



## RULES AND REGULATIONS FOR ADMISSION OF FOREIGN STUDENTS

### GUIDELINES FOR ADMISSION OF FOREIGN STUDENTS

#### 1. INTRODUCTION

These rules are framed to formulate the procedure to be followed at MAM University and its constituent institutes or study center for eligibility and admission of foreign students to various courses.

#### 2. GENERAL INSTRUCTIONS

- a. A foreign student willing to pursue course of studies at MAM University or its constituent institutes or study center should submit Online Application form, as mentioned in the prospectus.
- b. All letters relating to foreign students should be addressed to The Registrar, Maganbhai Adenwala Mahagujarat University college road NADIAD – Gujarat – 387 001 India.
- c. The admission of foreign student will be as per the norms of concerned council otherwise considered as supernumerary i.e. over and above sanctioned intake.

#### 3. FOREIGN STUDENTS

Under these guidelines, Foreign Students will include the following:

- a) Foreign Students: Candidates holding citizenship of foreign countries.
- b) Persons of Indian Origin (PIO): A person who or whose any of ancestors was an Indian national and who is presently holding another country's citizenship/ nationality i.e. he /she is holding foreign passport.
- d. Non Resident Indians (NRI): An Indian citizen who is residing outside India and holds an Indian Passport. 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 foreign students. This will include the students studying in the school 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 Examinations from Boards or Universities



located in foreign countries as external students and dependents of NRI studying in India will not be included as Foreign students.

Note: Entry level status of foreign students on entry to the country will be maintained

## FOREIGN EXAMINATIONS EQUIVALENT

Every student has to obtain 10+2 stage or basic degree required for admission to be recognized by Association of Indian Universities or by the Equivalence committee of the MAM university.

## ADMISSION OF FOREIGN STUDENTS

a) Admission of foreign students will be granted in accordance with prospectus and/or on receipt of application through diplomatic channels (i.e. routed through Indian Missions/Ministry of External Affairs) on qualifying the test prescribed for the purpose.

b) The admission shall be subject to production of following documents:

- ❖ Proof of date of birth
- ❖ Certificate and mark-sheet of qualifying examination
- ❖ Equivalency certificate issued by competent authority
- ❖ Copy of passport for foreign citizens, wherever applicable
- ❖ Dual citizenship card for PIO, wherever applicable
- ❖ NRI status certificate, wherever applicable required application fee
- ❖ Medical Fitness Certificate from a registered medical practitioner
- ❖ Character certificate from the Institute last attended
- ❖ A certificate from nearest Police Station that no vigilance/disciplinary case pending or being contemplated against him/her.
- ❖ Migration / Transfer Certificate (in original)
- ❖ Highest sports participation certificate of preceding four academic years
- ❖ Six copies of passport size photograph

c) The foreign student shall be subject to the rules and regulation as applicable for the other student from time to time. Violation of rules and regulations would result in strict action against the concerned



student which might lead to cancellation of the admission and no excuses/objection in this matter would be entertained and the student would be responsible for the consequences.

## GENERAL RULES

1. Office of International Affairs will monitor the admission process of international students in consultation with Central Admission Committee of MAM university.
2. Important dates of admissions will be notified on University website well in advance.
3. The strategies such as dissemination of information, promotional activities etc., would all be undertaken by the Office of International Affairs. All the relevant information including contact details of concerned person would be published on the university webpage and also shared with the Government and other regulatory bodies.
4. A maximum of 20% supernumerary seats of total intake capacity for a particular program shall be allowed for the admission of international students, depending upon the availability of adequate infrastructure and other facilities.
5. A possible foreign national candidate has to fulfill the eligibility conditions, including the required qualifying degree and marks/grades, as prescribed for Indian students.
6. Admission may be done on the basis of marks obtained in the qualifying written examination and personal interview.
7. Every selected foreign national candidate is required to have an appropriate health insurance policy before arriving in India.
8. Every candidate is required to produce a medical fitness certificate from a standard hospital. The admitted candidates may also be required to undertake a complete medical examination as mentioned by MAM University.
9. Each foreigner admitted student must complete registration with the Foreigners Regional Registration Officer (FRRO) within 14 days of arrival to India.

