



SHRI GURU RAM RAI
UNIVERSITY
Quest for Excellence

GUIDELINES FOR ADMISSIONS OF INTERNATIONAL STUDENTS IN SHRI GURU RAM RAI UNIVERSITY (2024-2025)



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ADMISSIONS OF INTERNATIONAL STUDENTS IN
SHRI GURU RAM RAI UNIVERSITY
(2024-25)**



Quest for Excellence

**SHRI GURU RAM RAI UNIVERSITY
PATEL NAGAR/PATHRI BAGH
DEHRADUN-248001
UTTARAKHAND, INDIA**

Website: www.sgrru.ac.in

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GUIDELINES FOR ADMISSIONS OF INTERNATIONAL STUDENTS IN SHRI GURU RAM RAI UNIVERSITY (2024-25)

These guidelines specify the procedure to be followed by International students (Foreign Nationals/Non Resident Indians - NRI/NRI ward) for admission to different Undergraduate (UG), Postgraduate (PG) and Ph.D. programmes running in respective Schools of Shri Guru Ram Rai University. The candidate who wishes to apply for admission under Foreign Nationals/NRI/NRI ward category should carefully read the 'Guidelines for Admissions of International students in Shri Guru Ram Rai University (2024-25)' which are available at University website and can be downloaded (www.sgrru.ac.in).

Foreign students who are interested in taking admission at Shri Guru Ram Rai University are strongly encouraged to adhere to the guidelines diligently as they navigate their academic journey within their respective programmes at Shri Guru Ram Rai University. It is essential that students approach their learning with a conscientious and mature mindset. Prior to applying for the respective UG/PG/Ph.D. programmes at Shri Guru Ram Rai University, it is recommended that students thoroughly review and familiarise themselves with these guidelines.

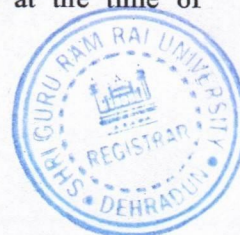
1. The Office

The Office of Directorate of International Affairs (DIA) shall provide the necessary guidance for the the admission of International students to the various Undergraduate, Postgraduate and Doctoral programs of the University and the students should communicate in the email given below:

director.ia@sgrru.ac.in & asc.director.ia@sgrru.ac.in

2. Introduction and Categorisation of International students: For Admission of Foreign students in UG, PG and Ph.D. Programmes at SGRR University and to know more about the admission procedure, kindly read through the guidelines visit the University website (www.sgrru.ac.in).

- i) **Foreign Student:** In this context a foreign student is defined as the student who possesses a foreign passport. Foreign Nationals holding passports issued by foreign countries which includes Persons of Indian Origin (PIO) and Overseas Citizen of India (OCI) who have acquired the nationality of foreign countries are considered as foreign students. Provided any subsequent changes in the definition as may be notified by the Government of India shall have the same latest meaning respectively assigned to them. The other expressions not defined herein shall have the meaning as may be assigned in any subsequent notification of the Government of India.
- ii) **Non-resident Indian (NRI) student:** A person under the NRI (Non-resident Indian) category will be considered for admission in SGRR University if he/she fulfils the criterion (as amended from time to time) for status of NRI under Income Tax Act, 1961, in the year in which he/she seeks admission in SGRR University. However, not withstanding any amendment in such laws, all rights, obligations and duties flowing from the law and subsisting at the time of



submission of application shall be respected and mandated till finalization of the program applied for.

- iii) **NRI ward:** For those candidates seeking admission under NRI ward, it is essential for the parents/sponsor of the candidate to hold NRI status at the time of admission.

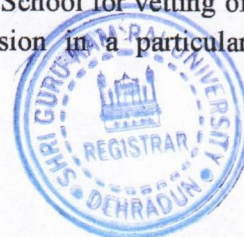
3. Admission Procedure:

- i) All the international students shall be given admission under supernumerary category only which shall be maximum of 10% of the sanctioned seats in a particular UG/PG or Ph.D. programme. The International students under the different categories mentioned above will be admitted directly against the 10% supernumerary seats in conformity with the "*Guidelines for Admission and Supernumerary seats of International Students in Undergraduate and Postgraduate Programmes in HEIs in India*" issued by the UGC, New Delhi dated 30/09/2022. However, the Ph.D. candidates are required to give a presentation of their synopsis before the synopsis approval committee of the department concerned in which they want to take admission.

