



**SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION  
& RESEARCH**

**SRI DEVARAJ URS MEDICAL COLLEGE  
Tamaka, Kolar**



## **POLICY FOR INTERNATIONAL STUDENTS CELL (FOREIGN/NRI STUDENTS)**

Sri Devaraj Urs Academy of Higher Education and Research (SDUAHER) will take prior permission from the UGC & MHRD before planning any activities related to International students. Academy has set up an '**International Students Cell**' to deal with admission and guidance of international students. This Cell will control the admission of the international students and providenecessary guidance for students securing admission. All letters relating to international students willbe addressed to '**Academic Executive**'.

### **1. Guidelines for admission of International Students**

"International Students" will include the **foreign students** and **Non Residents Indians(NRI)**

#### **1.1 Foreign Students:**

- Students holding passports issued by foreign countries and people of Indian origin who haveacquired the nationality of foreign countries are included as foreign students.

#### **1.2 Non Residents Indians (NRI)**

- NRI is an Indian Citizen who resides in India for less than one hundred & eighty two days during the course of the preceding financial year, or who has gone out of India or who staysoutside India for the purpose of employment, or for carrying on business or indicating his intention to stay outside India for an uncertain period. Children Wards of NRI parents are eligible for admissions to NRI category
- 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 internationalstudents.
- This will include the students studying in the schools or colleges situated in foreign countries even if they are 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 will not be included as International students.

- Entry level status of International students on entry to the country will be maintained, i.e., if the applicant entered the country through a student visa, it will remain the same throughout the duration of the program. The applicant cannot change the type of visa during the course of the study

## **Documents required for admission of International Students**

### **2.0 Visitors International Stay Admission (Visa)**

- All the international students will require a '*Student VISA*' endorsed to SDUAHER for joining full time programs. However, Students wishing to join a research program will require a '*Research VISA*' endorsed to SDUAHER.
- The visa should be valid for the prescribed duration of the program period. Visa may be obtained after issuing offer of admission and after verification of the documents for its authenticity.
- All International Students seeking admission to study program and research work will have to obtain prior security clearance from the Ministry of Home Affairs and the approval of Department of Higher Education, Ministry of Human Resource Development, Government of India and this clearance details must be on the student visa/research visa endorsed to SDUAHER. **Note:** University Grants Commission (UGC) has released a stringent rule about Foreign students now have to seek permission from the UGC or the Minister for Human Resources Development (MHRD) to get admission in Indian colleges/universities.

### **2.1 Eligibility document**

- 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. Such students are required to obtain and submit Equivalence certificate from AIU.

AIU address for student's correspondence is as 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>

## **2.2 English proficiency certificate:**

- Eligible applicants need to certify that the medium of instruction for the qualifying examination is English.
- For applicants who have undertaken their studies **in a language other than English** need to have a valid International English language testing system (IELTS) /Test of English as a foreign language (TOEFL) score (IELTS 7.5 & TOEFL 677). Once this is submitted, the final admission is confirmed.

## **2.3 Demand Draft**

- 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 *Registrar SDUAHER payable at Kolar Karnataka INDIA*. The candidate can also pay the required amount of fee in the Account from any bank or Credit Card.

Note: Transfers and change of course for an International student who has been granted admission to a particular program shall not be allowed to take transfer and change the program.

## **3.0 Procedure for admission of International Students Step:**

### **Step: I**

- International students (10 % of General Category allowed) should apply on a separate form prescribed for foreign nationals/NRI/Sponsored candidates.
- The candidate preferably has to apply/register on the prescribed form ONLINE only. Whereas, He/she may also apply Offline. For this, the candidate may contact the **Academic Executive office**.
- The application form, registration fee of Rs.5000/- or 75 US \$ is required to be paid through a crossed Bank Demand Draft.
- The candidate can also transfer the required amount of fee in the account from any bank or credit card. This should be done well in time, so that the student is able to obtain the VISA and No Objection Certificate before the due date of admission.

### **Step: II**

- Get the '**Provisional Admission Offer Letter**' from the Academic Executive Office, in order to obtain the VISA (on payment of non-refundable advance amount of 30% of the total annual fee).

### **Step: III**

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

**Step: IV**

- Report at SDUAHER International admission cell for admission. Submit the below mentioned documents (in original along with the attested photo copies) and get them verified by the Office of Academic Executive.
  - a) Degree/ Pass Certificate of the qualifying examination
  - b) Mark list of the qualifying examination
  - c) Student VISA' in Original
  - d) A photo copy of the Passport- duly attested by a Notary.

Note: The original certificates will be returned to the students immediately after making an endorsement to this effect.

**Step: V**

- Students are required to undergo the medical fitness examination 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 \$, which includes the medical insurance cover for the first year. For subsequent years medical insurance fees will be the same as for other Indian students and is included in other fees.

**Step: VI**

- For applicants who have undertaken their studies in a language other than English need to have a valid IELTS/TOEFL Score. 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 SDUAHER students will also have to pay for this English Language Foundation Course as per the Institute prescribed fee structure

**Step: VII**

- Admission of International 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 pre- degree/degree Certificate is not recognized by AIU, the admission of the candidate may be cancelled.

