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Regulations for Admission of Foreign National Students

These guidelines are framed based on Clause 5 (i, ii and iii) of Ordinance 37 on 'International Division and Admission of Foreign National Students' for admitting foreign students into various programmes of Central University of Kerala. These admission guidelines shall come into effect from 2021 academic year onwards.

'Office of International Affairs (OIA)' shall act as the nodal office and responsible for all matters pertaining to the foreign student admissions in the University.

Part 1. Admission of Self-Supported Foreign Students

- 1.1. Self-financed /partially supported foreign students (in addition to Government and other national agencies such as ICCR, UGC, CSIR, ICSSR, ICHR, DST, ME, etc.) are eligible to apply for admission into various programmes of the University and direct admission shall be given without CUCET entrance score/performance from 2021-2022 academic year onwards.
- 1.2. **Definition of Foreign National:** The term "Foreign National" implies any candidate holding a passport of a foreign country (only for the purposes of admission to the CUK programmes). This category would include any Person of Indian Origin (PIO) or, Overseas Citizen of India (OCI) cardholder who has a foreign country's passport. A non-resident Indian (NRI) with Indian Passport are to be treated as Indian Nationals and therefore, cannot be considered as International Students.
- 1.3. **Number of seats:** A maximum of 10% of the foreign national students shall be admitted over and above the approved intake in a given programme offered by a University Department/Center subjected to the availability of infrastructure. The faculty council of the concerned Department shall decide upon the total intake of foreign students in case of inadequate infrastructure. However, Hon'ble VC shall have the power to increase OR decrease the total foreign students' intake in each programme.
- 1.4. **Eligibility:** The University may consider the admission of foreign nationals, "in absentia", on the basis of their desire "to be considered in absentia". All such applications to any programme of the University is subjected to the condition that they are found eligible for admission by the Faculty Council of the Department/Centre/School. (Note: Foreign Nationals whose qualifying degree is from India and who are residing in India at the time of application, in order to be considered for admission into any program/course should take some part of the entrance examination in the form of Interviews in the University as prescribed by the Department/ Centre/ School). Age limit of a foreign student seeking admission in a particular programme shall be same as Indian student seeking admission in the same programme.
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 shall be made to AIU to check the equivalence. In case the University /Board is not included in the list, the applicant has to obtain and submit a certificate to this effect from AIU. Submission of Equivalence Certificate from AIU is mandatory for such foreign nationals. AIU address is given below.

AIU HOUSE 16, Comrade Indrajit Gupta Marg, Opposite National Bal BhaWan, Near ITO; New Delhi 110002, India. Phones: (91) -11- 23230059, (91)-11-23232429 Fax: (91)-11-23232131; Website: <http://www.aiu.ac.in>

- 1.5. **Academic qualification:** A prospective foreign national student has to fulfill basic eligibility conditions (which are same as Indian students) such as age limit, the required qualifying degree and marks/grades. These eligibility conditions can be found in the University website www.cukerala.ac.in and prospectus which is available on the University website. In case a student's parent University does not have a program which is prescribed as minimum eligibility condition, equivalent program may be considered. In this respect the Faculty Council's decision is final.
- 1.6. **English proficiency:** Proficiency in English is a pre-condition for admission of foreign nationals. Those who have completed qualifying degree from India are exempted from this mandatory requirement. Similarly, those who have studied for at least five years, in English (including their qualifying degree) in their country/other countries are also exempted from the English proficiency examination. And those who are seeking this exemption shall provide sufficient documentary evidence for the same. All other applicants should provide one of proof of International English Language Testing System (IELTS)/ Test of English as Foreign Language (TOEFL)/Indian Scholastic Assessment (Ind-SAT/any other equivalent test performance at the time of submitting application. The score should not be older than two years.
- 1.7. **Last date for application:** Foreign Nationals may apply for admission at any time during the year in a prescribed format/online. However, April 15 is regarded as the last for processing applications for the new academic year (which generally begins in mid-July) of every year. Besides, every year a separate admission notification shall be given (preferably in the month of January) by the OIA for exclusively foreign student admissions. The admission notification shall comprise of admission schedule, all programmes of the University Department, application, general guidelines, fee structure, mode of fee payment, admission procedure, etc. The decision of the Faculty Council shall be intimated to the applicants before the first/second week of May.
- 1.8. There shall be an exclusive application for foreign student admissions directly into University programmes. Preferably, the application process shall be made fully online with fee payment Gateway/interface.
- 1.9. Admission notification and application shall be framed by the OIA after getting approval from the VC and the same shall be circulated for wide publicity to attract and draw the attention of foreign students. Any changes to the application/admission documents shall be done by the OIA only after seeking approval from the VC.
- 1.10. **Documents to be submitted at the time of Application (offline mode):**
 - i. Application form which can be downloaded from the University website. Separate application for each programme shall be submitted by an applicant who desires to apply for more than one programme.
 - ii. Transcripts from High School onwards with certified English translation, if the documents are in any other language (Note: Candidates are requested to enclose such documents, which in their opinion could convince the Faculty Council regarding their suitability for admission to the programme for which he/she applied.
 - iii. Two letters of recommendation (must be in English) from their present teachers in sealed envelopes directly to the OIA by email.
 - iv. TOEFL/IELTS/Ind-SAT/GRE scorecards, if applicable
 - v. Research proposal (in case of M.Phil./Ph.D. admission)