- ii) In case, the number of eligible international students exceeds the number of seats available for admission, then the candidates shall be selected on merit basis. *The unfilled seats in the supernumerary category shall not be allocated to anyone except a Foreign national candidate.*

The Honourable Vice-Chancellor is authorized to sanction additional seats to the Foreign Nationals in the respective programmes of University.

- iii) The candidates are required to apply online at the University Portal and upload all the required documents as mentioned in the application form. The online form is common for all UG/PG/Ph.D. Programmes. There is no offline form for admission. The application entails a non-refundable application fee which is to be paid online (Credit/ Debit/ Net banking) and the photo of the applicant should not be more than six months old from the date of the application. In case of name change in the academic certificates, a duly signed authorized certification from the govt body of the applicant's country, must be uploaded.
- iv) The students will register himself/herself by filling out the online application form with all the required documents.
- v) The provision for scholarships for foreign students shall be as per the norms of the University.
- vi) The admission of International students at SGRR University shall be based on the equivalence of entry qualification of all concerned. The equivalence of degrees/diplomas from foreign universities, boards of higher education etc. shall be decided in accordance with the norms of Association of Indian Universities (AIU).
- vii) The application of foreign students after initial screening and after checking their eligibility for admission, a unique ID will be given for future communications. The same shall be forwarded to concerned department of the School for vetting of the eligibility and suitability of the applicant for admission in a particular

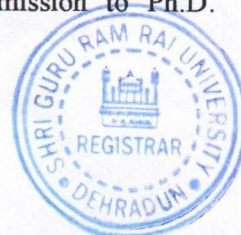


programme which shall be on the basis of equivalence decision or in case of ambiguity, based on the decision of Equivalence committee of the University.

- viii) An International Admission Committee (IAC) of the University constituted by Honourable Vice Chancellor shall verify, approve and grant 'Provisional Admission' to a foreign student which will be on the basis of recommendation of the concerned department/School after checking the eligibility of the candidate. The same will be forwarded to Directorate of International Affairs after approval of IAC.
- ix) The office of Directorate of International Affairs (DIA) after taking approval from the competent authority of the University, shall communicate the same to the respective applicant (copy to concerned Embassy of the applicant's home country in New Delhi and Indian High Commission in applicant's home country) for further process.
- x) The recommended and approved list of the International candidates for admission in respective UG/PG programme of study shall be forwarded to the Incharge, Admission Committee who shall ensure the admission and fee deposition by the candidate as per admission procedure of the University for UG/PG programme or the Ph.D. programme. The University has the right to change the tuition fee or any other facility or provision depending upon the situation, if necessary.
- xi) All Foreign students should report to the office of Directorate of International Affairs of SGRR University by the date mentioned on the provisional admission letter. All foreign nationals entering India are required to possess a valid international travel document in the form of a national passport with a valid visa obtained from an Indian Mission or Post abroad.

4. Certificates & Documents required to be submitted by candidates along with application form for admission to UG/PG/Ph.D. programmes at SGRR University:

- i) Filled-in Application Form available at University website.
- ii) Date of Birth Certificate.
- iii) Transcripts/ Marksheets and Degrees of qualifying examination issued by the Board/ University.
- iv) All the relevant information/documents, justifying the equivalence of their qualifications from Association of Indian University (AIU).
- v) Research Proposal (For respective Ph.D. programme)
- vi) Valid Certificate of TOEEL/ Academic IELTS/ ELPC etc.
GRE score for M.A. Economics with two Recommendation letters. For MBA or Ph.D. Management, A GMAT score (minimum 650) is mandatory.
- vii) Mark-sheets/ Degrees in a language other than English should be translated into English language and candidates should attach a duly attested copy of the same, failing which their candidature shall not be considered.
- viii) Conduct and character certificate from the Head of the Institution from where the qualifying examination has been passed.
- ix) Recommendation letter from the parent University (for admission to Ph.D. programmes).