Note: Withdrawal of admissions/ refund of fees cases will be dealt as per the guidelines of SDUAHER in this regard.

**Step: VIII**

- 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 Kolar Karnataka Address of commissioner office at Kolar (need details). For registration details please click [https://indianfrro.gov.in/frro/ 1.7](https://indianfrro.gov.in/frro/1.7)

### **Step: IX**

- The International students should abide by all the **Disciplinary** rules, code of conduct of SDUAHER and also amended by time to time and as applicable to Indian students enrolled in the same programs.
- **Examination and award of Degree:** 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 pursuing in the same program.
- **4.1: Guidelines for admission of NON-RESIDENT INDIAN (NRI) students**
- Those who intend to be considered to NRI seats should invariably mention “NRI” during the process of online/offline submission of application by remitting requisite fee of INR 5000/- .
- 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. The decision of competent authorities of SDUAHER will be final.
- Contact Address: Academic Executive, Academic office, SDUAHER –  
Tamaka Kolar Karnataka. 563103 Phone +91 08152 -23369  
registrar@sduu.ac.in

### **Note:**

- ❖ Foreign students shall be considered under the merit should obtain eligibility certificate from AIU, permission from MHRD and fulfil the Academy terms and condition shall be required to get clearance from all the relevant agencies of the Government of Karnataka and Govt. of India.
- ❖ The number of seats for admission under the category shall be 10% over and above of total intake capacity fixed for the Programme
- ❖ Vice chancellor is authorized to increase seats based on adequate infrastructure and learning resources and based on recommendation by the committee.
- ❖ The Foreign National shall not be required to appear in the entrance test.
- ❖ They shall apply on the prescribed format when notification released and shall fulfil the required eligibility conditions for obtaining admission to different courses and also satisfy the requirements of the policy of Foreign external affairs
- ❖ In case, the number of applications is more than the seats available in a programme, the admission of students shall be granted on the basis of merit in the qualifying examinations.

## **INTERNATIONAL STUDENT CELL**

Sri Devaraj Urs Academy of Higher Education and research has an active International student cell which catersto the needs of foreign students from various countries. The Academy has always been welcoming students aspiring for a world class medical education which we believe is our forte. Evolving as a leader in higher education, we have customized the admission procedure, fee structure and all allied services for foreign students. This attracts foreign students who take up the benefit of an array of programs.

Our goal is to encourage students from all over the world to join us in their professional academic voyage and become scholars in their respective fields. During this journey, we ensure to respect their culture and traditions and amalgamate them with our country's rich traditions and heritage.

### **MEMBERS OF INTERNATIONAL STUDENT CELL**

<b>Sl.No</b>	<b>Name</b>	<b>Designation and Department</b>
2	Dr Geetha S	Professor of Physiology. Convener
3	Dr Arun Hebbar J N	Assistant Professor of Pharmacology. Member
4	Dr Venkateshwarulu Raavi	Department of CBMG. Member

### **Objective of International Student Cell Committee**

1. The International Student Cell Committee is constituted with a purpose to take utmost care of International students during their stay, from the time of their admission to completion of their study.
2. To promote cordial student-student and student-teacher relationship.
3. The committee would work to ensure support and integrate international students in various events of the institution.

### **Standard Operating Procedure**

The Committee shall,

1. Refer to the updated UGC guidelines for Admission of International Students periodically.
2. Shall get the details of International students admitted to B Sc, M Sc and MBBS, MD and Ph.D Programsevery year and coordinate with the related departments.
3. Shall sensitize the newly enrolled international students on the existence, functioning and role of the celland also share with them the mode of contact in case of grievance.
4. Conduct two/three meeting in a year in the presence of the Student Representatives to cater to theirgrievances.
5. Integrate International Students into the college premises and activities without any obstacles.
6. Address the grievance of International students with respect to Academics, Accommodation, and Admission, Evaluation or any other issues during their stay.
7. Provide the Students with information about the local customs, language and civic facilities

## Support Services

1. Conducting orientation programs to familiarize enrolled students regarding the programs offered, fee structure, eligibility criteria, legalities and policies of the Academy.
2. Monitoring the academic performances of the students by coordinating with mentors and to communicate with guardians/parents regarding progress of the student at the end of a semester or once in every six months.
3. Monitoring the payment of fees for the academic program and other services opted.
4. Support and assistance for visas and related immigration process, if necessary.
5. Conducting orientation and events to encourage social and cultural adjustment.
6. The students get to interact with each other and the diverse environment serves as an opportunity to broaden the horizons for the exchange of different ideas.

## Mode of Contact

1. Drop boxes have been installed at various places in the campus and hospital to facilitate the students to report complaints, grievances as well as their suggestions.
2. International students are provided with contact numbers of the committee members to facilitate 24/7 assistance in case of emergency and also encouraged to directly contact the Convenor in case of any grievances.
3. Once the grievance is received the issue will be resolved under the guidance of Principal and if necessary, relevant committees would also be involved. On redressal of the issue, the information will be communicated to the concerned student and Academy