- vi. Proof of adequate financial support or scholarship (bank balance), applicable self-financed students and partially supported students. This is optional at the time of submitting application.
 - vii. A medical certificate (in English) of fitness from a recognized hospital in their country/in other countries where they are currently living. This is optional at the time of submitting application.
 - viii. Application fee
 - ix. Checklist
- 1.11.** Application fee for UG programmes -100 \$, PG programmes - 150\$ and PhD programmes - 200\$. These fees are applicable to 2021-2022 academic years which shall be revised time to time by the University. A separate application fees shall be collected from students who are applying for more than one course.
- 1.12.** In case of online application submission, all the options/details similar to offline mode application shall be provided with fee payment Gateway/interface.
- 1.13. Where to send the Application?**
The filled application along with the documents (scanned copies) shall be sent by e-mail or by post to: The Director, The Office of International Affairs; Central University of Kerala; Tejeshwini Hills; periyar; Kasaragod; Kerala; India-671320. (Note: Candidates seeking fellowships from Government and other national agencies such as UGC, CSIR, ICSSR, ICHR, DST, ICCR, etc. should send their application through the same sponsoring agencies, which has to be forward the application to the office of the International Affairs on or before specified last date.
- 1.14. Selection Process:**
- i. All applications received by the OIA shall be consolidated.
 - ii. After initial scrutiny, the OIA shall forward applications to the respective Departments/Centres/Schools for verifying basic eligibility and seeking appropriate recommendation. The Faculty Council of the concerned Department/Centre/School will do the final scrutiny and assess the student's eligibility for admission in to the applied programme of their Department.
 - iii. The recommendation of the Faculty Council shall be forwarded to the OIA. If necessary, a merit list may be prepared by the Department/Centre/School concerned when there are more applications than the total intake in each programme. The OIA shall prepare a consolidated statement of applications and selection list (received from all Departments) and forward to the Vice-Chancellor for final approval.
 - iv. Upon VC's approval, the selected students will be intimated by the OIA.
- 1.15. Provisional Admission:**
There shall be online counseling for the selected foreign students with the Department concerned. Accordingly, all the selected students shall be offered provisional admission letter by the Director, OIA. The admission letter shall have programme details, terms and conditions of the provisional admission, fees to be paid, bank details, etc.
- 1.16. Admission Fee:**
There shall be a separate admission fee structure for foreign students admitting in various programmes of the University. Till the fees structure is revised, the existing fees shall be collected from foreign student at the time of admission.
- 1.17. Fee payment:**
Those who are given provisional admission letter shall be asked to pay applicable one academic year fees (in Indian rupees) to reserve their admission/seat in a particular programme within a stipulated time. The fee structure of foreign national students for

admitting into various programmes of Central University of Kerala shall be mentioned in the the University prospectus and website. The University shall reserve the right to change the fee structure without prior intimation. The Director, OIA may extend the time for paying fee based on student request and genuine reasons.

If necessary, at the time of sending provisional admission letter, financial status of the self-financed students and partially supported fellowship holders shall be verified in terms of producing bank balance to the extent of covering all the fees and the living expenses.

- 1.18. In case a selected foreign student denies joining within a stipulated time, the provisional admission shall be given to the next student in the list.