- x) The passport photocopy with relevant pages showing candidate nationality, personal details and others such as relevant pages of the Passport showing Visa and latest exit and entry date, duly attested proof of Nationality. For candidate under NRI category, NRI status certificate, sponsorship form and the declaration form by the parent or guardian.
- xi) Candidate shall also produce documents certifying that he/she is in possession of a valid Student Visa. A copy of this visa is to be submitted in the Office of Directorate of International Affairs. VISA is not required for NRI students.
- xii) Upon arrival in India every foreign student must register with the Foreigners Regional Registration Office (FRRO).
- xiii) The candidate has to submit "Anti Ragging Affidavit" from Class 1 Gazetted Officer/Notary and Medical fitness certificate. In case of intervening period/gap is involved, a certificate/affidavit from the Notary Public for the entire intervening period/gap showing candidate's preoccupation after leaving the institution last attended will be required.
- xiv) Medical Insurance with evacuation clause.
- xv) Certificate of Medical Fitness to be signed by a Registered Medical Practitioner holding a degree not lower than MBBS (Admission Brochure, available at university website).

The Following medical fitness tests also need to be performed on all the international candidates applying for admission at the university:

- 1) HIV Test
 - 2) Chest Check-up (through X-Ray)
 - 3) Hepatitis surface Antigen (HBsAg) before admission
- xvi) Ineligibility for admission: If at any point of time, during the verification process of documents submitted by the candidate or later, if it is found that any certificate/documents or testimonial or information submitted by the candidate is incorrect or false or non-compliant to the requirement, then the admission of the candidate shall be cancelled and his/her candidature disqualified for admission at SGRR University. All the fees paid by such candidates will be forfeited and Visa cancellation process will be started immediately.

5. Medical Test & Medical Insurance of International Student

All International/NRI students are required to undergo a comprehensive medical fitness test, prior to final admission. It is strongly recommended that Foreign/NRI students acquire a medical insurance policy to cover the costs of medical treatments throughout their stay at the university. A copy of this insurance policy must be submitted at the time of final admission.

6. Applying for a Visa and Arrival at SGRR University:

- i) The Provisional Admission letter with the unique ID provided to the foreign nationals shall be used for applying for the Student/Research visa in the Indian Embassy in the applicant's home country/country of residence.



- ii) The visa must be endorsed in the name of the SGRR University. No other endorsement will be acceptable. For more information on type of visa requirements, please contact the office of Directorate of International Affairs.
- iii) On their arrival, the candidate (whether under scholarship scheme or otherwise) should have adequate financial resources to cover their living expenses in Delhi. Students should be clear that after arrival to India on the basis of a Visa endorsed to SGRR University, the student will be responsible to ensure his/her reporting to DIA office and joining the University.
- iv) The Visa obtained on the basis of SGRR University documents cannot be used for any other purpose including employment, admission to any other University/College, or non-regular (Online) programmes etc.
- v) After arrival at the University campus, the student has to deposit the valid Visa copy in the office of DIA of the University and make sure the Visa conditions throughout his/her course of studies remain the same.
- vi) It is mandatory for all International students except those from Nepal & Bhutan to get their students Visa registered at FRRO/FRO Moradabad or New Delhi within 14 days of arrival in India. Office of DIA will guide and assist the students with all the required processes needed for FRRO/FRO Registration.
- vii) All International students except those from Nepal & Bhutan have to fill Online application for Registration certificate (RC) and Residential Permit (RP) on arrival to India.
- viii) In case the initial Visa is not endorsed for the complete duration of the programme or the student has to extend the stay because he/she is not able to complete the programme in the stipulated time then the student should apply for the extension of the Visa before the visa expires.
- ix) Visa Extension for stay visa, residential permit extension (RP extension), change of address etc., No Objection Certificate (NOC) for travelling outside India in Foreigners Registration Office (FRO) and Foreigners Regional Registration Office (FRRO) in Noida/New Delhi respectively.

