

TECHNO INDIA UNIVERSITY

GUIDELINES FOR INTERNATIONAL STUDENTS

ABOUT LOCATION OF TECHNO INDIA UNIVERSITY

Techno India University (TIU) is in Kolkata, the capital city of West Bengal. It is located at Salt Lake Sector V, the IT hub of West Bengal, at a distance of 15 km from Netaji Subhash Chandra Bose International Airport, Dum Dum.

WHAT MUST BE DONE BEFORE COMING TO INDIA

International students who wish to study in India must obtain a Student Visa before travelling to India. Once a student has been issued a **Confirmed Admission Letter** to study at the University, he/she should immediately apply for Student Visa.

ABOUT STUDENT VISA

Depending on the purpose of visit, India offers various kinds of visas. Student Visa is a visa specifically for the students wanting to come to India for education purpose. Generally Student Visas are issued for the duration of the academic course of study or for a period of five years whichever is less, on the basis of letters of admission from Universities/recognized colleges or educational institutions in India. However it is the discretion of the Indian High Commission to decide the duration of the Student Visa. The children of NRIs and PIOs cardholders need not procure a Student Visa. Other international students need Student Visa or Research Visa for Doctoral level courses.

PRE-REQUISITES FOR PROCURING A STUDENT VISA

To apply/ be eligible for a Student Visa, you need to conform to the following conditions:-

- If you are on **Government of India scholarships**, the respective Indian Missions would be advised by Indian Council for Cultural Relations (ICCR) to issue a regular Student Visa after your admission in an Indian university/Institute is confirmed.
- If you are coming as a **self-financing student**, you need to produce confirmed letters of admission from universities or recognized colleges and institutions in India for obtaining the regular Student Visa.
- If you are coming as a **research student**, synopsis of the research project countersigned by the sponsoring institution in India along with letter of approval and No Objection Certificate (NOC) from the concerned Ministries in India should be submitted for necessary visa.

HOW TO PROCURE A STUDENT VISA

The foreign student should apply for a Student Visa before coming to India by contacting the **Indian Mission** in his/her home country.

He/she must visit http://india.gov.in/overseas/embassy_detail.php?type=IE .

The Indian Mission will be able to tell the average turnaround time for a Visa application, which may be somewhere between 3 to 8 weeks.

RULES AND REGULATIONS RELATED TO STUDENT VISA APPLICATION

While applying for the Student Visa, a student need to keep in mind the following rules and regulations:

- Passport valid for a minimum of six months beyond the date of intended departure from India should accompany the visa application.
- Students holding other nationalities (other than the country where applying for visa), should submit proof of long-term (at least three years)/ permanent residence in the country (where applying).
- For citizen of other countries, a reference has to be made to their country of residence for which an additional fee is applicable and will involve extra processing time. Please refrain from making inquiries about the status of application during this time.

MORE ABOUT STUDENT VISA

- Nationals of Nepal and Bhutan do not require Visa to enter India. However, citizen of Nepal require a Visa when entering India from China.
- During Student Visa period, **you will not be permitted to change the purpose** of your stay or your institution.
- International students holding Student Visa more than 180 days are required to register himself/herself with the local FRRO/FRO **within 14 days of arrival and obtain the residence permit.**

HOW TO EXTEND STUDENT VISA

If you want to extend your Student Visa, you should approach the local Foreigner Regional Registration Offices (FRROs) with authentic certificate, proof of financial standing, etc. The Visa can be extended for a period of 1 year at a time up to the duration of the course or 5 years whichever is less for students pursuing full time course.

The following documents must be submitted at the time of Visa Extension:

- Visa Extension form
- 1 recent passport size photograph

- Bonafide certificate from College/University/Institute (In Original)
- Copy of passport/VISA/Registration Book
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- Proof of Residence
- Original Passport and Registration Book

WHAT MUST BE DONE AFTER COMING TO INDIA

REPORTING AT TIU

New academic session is scheduled to start from..... . The suggested reporting date for foreign students will be in between and Foreign students shall obtain Study Visa (Stamped by the name of “Techno India University”) from Indian Embassy in their native/home country. Hence, it is the responsibility of students to apply and obtain Student Visa well in time so as to avoid delay in reporting at the university campus. Any delay in reporting at TIU due to Visa reasons will be sole responsibility of the student.

