

# **Rules and Regulations for International Students for admission to Academic Programmes at Aliah University, Kolkata, India.**

## **1. Introduction**

These rules define the procedure for the admission of International students to various Academic Programmes. These rules are based on General Guidelines issued by the University Grants Commission (UGC), Association of Indian Universities (AIU) and Statutory/ Regulatory directives issued by relevant authorities from time to time. The University reserves the right to suitably modify, update or delete any part of these Guidelines without any prior notice.

## **2. International Students**

- i) Foreign nationals: Candidates holding passports issued by foreign countries including people of Indian origin who have acquired the nationality of foreign countries.
- ii) Non Resident Indians (NRI): Only those Non Resident Indian students who have studied and passed the qualifying examinations from schools or colleges or academic institutions 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 Universities located in India, but will not include students studying in those schools or colleges (situated in India) and affiliated to the Universities or affiliating bodies of foreign countries. Students passing the qualifying examinations from Universities located in foreign countries as external students and Dependants of NRI studying in India will not merit the status of international students.

### **Foreign/NRI applicants are categorized as follows:**

- (i) Sponsored by the Govt. of India through Indian Council for Cultural Relations (ICCR) on cultural exchange programme or equivalent: Candidates seeking admission under a Cultural Exchange Fellowship program are required to apply through the Indian High Commission/Embassy in their respective countries. In case the applicant is found suitable for admission, the admission offer letter will be sent to the candidate through the Indian Council for Cultural Relations (ICCR), New Delhi.
- (ii) Sponsored by the home country of the concerned Foreign/NRI students and/or funding agencies: Application shall be sent through the Indian Embassy in candidate's home country to Embassy of the candidate in India. Offer letter shall be sent to the Embassy in India.
- (iii) Admission of foreign nationals at the University, under the Memorandum of Understanding (if any), will be made in accordance with the terms and conditions spelt out in the MoU agreed between Aliah University and the country/ University/ Institution concerned.
- (iv) Self-financing direct entry (with the clearance of Govt. of India): Provision is available for admission in self-financing mode. In this case, applicants can directly apply to the University. The applicant can take admission subject to the clearance from MHRD, Govt. of India.

## **3. Eligibility**

### **3.1 Qualifications:**

Only students having qualification recognized as equivalent by the Association of Indian Universities (AIU)/any other competent authority are eligible for admission. The candidate shall get equivalence certificate from the Association of Indian University (AIU), New Delhi. Prescribed application form to be submitted to the Association of Indian Universities, New Delhi". Detailed Guidelines of Association of Indian Universities, New Delhi" for International Admission are available on <http://www.aiuweb.org/Evaluation/evaluation.asp>

### 3.2 Requirement of Visa:

All international students wishing to join undergraduate and postgraduate programmes will require a student visa endorsed to Aliah University. No other endorsement is acceptable. The visa should be valid for the prescribed duration of the programme. Visa is not required for NRI students.

### 3.3 No Objection:

All international students wishing to undertake undergraduate and postgraduate 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 must be on the student visa endorsed to this University. Kindly see the following link/website for foreign students' information and extension of visa related information: [http:// www.immigrationindia.nic.in/index.htm](http://www.immigrationindia.nic.in/index.htm)

### 3.4 Medical test:

All International/NRI students will have to submit medical fitness test reports of (i) HIV test and (ii) Hepatitis surface Antigen (HBsAg)/ Australia Antigen before taking final admission.

### 3.5 Medical Insurance

It is advised that all Foreign/NRI students take a medical insurance policy to meet the expenses of medical treatments (which are not available with the university) during the stay o pursue the the programme in the university. A copy of the said insurance policy should be submitted at the time of final admission.

### 3.6 Proficiency in English:

A Foreign/NRI student who has been granted provisional admission to the undergraduate and postgraduate programmes should have proficiency in English. This is only applicable, if the qualifying examination is not in English medium except for languages.

## **4. Provisional Admission Procedure:**

Candidates wishing to join the University shall submit application ONLINE only and email the following documents duly attested by: (i) Indian Embassy in foreign country, or (ii) High Commissioner of student's country in India, or (iii) Ministry of Education in foreign country.