7. Admission Formalities:

The candidate undergoes the following formalities at SGRR University:

- i) Candidate must report to DIA office and has to complete the arrival form at DIA office. Verification of all original documents viz., valid Visa, Visa endorsement, Passport, Original Education Documents, Medical Insurance, English Proficiency Certificate/ TOEFL/ Academic IELTS scores etc. is done by International Admission Committee, SGRR University and all the documents will be submitted to DIA office for records.
- ii) Candidate will be issued admission letter and is further advised to contact the Dean/Principal of respective School/College.
- iii) Required assistance for the opening of Bank account (NRO A/c) and other necessary documentation like Registration with local police authorities will be provided by the University.



8. Cancellation of Admission:

SGRR University entertains the refund of fees as per the University norms. If there is a change of University or Institute, the Visa endorsed to SGRR University will not be valid. In this kind of case, the student is required to go back to his/her home country and apply for a new Visa.

9. Accommodation:

- i) Hostel facilities will be provided to all International students. SGRR University has separate hostel facilities for men and women around the campus. The rent for accommodation varies depending upon the facilities provided.
- ii) Detailed information about the availability and type of accommodation required may be obtained from the DIA office.

10. Proof of Financial Support:

- i) Foreign Nationals taking admission at SGRR University must give proof of adequate financial support for the duration of their study in university. Apart from scholarships as per University norms, the University does not have any provision for financial aid for foreign students.
- ii) The Proof of Financial support is required only at the time of admission, and is not mandatory at the time of application.

11. Transfer and Change of Programme:

As per the rules of SGRR University norms, no request for any change of programme and/ or School/College will be entertained after the completion of the admission process.

12. Eligibility:

- i) International students with the status of Foreign National (FN), Person of Indian Origin (PIO), NRI/NRI ward are eligible for direct admission to Shri Guru Ram Rai University. They can secure admission under supernumerary seats in any approved programme of the university, provided that they meet the minimum eligibility criteria.
- ii) For a comprehensive understanding of the eligibility criteria for admission to different programmes, please refer to the university website (sgrru.ac.in). It is important to note that the minimum educational qualifications required for Foreign/NRI candidates seeking admission to various programmes are same as those specified for Indian applicants.
- iii) Admission eligibility for students who have graduated from Foreign Universities or Boards of Higher Education will be considered eligible only, if recognized as equivalent by the Association of Indian Universities (AIU). In cases where necessary, a reference to AIU will be made to verify the equivalence.
- iv) For International Student seeking admission to any Undergraduate programme at Shri Guru Ram Rai University, candidate must have successfully completed their Higher Secondary/XIIth Standard qualifying examination with a minimum of 45% marks or an equivalent grade point. This qualification can be from:
 - a. Any Education Board/Body located in the State/Country of domicile; or
 - b. Any Education Board/Body located outside the State/Country of domicile



It is essential that the candidate has passed the Higher Secondary School Certificate Examination (Standard XII, 10+2 pattern) or its equivalent.

- v) For International student seeking admission in any Post Graduate programme at Shri Guru Ram Rai University, candidate must have successfully completed the qualifying examination of a Bachelor/Equivalent Graduation degree with a minimum of 50% marks or an equivalent grade point. This degree can be from:
 - a. Any University/Institute affiliated to any University in the State/Country of domicile;
 - b. Any University/Institute affiliated to any University situated outside the State/Country of domicile.
- vi) A candidate who has participated in the final year of the Bachelor's Degree examination is eligible to apply for the relevant Post Graduation Program at Shri Guru Ram Rai University. However, it is a prerequisite that the candidate must have successfully passed the qualifying examination with a minimum of 50% marks at the time of final admission to the respective Post Graduation Program of Shri Guru Ram Rai University.
- vii) To pursue Doctoral Program, the eligibility criteria for international students is same as for Indian students and the submission of research proposal is mandatory.
(*For admission into Ph.D. programme, the students are advised to go through the Ph.D. admission norms of Shri Guru Ram Rai University, from University website and the Research section of the University).
- viii) The possession of an AIU (Association of Indian Universities) Equivalence Certificate is a mandatory requirement for foreign nationals applying for admission to any program at Shri Guru Ram Rai University. This certificate serves as proof that the candidate's educational qualifications obtained from their home country are recognized as equivalent to the standards set by Indian universities. Therefore, applicants need to ensure they have the AIU Equivalence Certificate to fulfil this essential admission prerequisite.