Student arriving before reporting date shall make their own stay arrangements until hostel is allocated to them.

FRRO REGISTRATION FOR THE LOCAL RESIDENCE PERMIT

(NOT APPLICABLE in case of Nepalese and Bhutanese students)

As per Bureau of Immigration, India, foreigners visiting India on long term (**more than 180 days**), Student Visa (S) (including those coming for study of Yoga, Vedic Culture, Indian System of dance and music), Research Visa (R), Employment Visa (E), Missionary Visa (M), Medical Visa (M) or Medical Attendant Visa (MX) are required to get themselves registered with concerned FRRO/FRO within 14 days of his/her first arrival, irrespective of the duration of their stay.

It is suggested for all students to complete the FRO registration process within 14 days of first arrival in India, No Fee is charged for registration, but a penalty in Indian currency equivalent to US \$ 30/(Rs 1395/-), in case of late registration, is charged.

REQUIREMENTS AT THE TIME OF FRRO REGISTRATION

Every foreign student at the time of Registration, shall furnish, such information in registration report, as may be in his possession for the purpose of satisfying the Registration Officer and shall, on being required, shall sign the registration report in the presence of the said officer and shall thereupon be entitled to receive from the said officer a certificate of registration.

Foreign Students are required to submit the following:

- 4 recent passport size photographs
- Photocopy of photo page of Passport and valid Indian Visa page of the Passport
- Proof of residential address in India, Documents of identification and
- In case of Student Visa, bonafide certificate from School/College/University

ENROLMENT OF COURSE AND UNIVERSITY REGISTRATION

On arrival at TIU, all international students are strongly advised to report at Division of International Affairs Office (DIA) and undergo University Registration process.

On registration with DIA and Admission Cell of TIU, students shall obtain:

- Unique Registration Number
- ID card
- Class Schedule and Section
- Student Internet ID & Password

This entire process of University Registration is carried under the guidance of the Division of International Affairs, International Admission Cell, TIU Campus, in coordination with Admission Cell.

International students must carry the following documents for University Registration:

- Original and photocopy of Academic Transcripts
- Original and photocopy of Passing/Qualifying Certificate
- Tuition Fees – Minimum One Semester Tuition Fees
- Fees deposit Receipt/Proof for full semester fees deposited by student
- 6 passport size color photographs
- Original work experience certificate (if applicable)
- Original Residential Address Proof
- Original and Photocopy of Passport, National ID, OCI/PIO card (whichever is applicable)
- Photocopy of Indian Visa stamped in the name of Techno India University (NOT APPLICABLE for Bhutanese and Nepalese students)
- Residential Permit obtained from Local FRO Office (NOT APPLICABLE for Bhutanese and Nepalese students)

It is mandatory to carry the original certificates to the campus for verification. In the absence of same the admission will not be confirmed and will stand CANCEL.

Every student reporting at the TIU Campus is required to submit the following Undertaking and Legal Affidavit:

- Undertaking and Indemnification Signed by the Applicant.
- Indemnification signed by Parents/Legal Guardian of the Applicant.
- Legal Affidavit (Annexure – I) duly Signed and Verified by the Applicant (As per Government of India Laws)
- Legal Affidavit (Annexure – II) duly Signed and Verified by the Parents/Legal Guardian of the Applicant (As per Government of India Laws)

INDUCTION/ORIENTATION PROGRAM

Understanding the importance of making foreign students familiar about TIU as well as Indian Culture an Induction cum Orientation program is conducted right at the beginning of the academic session for students coming from different corners of the world. This program is conducted in groups by representative of DIA – ISS. This Induction program is a marvelous mix of presentation about TIU policies and Indian Culture & Demography. This program ends with a complete TIU Campus Tour.

Therefore it is strongly recommended that all international students shall report at TIU on the specified date and time to experience this Induction/Orientation Program.