

**GUIDELINES
FOR ADMITTING
FOREIGN STUDENTS,
NRI STUDENTS, &
SPONSORED STUDENTS IN
U T U - BARDOLI.**

GUIDELINES FOR ADMISSIONS OF INTERNATIONAL STUDENTS [FOREIGN / NON RESIDENT INDIANS (NRI)] AND SPONSORED CANDIDATES

1. Introduction

Rules framed by University Grants Commission (UGC) and notified on its website www.ugc.ac.in will be followed for deciding the eligibility and admissions of International students to various courses offered in Uka Tarsadia University.

2. International Students Cell (ISC)

The university has set up an 'International Students Cell' to deal with admission and guidance of international students. This Cell will not only control the admission of the international students but will also provide necessary guidance for securing admission. All communication relating to international students will be addressed to 'Foreign Students' Advisor' of UTU.

3. International Students

As per guidelines, 'International Students' will include the following:

i) Foreign Students: Students holding passports issued by foreign countries and people of Indian origin who have acquired the nationality of foreign countries are included as foreign students.

ii) Non Residents 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 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. The candidate should have completed 17 years of age on or before 31st December of the year of admission.

5. 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 program 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 pursuing full time courses, in 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 do not require a 'No Objection Certificate' for joining professional courses.

All International Students wishing to undertake any research work or join a PhD or M Phil program 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.

6. Eligibility Qualifications

- (i) Minimum eligibility qualifications for foreign students will be the same as for Indian students for each program mentioned in the University Prospectus.
- (ii) The program on which eligibility is to be relied upon must be from an Institute included in the list of the Association of Indian Universities (AIU). New Delhi-110002 (<http://www.aiuweb.org>)
- (iii) In case the University/Board is not included in the said list, the candidate has to obtain and submit an Equivalence Certificate to this effect from the Association of Indian Universities.
- (iv) Submission of Equivalence Certificate from AIU is mandatory for foreign nationals. AIU address is given below.

AIU HOUSE

16, Comrade Indrajit Gupta Marg,
New Delhi 110002, India.

Phones: (91) -11-23230059, (91)-11-23232429

Fax: (91)-11-23232131

E mail: aiu@del2.vsnl.net.in

Website: <http://www.aiuweb.org>

7. Admission of International students:

Admission of all the International students will be done through the 'International Students Cell (ISC)' of UTU. 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 steps:

The First Step: A student wishing to join UTU, gets the information on the courses available, the eligibility requirements and admission procedure from the prospectus or the website of UTU.

<http://utu.ac.in>

Following this the candidate has to register for the course of study ONLINE (Also submit the print of online registered application form). The ISC after checking the eligibility criteria and other relevant information provided will accordingly issue a Provisional Admission Offer Letter (on payment of non refundable advance amount of 20% of the total annual fee). This is required to get the VISA and to complete other formalities. At this stage, if required, telecom Interview of the candidate may also be conducted.

After getting provisional admission, the candidate should get the 'Student VISA' and complete all other formalities.

The Second step:

- Report to Foreign Students' Advisor Office on or before the date of admission mentioned in the Provisional admission Offer Letter.
- Get the original eligibility certificates verified.
- Pay the remaining course fee in full.

- UTU also requires the students to appear and qualify 'English Language Proficiency Test'. Once this is done, the final admission is confirmed.
- The International students will have to pay the fees in US dollars or equivalent in Indian rupees. Fee has to be deposited in the form of Crossed Demand Draft / Bank Pay Order, drawn in favour of UTU, payable at BARDOLI.

8. Remedial Course in English

It has been observed, that most of the students particularly, who come from non English speaking countries/ geographical regions are not well versed with spoken/ written English up to the desired levels with which they can satisfactorily go along and pass their professional course examinations. Due to this very fact, despite being talented, hardworking and committed to their studies, these students are not able to perform appreciably in their respective programs of study at UTU. To take care of this aspect, UTU conducts an 'English Language Foundation Course' of Three months (45 contact hours) / Six months (80 contact hours) duration.

To evaluate the level of understanding of English language, UTU, will conduct an 'English Language Proficiency Test'. All the newly admitted International students / NRI students will be required to appear in this test. It is mandatory for an International / NRI student, who either fails / secures less than the desired scores or fails to appear in this proficiency test, to join the English Language Foundation Course of either 03 months or 06 months duration (depending on the scores secured in the proficiency test).