13. Curriculum Outlines For Various Programs:

- i) The course curriculum and syllabi for all programmes of the University are available on its official website. These have been meticulously developed in accordance with the standards set by UGC/PCI/INC/PMC/NCTE. The syllabus formulation process involved a comprehensive review of syllabi regularly by the Board of Studies and consequent approval by the Academic Council of the University.
- ii) At the commencement of the academic year, the University will release the annual Academic Calendar of the University, outlining the semester/annual schedule, including the start and end dates, as well as the time slots for internal and external End semester/final year examination.

14. Attendance and Academic Performance Standards:

- i) Regular attendance is a crucial aspect of education, and leave of absence will only be considered under serious circumstances, particularly on medical grounds. Any uncertified absence exceeding 15 class days may result in the student being suspended



or terminated from the rolls. In case of re-admission, the standard admission fee will be applicable.

- ii) The responsibility for meeting the minimum attendance requirements and successfully clearing all academic subjects lies solely with each individual student. The guidelines regarding the attendance and examination rules followed will be as given in Examinations and Allied Provisions, Regulations 2018 and amendment made from time to time, by the Board of Examinations, Shri Guru Ram Rai University.

15. Fee for International Students in UG/PG/Ph.D. Programmes at SGRR University (Session 2024-25)

*Please refer Admission Brochure 2024-25 & University website.

16. General information about Dehradun, Uttarakhand, India

- i) SGRR University is situated at Dehradun and is well connected by rail, road, and air. It is just five hr. drive from Delhi International Airport and you need to book your ticket to Delhi International Airport after taking a Valid Student Visa from Indian Embassy/ High Commission.
- ii) Make sure that you have taken all the required vaccinations like Yellow Fever, Typhoid Vaccine, Hepatitis Vaccine, etc. to avoid medical complications while you are in India.
- iii) Make sure you inform SGRR University, Directorate of International Affairs for the Airport pickup at least two weeks prior to arrival and provide the complete details of the flight.
- iv) Make sure that you bring the Admission Letter issued by the University along with all the Certificates/Degrees and Transcripts (in original) and 15 passport-size photographs.
- v) You can carry all your money in the form of Travellers Cheques, which can be easily redeemed at the airport as well as a number of foreign exchange offices and banks or you can use International Debit/ Credit Cards.
- vi) Temperature ranges between 30 to 45 degree Celsius during summers and 5 to 25 degree Celsius during winters. Here the winter season starts around November so the warm material (blankets, quilts, woollens, etc.) must be brought accordingly.
- vii) Whilst everything is available in India, however, try to get all that you would require during the initial few days. All the essentials can be availed from the University tuck shops as well as markets available around a range of 1-5 km from the University Campus.
- viii) The electric standard in Indian works on 240 V. So, ensure that you have an adapter for your mobile or laptop if it operates on a different voltage in your country. Also, the electric sockets are 2 or 3- pin so ensure that you carry a converter in case required.

Contact:

Directorate of International Affairs

Shri Guru Ram Rai University

Patel Nagar/Pathri Bagh

Dehradun- 248001, Uttarakhand, India

Phone: +919997334586; +918791311332

Email: director.ia@sgrru.ac.in & asc.director.ia@sgrru.ac.in





Quest for Excellence"

SHRI GURU RAM RAI UNIVERSITY

(Established By Govt. of Uttarakhand, vide Shri Guru Ram Rai University, Act no. 3 of 2017)

*Enlightening lives
through Education...*

