- will be issued an Aurocard. The Financial Service will treat this Aurocard as a normal guest card;
- is expected to pay the monthly contribution. However, the Associate may be exempted from this contribution, depending on the arrangement with, and on the economic situation of the unit / activity, in which case this contribution shall be paid by this unit / activity;
- may have access to the Matrimandir only when the unit / activity contacts the Matrimandir Access Team, along with the Associate, with a request for the Associate to visit the Matrimandir, in which case the Matrimandir Access Team may treat the card-holder as an intern when booking visits to the Matrimandir;
- may not participate in community decision-making.

### **An Associate of Auroville is expected to:**

- be in compliance with all entry and work regulations of India,

- respect the laws of India, the ideals of Auroville (Ref. to Annex A), and the “Criteria Applicable to all Applicants” as described in this policy,
- be engaged in work in, or for Auroville.

#### **4. Cancellation / change of status:**

The cancellation will be processed by the Entry Board:

1. At the request of the Associate of Auroville;
2. At the request of the unit / activity which was in collaboration with the Associate. In this case the Associate will be contacted by the Entry Secretariat to process the cancellation;
3. On the decision of the Entry Board, if the Associate acts in a way which is against the ideals of Auroville (refer to Annex A of this policy) or as described in “Criteria Applicable to all Applicants” in this policy.

Should the Associate wish to join Auroville as an Aurovilian, the change of the status will be done by applying and following the Newcomer Process (refer to section 1 of Annex B).

**Please note:** The Associate of Auroville status needs to be renewed on an annual basis.

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