- (i) The Acknowledgement sheet as generated at the submission of application form online

- (ii) Payment receipt
- (iii) Coloured photograph of face in white background without dark glass (4 copy)
- (iv) Scanned copy of Passport
- (v) Copy of the transcripts (BOTH SIDES) of all the courses cleared upto the qualifying examination (with explanation of assigned grades)
- (vi) Association of Indian Universities (AIU) Equivalence Certificate (wherever applicable)

AIU 's address is as follows:

AIU House 16,

Comrade Indrajit Gupta Marg,

New Delhi-110002, India

Phone: (91)-11-23230059, (91)-11-23232429 Fax: (91)-11-23232131

Email: [international@aiu.ac.in](mailto:international@aiu.ac.in) Website: <http://www.aiu.ac.in>

The Committee for International/Overseas students will check the eligibility and if eligible, the Registrar will issue a provisional admission letter on recommendation of the committee. The letter will help for visa processing and to complete other formalities.

After getting provisional admission letter, the candidate shall get the student visa and arrange other documents for final admission.

## **5. Final Admission**

5.1 The candidate shall fill up the admission form and submit to the Committee of the International students for final admission with all the required documents in original and two sets of its photo copies. Following are the original documents and photocopies attested as mentioned above.

- a) The Acknowledgement sheet and Bank/Online payment slip in the original,
- b) Passport with student visa (Please ensure that the passport is valid for at least six months at the time of submitting the application and same shall be produced at the time of admission.),
- c) Proof of NRI status of the student/ parents/ sponsor,
- d) Date of birth Certificate (Class X Admit card / Marksheet/Birth Certificate),
- e) Proof of address (Electricity bill/Tel. bill/Voter's ID Card),
- f) Transcripts/Marksheets/certificates of all examination passed including qualifying examination (with explanation of assigned grades),
- g) Four (4) passport size colour photographs,
- h) Transfer / School leaving Certificate from the Institute last attended,
- i) Physical fitness certificate,
- j) Papers related to Medical Insurance for entire period of stay,
- k) Valid Certificate of TOEFL/Academic IELTS/ELPC if any

- l) Certificate of Migration (this is obligatory for those coming from any other Statutory Indian University)
- m) No Objection Certificate from protocol Division of MEA, Government of India if the candidate is Working Diplomat.
- n) Income certificate from competent authority sufficient to bear the cost of studying in India.
- o) Association of Indian Universities Equivalence certificate. (Required if the name of the Board/University issuing the degree/Certificate is not in the list of AIU)

5.2 After verifying all the documents the student will deposit the requisite fees to complete the admission process.

5.3 The student will report to the academic department.

5.4 Within a week of arrival in India, the student will register with the police in the Foreigner Regional Registration Office (FRRO) of the local Police and obtain Registration Certificate issued by Registration Officer. A copy of the same should be submitted with the Committee for the International students.

6. **Fees:** Fees for the programme will be available in the university website [www.aliah.ac.in](http://www.aliah.ac.in).

### **7. Change of Programme/Institution:**

An international student who has been granted admission to a particular programme shall not be allowed to change the programme after admission. Transfer from one institution in India to another is not allowed.

### **8. Scholarship/Financial Aid**

Indian Council for Cultural Relations (ICCR), Government of India offers scholarships to International candidates for their study in India. The candidates interested may contact ICCR in the address given below for more information:

*Indian Council for Cultural Relations (ICCR)*

*Azad Bhawan, Indraprastha Estate,*

*New Delhi-110002, India*

*Contact no.- (91) 011-23379309, (91) 011-23379310, (91) 011-23379500*

*Website :<http://www.iccr.gov.in>*

*Email: [poisd2.iccr@nic.in](mailto:poisd2.iccr@nic.in)*

Candidates may also explore options for financial aid/scholarship schemes of their respective governments.

Aliah University does not have any provision for scholarships or financial aid for foreign students.

**9. Accommodation:** There is no hostel facility for the International students. Students are to arrange their own accommodation and the same should be communicated to the committee of International Students by submitting the Leave and License document in favour of the student.

#### **10. Discipline**

The international students will abide by all the rules of the University and the code of conduct as applicable to Indian students.

The student will not be involved in any political activities or unethical activities during his /her stay in INDIA.

#### **11. Examination and Award of Degrees & Diplomas**

The conditions for appearing in the examination, passing an examination and award will be same as for the Indian students.

#### **12. Conclusion**

If any case does not covered by the rules framed here and/or any differences in the interpretation of rules, opinion of the competent authority will be final. The fees are liable to revision and students will have to pay the revised fees as and when applicable. Any point not specifically covered, the decision of the University authorities will be final.