

Generic Guidelines for Admission of International Students

1. Introduction:

These rules are framed to formulate the procedure to be followed for the eligibility and admission of international students to various courses.

2. Office:

There will be an International Students Cell set up to deal with admission and guidance of international students. This Cell will not only control the admission of the students but will also provide necessary guidance for securing admission. All letters relating to international students should be addressed to the International Students' Adviser of the Institution.

3. International Students:

Under these Guidelines, 'International Students' will include the following:

- i. **Foreign students:** Students holding passports issued by foreign countries including people of Indian origin who have acquired the nationality of foreign countries are included as foreign students.
- ii. **Non Resident Indians (NRI):** Only those Non Resident Indian students who have studied and passed the qualifying examinations from schools or colleges in foreign countries will be included as international students. This will include the students studying in the schools or colleges situated in foreign countries even if affiliated to the Boards of Secondary Education or Universities located in India, but will not include students studying in those schools or colleges (situated in India) and affiliated to the Boards of Secondary Education or Universities of the foreign countries. Students passing the qualifying examinations from Boards or Universities located in foreign countries as external students and dependants of NRI studying in India will not be included as international students.

Entry level status of International students on entry to the country will be maintained.

4. Documents required for admission of International Students:

- i. **Visa:** All the international students will require a student visa endorsed to this Institution for joining full time courses. No other endorsement is acceptable. Students wishing to join a research programme will require a research visa

endorsed to this Institution. The visa should be valid for the prescribed duration of the course.

A visa is not required for NRI students. Students who are doing full time courses, in some other institutions, do not require a separate visa for joining part time courses provided that their current visa is valid for the entire duration of the course.

- ii. **No Objection Certificate:** Students no longer require a No Objection Certificate, for joining professional courses. (This has been withdrawn by the Government of India vide letter No. F.No.33-17/2002-U.4 dated 20th August 2004.)

All international students wishing to undertake any research work or join a Ph.D or M. Phil. programmes will have to obtain prior security clearance from the Ministry of Home Affairs and the approval of Department of Secondary & Higher Education, Ministry of Human Resource Development Government of India and this must be on the research visa endorsed to this Institution.

5. Eligibility Qualifications:

The qualifications required for eligibility for admission to different courses can be checked in detail from the prospectus. Only those students who have qualified from foreign Universities or Boards of Higher Education, recognized as equivalent by the Association Of Indian Universities (AIU) are eligible for admission. When required, a reference will be made to AIU to check the equivalence.

6. Admission of International Students:

Admission of all the international students will be done through the Institution International Students' Cell. Students will generally be admitted in the beginning of the course. However students can also be admitted as transfer cases in the middle of the course from other institutes with which there is an understanding for accepting the students as transfer cases.

The admission of international students is done in two stages. First, a student wishing to join the institute gets the application form and the information on the eligibility requirements, courses available and admission procedure from the prospectus or the website of the Institution. The application for provisional admission is then submitted to the International Student's Cell along with the prescribed fees. The Cell will then check the eligibility and issue the **provisional admission** letter. This is required to get the visa and to complete other formalities.

After getting provisional admission, the student should get the student visa and complete all other formalities. The student should then report for final admission to the institute where he/she wants to join the course. The next step is to fill up the admission form from the concerned institute and pay the required fees. After this, the student should undergo the medical examination. Some institutions also require the students to appear for the English proficiency test conducted by themselves or some other agency. Once this is done, the final admission is given.

The international students will have to pay the fees in US dollars. In special cases, permission will be given for payment of fees in the equivalent Indian Rupees. Following fees are normally payable to secure provisional admission. Form Fees (included in the cost of bulletin, if purchased); Eligibility Fee and Administrative Fee (could be different for direct admissions and for transfer cases).

7. Remedial Course in English:

In addition the students will have to pay the tuition and other fees as prescribed by the institutions. Students who are required to take the proficiency test in English or undergo the foundation course will have to pay the prescribed fees as applicable. This will have to be paid when the students are finally admitted. The fee differs from course to course.