## ADMISSION PROCESS

Following process will be adopted for the smooth admissions of foreign students in various programs offered by the MAM University

1. Registration: Each candidate seeking admission under foreign student's category must register at Study in India portal.
2. The candidates should apply through prescribed application format through Study in India portal. The application will then be screened and evaluated for the eligibility for admission to



## MAGANBHAI ADENWALA MAHAGUJARAT UNIVERSITY

- a particular programme with the consultation of concerned department/school admission committee by the Office of International Affairs.
3. 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.
  4. English translations of all transcripts, duly attested, are to be submitted.
  5. The verified status of the candidate would be updated at the Study in India portal through which admission is offered for depositing the fees within the time frame.
  6. All transcripts, marks and grade sheets need to be translated in English, and verified before submission.
  7. Eligibility as per the course/program in which admission is sought (Provisional eligibility letter and payment of other applicable fees)
  8. Student Visa: Student Visa
  9. Selected candidates will use the “intimation of admission” given by OIAC to obtain VISA (Student VISA/Research VISA) from his/her local Indian Consulate.
  10. Verification: Verification of original documents.
  11. On being granted admission, all applicants should produce their Students Visa within one month of completion of admission formalities. In case of failure to obtain a visa within the stipulated period, the admission shall stand cancelled.
  12. A copy of the visa is to be submitted in the Office of the International Affairs – MAM University.
  13. Please note that provisional admission letter does not warrant admission to the said course. On your arrival in India and MAM University, you need to submit and verify your original documents (including your passport, student visa, academic documents) at IAC office for initiating the admission process.
  14. International students coming for the first time and from non-English speaking countries need to qualify the PET (Professional English Test), which will be organized on the university campus. Attending and clearing the PET exam is mandatory for the international students. Those not able to clear the exams will have to join the Professional English Classes on the campus organized by the Department of English for which the students need to bare the additional fees for the same and continue the class till he/she clears the Professional English Test. **Admission will be kept on hold till the student clears the PET exam.**
  15. Usually the academic year is considered from June till May unless otherwise specified, and the courses usually start from July, and thus, it essential to report to IAC the latest by August 1.



16. One-time full payment of academic annual fees will have to be paid at the time of joining or within two months from the beginning of the academic year for enrolled students. Late fees will be applicable for any delay in payment of fees. Please note that, the fees including tuition fees once paid would not be refunded in any case.
17. It is responsibility of the students to submit the updated documents in IAC like change in residence, address, Residential permit, etc.
18. Violation of visa rules would not be entertained in any case.
19. Student has to maintain the attendance report and make sure the percentage attendance is more than 75% as stipulated by UGC and University rules and regulations.
20. Vacation period will be 1-2 months per year in line with vacations announced in the University. Vacation more than two months will not be granted without valid reason and permission. **Admissions will be cancelled for students not following the University rules and those who are absent on campus/vacation for more than 5 months without valid permission.**
21. Once an international student has taken admission in a particular College/ Institution he/ she shall not be allowed to change the College/ Institution if the name of that College/ Institution is endorsed/ mentioned in the students Visa. In other words, he/ she shall be required to study in the College/ Institution which is mentioned in the student's visa.
22. Each student has to sign on declaration form of the MAM university.

## INTERNATIONAL STUDENT VISA FOR INDIA

India has several requirements for obtaining a student visa. India requires visas for the nationals of most countries, with the exceptions of Bhutan, Maldives, and Nepal.

International students studying in India receive a multiple-entry visa for the period of study.

Requirements specific to student visas are listed below,

1. A passport valid for at least 6 months and Two passport-size photographs
2. Completed visa application form
3. Letter from your host institution indicating that you have been admitted (or, in the case of the provisional visa, that you have applied)
4. Proof of financial support adequate to cover your tuition and stay in India.
5. Research visa is mandatory for reporting to the University in case of Ph.D. student.



## DECLARATION BY THE CANDIDATE

I, \_\_\_\_\_ undersigned declare that I fulfill the minimum eligibility requirements as prescribed by the University for the admission to the programme of study for which I have applied. I further declare that entries made by me in this form and the documents submitted in support of the information furnished by me in the Application Form are true in all respects and in case any entry or information or documents are found to be false, this shall entail automatic cancellation of my admission besides rendering me liable to such action as the University may deem proper. I note that my admission to the University and my continuance on its rolls are subject to the provisions of the Statutes of the University. **In the event of my selection/joining the University I will pay the required tuition fee and incidental charges and shall not ask for any financial assistance or waiver in fee during the tenure of the Programme of Study. I shall abide by the rules of discipline and proper conduct which may be framed in this regard.**

Name of the candidate

Signature of the candidate

Email:

Tel. Number:

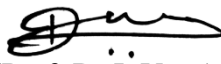
Place:

Date:

Date: 20/05/2024

Place: Nadiad



  
(Prof. D. J. Vyas)  
Registrar

Approved by

[Prof. Dr S. N. Gupta]

Vice Chancellor



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