In addition to the annual and other fees of the main program of study at UTU, students will also have to pay for this English Language Foundation Course as per the university prescribed fee structure. It is desirable, that International students join this 'English Language Foundation Course', 03 months / 06 months before beginning of the academic session.

This course is also open for the International students, who are planning to take admission in any of the regular programs of study at UTU in the next academic session. Such students may be provided hostel accommodation, if required on normal payment of fee for boarding and lodging. Interested students may obtain the application form for 'English Language Foundation Course' from the office of the Foreign Students' Advisor or download this from the website <http://utu.ac.in> and contact the Foreign Students' Advisor in this regard.

9. Transfers and 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 Student Cell' may permit this- based on the availability of the course, eligibility rules and permission of the Competent Authority of UTU.

10. Government of India Scholars

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

11. Stepwise procedure for admission of International Students for Full Time Courses at UTU.

The procedure for admission is given below:

Step 1:

- a) International students should apply on a separate form prescribed for foreign nationals/ NRI/Sponsored candidates.
- b) The Information Bulletin & Prospectus along with Online Application Form for Foreign Nationals/NRIs may be checked on the UTU website <http://utu.ac.in>. The candidate preferably has to apply/register in the prescribed form ONLINE only. He/she may also apply Offline. For this the candidate may contact the Foreign Students Advisor office.
- c) The application form registration fee of US \$ 60 or equivalent in Rs.3000/- is required to be paid through a crossed Bank Demand Draft drawn in favour of UTU, payable at BARDOLI. The candidate can also transfer the required amount of fee in the account of Uka Tarsadia University, from any bank or credit card. 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 2:

Get the 'Provisional Admission Offer Letter' from the Foreign Students' Advisor Office, in order to obtain the VISA (on payment of non refundable advance amount of 20% of the total annual fee).

Step 3:

Submit the 'Provisional Admission Offer Letter' to the Indian Embassy of the respective country for obtaining the 'Student VISA'.

Step 4:

Report at UTU for admission. Submit the below mentioned documents (in original along with the attested photo copies) and get them verified by the Foreign Students Advisor.

Particulars/Certificate
Foreign Passport Holder (FPH)
Application form duly filled
Marks sheet/Transcript of X class
Proof of age
Marks sheet/Transcript of XII class/Pre-University
Marks sheet / Transcript of Bachelors degree (in case of admission to P.G. course)
Copy of valid passport & visa
Non-Resident Indian (NRI Applicants)
Application form duly filled
Marks sheet of class X
Proof of age
Marks sheet of class XII
Marks sheet of Bachelors degree (in case of admission to P.G. course)
Copy of the passport of parent working abroad
Translated & attested copy of work permit/license to work of parent
Translated & attested copy of residence permit of parent
Letter from the employer of the parent
Affidavit on Rs. 10 stamp paper from the parent for financial support
NRI Status Certificate issued by the Indian Embassy in the concerned country
In case an intervening period/gap is involved, a certificate/affidavit from a class I gazetted officer/Notary Public for the entire intervening period/gap showing candidate's preoccupation after leaving the Institution last attended will be required.

Step 5: Students are required to undergo the medical fitness examination

(FROM REGISTERED MEDICAL PRCTITIONER @ BARDOLI) 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.

Step 6:

Appear for the 'English Language Proficiency Test' conducted by UTU. It is mandatory for an International / NRI student, who either fails/secures less than the desired scores or fails to appear in this proficiency test, to join the English Language Foundation Course of either 03 months or 06 months duration (depending on the scores secured in the proficiency test). In addition to the annual and other fees of the main program of study at UTU, students will also have to pay for this English Language Foundation Course as per the university prescribed fee structure

Step 7:

Admission of International /NRI students will be confirmed after verification of original certificates, medical fitness test and payment of required fees. Even after the admission, at any stage if it is noted that the qualifying Degree/ Certificate is not recognized by AIU, the admission of the candidate may be cancelled. Withdrawal of admissions/ refund of fee cases will be dealt with as per the guidelines of UTU in this regard.

Step 8:

Within a week of arrival in India, students are required to register their names with the police in the 'Foreigner Regional Registration Office (FRRO)' of the DCP Office Surat or a place so authenticated. 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. Such students will pay the fee as applicable. UTU in consultation with 'International Students Cell' may admit such cases directly, if they meet the prescribed eligibility qualifications.