1.19. Visa & Health Insurance:

Visa: The provisional admission letter offered to a foreign student shall be used to obtain VISA from his/her local Indian embassy/ High Commission. It is essential that a Ph.D. student should obtain a "Research VISA" and other students a "Student VISA". Prospective applicants for Research VISA need to submit a research proposal along with University's provisional acceptance of affiliation to the Consulate. Any other documents required for getting India VISA shall be provided based on request of provisionally admitted applicants.

No foreign national will be admitted without a valid student visa. Foreign nationals selected for research programmes (Ph.D.) will be allowed to complete the admission only after obtaining a Research Visa from the Indian embassy/ High Commission of India.

Health Insurance: All the prospective students are required to buy an appropriate health insurance policy before arriving in India. It is essential that the student's health insurance policy remains valid throughout the period of the student's stay in this University. This shall be checked at the time of admission.

1.20. Reporting to University and Final Admission:

- i. A student selected for admission is required to report to the Director, OIA on the day of arrival to the University with the following original documents, along with one photocopy of each original document. Certified English translation of such copies should also be submitted if they are in a different language.
- ii. All the certificates and transcripts in different examinations
- iii. Passport and VISA
- iv. Medical fitness certificate from Medical Officer, Central University of Kerala. Applicable fees for medical tests shall be borne by the student concerned.
- v. Health Insurance policy
- vi. Copy of admission fee payment details

The OIA shall verify documents and send the foreign students to the respective Department for final admission process. Based on the OIA communication, the Head of the Department concerned shall give final admission to the student after usual verification of original certificates and payment details.

Any discrepancy/mismatch of the submitted certificates/documents with the originals shall be treated seriously and provisional admission offer summarily rejected.

1.21. Registration with FRRO

Under the Registration of Foreigners Rules 1939, every foreigner who is in India, to stay for ninety (90) days (for purpose of other than tourism) or above is required to register himself/herself within fourteen (14) days of arrival in India with the

Foreigners Regional Registration Officer in the place of ordinary residence and declare his/her registered address.

Address of Nearest FRRO:

Foreigners Regional Registration Office

20/1305, Castle View, Thiruvannur Road, Panniyankara, Kallai PO, Kozhikode, KERALA-673003

Phone Numbers: 0495-2323550, 0495-2323550(F)

Email: frrocal@nic.in, frro-clt@nic.in

Website: <https://www.mea.gov.in/checklist-for-FRRO-FRO-Registration-Formalities.htm>

The OIA will assist the students in preparing necessary documents for the purpose.

1.22. Hostel Accommodation:

Upon request, all the admitted foreign students may be given hostel accommodation in the existing Men's and Ladies' hostels either single occupancy OR double occupancy based on the availability of the hostel rooms as per university norms. The Dean Students' Welfare (DSW) or Chief Warden shall give accommodation based on the final admission letter and commutation of OIA.

1.23. Travelling to India:

Only students who have valid original documents shall plan their travel to India and to the University with prior intimation to the OIA. The OIA shall arrange a pickup service from the arrival Airport/Railway station for a foreign student who is arriving for the first time. The appropriate fees shall be collected/included in the fee structure itself. The Director, OIA shall be given advance amount by the Finance Officer of the University to arrange such facility to welcome foreign students.

1.24. Cancellation of Admission:

- i. Suppose, a selected foreign student desires to cancel his/her admission due to denial of Indian VISA and if the student had already paid admission fees, then the fees paid shall be returned upon deducting bank and or University service charges.
- ii. The admission cancellation procedure shall be governed by the general admission guidelines of Indian students, which may be amended time to time.
- iii. No reimbursement for cancelation of admission of a foreign student based on discrepancy/mismatch of the submitted certificates/documents with the originals.

1.25. Campus regulations:

All the admitted foreign students shall be treated like Indian students enrolled in the same course. He/she should abide by all the 'Campus Regulations of Students', code of conduct, 'hostel rule and regulations' (if the student is staying in hostel) and Govt. of India rules.

1.26. Transfers and change of courses:

A foreign student who has been granted admission in a particular course shall not be permitted to change the programme/course. Transfer from Central University of Kerala to another educational institute within India is also not permitted.