In case student does not get/ take the admission to the course after obtaining provisional admission, then the administrative fees will be refunded after deducting the bank commission and postage as applicable.

An international student who has been granted admission to any of the courses after passing the qualifying examination from a statutory Board or University outside India may have to appear at the Proficiency Test in English conducted by the Institution or any other organization. International students who have passed the qualifying examination in the English medium are exempted from this test.

An international student who either fails in the Proficiency Test in English or fails to appear at this test, shall be required to join the Remedial English Course for International students (RECIS), if conducted by the Institution or the foundation course conducted by the institute.

After successful completion of RECIS or the foundation course, the students will join the regular course.

ELTIS has especially designed an English Language Course to cater to the students who want to improve their proficiency in the English language. This course can be done simultaneously with the other regular courses or independently.

8. Transfers & Change of Course:

An international student who has been granted admission to a particular course shall not be allowed to change the course. Transfer from one institution in India to another is also not allowed ordinarily. In exceptional cases, the International Students Cell may permit this - based on the availability of the course, eligibility rules and permission of the Competent Authority of the Institution.

9. Government of India scholars:

International students who are awarded scholarships by the ICCR New Delhi shall be given preferential treatment while granting admission and for hostel accommodation. Sponsored candidates from different foreign governments for training and studies are also given preference for the same.

Stepwise procedure for admission of International students for full time courses in Institution

The procedure for admission is given below:

Step 1: Students should purchase the International Student's Bulletin (including the eligibility form) and the prospectus of the institute. This information is also available on the website.

Step 2: Fill up the eligibility form for international students and submit it, along with the copies of certificates listed in the eligibility forms and the required fees. This should be done well in time so that the student is able to obtain the visa and NOC before the due date of admission.

Step 3: Get the provisional admission letter from the International Students Cell, in order to obtain the visa.

Step 4: Show this letter to the Indian Embassy in the respective country and get a student visa endorsed to institution. NRI students do not require a visa.

Step 5: Report to the institution for admission. Fill the permanent admission form and submit it with the following documents (in original along with a xerox copy):

- a. Degree/ Pass Certificate of the qualifying examination
- b. Mark list of qualifying examination.
- c. Student visa in original.
- d. A xerox copy of their passport - duly attested by a notary.

Note: The original certificates will be returned to the students immediately after making an endorsement to this effect.

Step 6: Undergo the medical examination and get the medical fitness certificate. As per government rules all international students entering India on student visa have to be tested for HIV and will not be given admission if found to be positive. All international students will be required to pay medical fees of US \$ 50, which includes the medical insurance cover for the first year. For subsequent years the medical insurance fees will be same as for other Indian students and is included in other fees.

Step 7: Appear for the proficiency test in English, if any as per admission requirement of

the Institution. This is only applicable, if the qualifying examination is not in the English medium.

Step 8: Admission of international students will be confirmed only after verification of original certificates, medical fitness test and payment of required fees.

Step 9: Within a week of arrival in India register their names with the police in the Foreigner Regional Registration Office (FRRO) of the local Police.

International students who are studying for full time courses in any other institution can be given admission to part time courses only if they hold a valid visa for the duration of the part time course. A separate visa is not required. They will pay the fees as applicable. The institutions may admit such cases directly but in consultation with International Students Cell if they meet the prescribed eligibility qualifications.

10. Discipline

The international students will abide by all the rules of Institution and the code of conduct as applicable to Indian students doing same courses.

11. Examination and Award of Degrees & Diplomas

The procedure for examination, payment of examination fees, issue of mark list, issue of passing certificates and award of degrees will be same as for the Indian students doing same courses.

12. Conclusion

The above rules will be applicable for admissions done after the issue of these rules. In case there are any differences on the interpretation of rules then the opinion of the International Students Cell will be final. The fees are liable to revision and students will have to pay the revised fees when applicable. On the points not specifically covered, the decision of the Institution authorities will be final.