Step 9: Discipline:

The International students should abide by all the rules of UTU and the code of conduct as applicable to Indian students enrolled in the same courses.

10: 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 the same courses.

b) Sponsored candidates:

Procedure for applying:

1. The Information Bulletin & Prospectus along with Online Application Form for Sponsored candidates may be checked on the UTU website <http://utu.ac.in>
2. Sponsored candidate should apply/register ONLINE on a separate form prescribed for Sponsored candidates. The sponsored candidates will have to submit a sponsorship letter at the time of admission.
3. The application form registration fee of US \$ 60 or equivalent in Rs.3000/- is required to be paid through a crossed Bank Draft drawn in favour of UTU, payable at BARDOLI. 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.

4. Rest of the admission formalities are same as for the other students.

Contact Address:

The Registrar,

Uka Tarsadia University, Bardoli

+91 2625 290020

Fee Rules For Foreign Students

1. All fees are payable in **single** instalment at the time of admission on or before the notified dates.
2. Dollars in the form of currency note/cheque are not acceptable.
3. Security Deposit shall be deposited in cash with the Cashier in the Accounts Office.
4. Fee may be deposited in INR equivalent to US \$ through any of the modes and procedures described in Section 7.0 of the Prospectus.
5. In case of readmission, if a student fails to deposit his/her fee within 20 days from the date of announcement of result or by the notified last date, whichever is later, an additional amount of US \$ 30 or equivalent in Rs.1500/- will be charged up to 15 days.
6. Fees given in the prospectus are only for one academic year. All fees and charges are subject to revision.
7. Calculation of the arrears of fee will be governed by the rules given in the prospectus of that year for which the fee is being charged.

General Guidelines and Rules for Admission

- (i) Minimum eligibility qualifications for foreign students will be the same as for Indian students for each program mentioned in the University Prospectus.
- (ii) The program on which eligibility is to be relied upon must be from an Institute included in the list of the Association of Indian Universities (AIU). New Delhi-110002 (<http://www.aiuweb.org>)
- (iii) In case the University/Board is not included in the said list, the candidate has to obtain and submit an Equivalence Certificate to this effect from the Association of Indian Universities.
- (iv) English translations of all transcripts, duly attested, are to be submitted.
- (v) Candidates applying from their own country should get their transcripts attested by the concerned accredited authorized government agency and also duly certified by the Indian Embassy or Consulate.
- (vi) For candidates applying from India, all attestation must be done by the concerned Embassy/High Commission/Consulate of the relevant country in India.
- (vii) Applications without the attested documents shall be summarily rejected.**
- (viii) Applicants may also collect their admission letter personally or send their authorized representatives to collect the same from the Office of the Foreign Students' Advisor.

- (ix) On being granted admission, all applicants should produce their Students Visa within one month of completion of admission formalities.
- (x) In case of failure to obtain a visa within the stipulated period, the admission shall stand cancelled. A copy of this visa is to be submitted to the Office of the Foreign Students' Advisor, UTU.
- (xi) The admission of foreign diplomats wishing to study at UTU shall be governed by the prescribed applicable procedures and rules as notified by the Government of India from time to time.
- (xii) All foreign students (old/new) are required to fill a registration form available with the Office of the Foreign Students' Advisor (FSA), UTU, within 15 days of joining the course. Bonafide certificates shall not be issued if this is not complied with.
- (xiii) Upon arrival in India every foreign student must register with the **Foreigners Regional Registration Officer (FRRO)** of the DCP Office Surat within 14 days from the date of first entry into India as per the prescribed applicable procedure.
- (xiv) The category once filled in the application form shall be final and cannot be changed at any later stage.
- (xv) Once admitted, all foreign students shall pay the fee prescribed for their admission category throughout the duration of the program. However, UTU reserves the right to revise the fee at any time.
- (xvi) Once admitted, NRI students will pay the requisite fees for their admission category throughout the duration of the program even if they may not remain NRIs i.e. their status changes from NR

The above rules and guidelines will be strictly followed. In case, there are any differences on the interpretation of rules then the opinion of the 'International Students Cell' will be final. On the points not specifically covered, the decision of competent authorities of UTU will be final..

NB:- ALL FOREIGN STUDENTS WILL BE ADMITTED ON SUPERNUMERARY SEATS.