Part 2. Admission of Sponsored Foreign Students

- 2.1. Applications received from Government and other national agencies (such as ICCR, UGC, CSIR, ICSSR, ICHR, DST, ME, etc) shall be directed to the Director, OIA.
- 2.2. After initial scrutiny, the OIA shall forward applications to the respective Departments/Centres/Schools for verifying basic eligibility and seeking appropriate recommendation. The Faculty Council of the Department/Centre/School will do the final scrutiny and assess the student's suitability for admission in to the programme offered by their Department.
- 2.3. The recommendation of the Faculty Council shall be forwarded to Director, The Office of International Affairs. The OIA shall consolidate and forward to the Vice-Chancellor for final approval.
- 2.4. Upon VC approval, the recommended students list shall be forwarded to the respective Government and other national agencies (such as ICCR, UGC, CSIR, ICSSR, ICHR, DST, ME, etc).
- 2.5. After receiving selection results from Government and other national agencies (such as ICCR, UGC, CSIR, ICSSR, ICHR, DST, ME, etc), the OIA shall give directions to the respective Departments for admitting the students. Based on the communication, the Head of the Department shall give admission to the student after usual verification of original certificates. The foreign students need not pay any fees for their admission if funding agency pays to the University, otherwise, the fees shall be collected from the student. Accordingly, the eligible fee shall be collected from the funding agency/ministry. For example, after admitting foreign students under ICCR scheme, the OIA shall give a consolidated list to the Academic Section which shall take necessary steps to collect applicable admission fees from ICCR. If the funding agency does not pay the fee directly to the University, the fees shall be collected from the student.

2.6. Reporting to University:

A student selected for admission under any funding agency/ministry shall make their own travel plan and report to the OIA and the funding agency. The required documents

- i. All the certificates and translated transcripts of academic examinations.
- ii. Passport and VISA
- iii. Medical fitness certificate from Medical Officer, Central University of Kerala. Applicable fees for medical tests shall be borne by the student concerned.
- iv. Health Insurance policy
- v. Any other certificate as may be mandated by the funding agency/ministry.
- vi. Fellowship letter from the sponsoring/funding agency.

The OIA shall verify documents and send the foreign student to the respective Department for final admission process. Based on the OIA communication, the Head of the Department concerned shall give final admission to the student after usual verification of original certificates and payment details.

Any discrepancy/mismatch of the submitted certificates/documents with the originals shall be treated seriously and provisional admission offer summarily rejected and intimated to the funding/sponsoring agency.

2.7. Registration with FRRO:

Under the Registration of Foreigners Rules 1939, every foreigner who is in India to stay for ninety (90) days (for purpose of other than tourism) or above is required to register himself/herself within fourteen (14) days of arrival in India with the Foreigners Regional Registration Officer in the place of ordinary residence and declare his/her registered address.

Address of Nearest FRRO:

Foreigners Regional Registration Office

20/1305, Castle View, Thiruvannur Road, Panniyankara, Kallai PO, Kozhikode, KERALA-673003.

Phone Numbers: 0495-2323550, 0495-2323550(F)

Email: frrocal@nic.in, frro-clt@nic.in

Website: <https://www.mea.gov.in/checklist-for-FRRO-FRO-Registration-Formalities.htm>

The Office of International Affairs will assist the students in preparing necessary documents for the purpose.

2.8. Hostel Accommodation:

Admitted foreign students may be given hostel accommodation in the existing Men's and Ladies' hostels either on single occupancy OR double occupancy based on the availability of the hostel rooms as per university norms.

2.9. Travelling facility on arrival to India:

As mandated by ICCR, the office of International Affairs shall arrange a pickup service from the arrival Airport/Railway station for a foreign student who is arriving for the first time. The Director, the OIA shall be given advance to arrange transportation and to welcome foreign students.

2.10. Cancellation of Admission:

The admission cancellation procedure shall be governed by the general admission guidelines of Indian students, which may be amended time to time.

2.11. Discipline and Campus regulations:

All the admitted foreign students shall be treated like Indian students enrolled in the same course. He/she should abide by all the 'Campus Regulations of Students', code of conduct, 'hostel rule and regulations' (if the student is staying in hostel) and Govt. of India rules.

2.12. Transfers and change of courses:

A foreign student who has been granted admission to a particular course shall not be permitted to change the programme/course. Transfer from Central University of Kerala to another educational institute within India is also not permitted.

Note:

The above regulations shall be followed strictly. In case, there are any differences on the interpretation of rules, then the opinion of the 'Office of International Affairs (OIA)' shall be final. If necessary, the OIA shall seek directions from the competent authorities of the Universities. The decision of Vice-Chancellor shall be final in any matter with regard to the foreign students' admission. Application and admission fees are subjected to revise as and when University desires to do so and applicants seeking admission in different programmes are bound to pay the revised fees as applicable.