



# VIDYASAGAR UNIVERSITY

CENTRE FOR CONTINUING AND ADULT EDUCATION

VIDYASAGAR UNIVERSITY, DIST: PASCHIM MEDINIPUR, PIN 721102, WEST BENGAL.

Phone: 03222- 276554/55/57/58; Fax 03222-275329/297 Cell: 8373861707/8373063901

## Admission of International Students to CCAE, VU

Centre for Continuing and Adult Education (CCAЕ), Vidyasagar University, welcomes international students to study and to attend different job-oriented, cutting-edge courses at Vidyasagar University campus. CCAE reflects the university's vision and commitment to provide quality education without geographical boundaries, enhancing the diversity of its student community and building strategic partnerships around the world.

International students may apply to degree-granting post-graduate programs across several disciplines. Non-degree granting programs are also open to foreign students. Before joining any course of the University, students must satisfy the academic requirements set for each course and obtain clearance from the Ministry of Education, Govt. of India, for studying in India. They should apply early so that all formalities can be completed on time.

### 1. General Information

**1.1 Foreign Students:** Students holding passports issued by foreign countries including people of Indian origin who have acquired the nationality of foreign countries.

**1.2 Non Resident Indians (NRI):** Only those Non Resident Indian students who have studied and passed the qualifying examinations from schools or colleges in foreign countries will be considered as international students.

**1.3 Visa:** All the international (except Nepalese/Bhutanese) students will require a student visa endorsed to this University for UNIVERSITY-REGISTRATION if applicable. No other endorsement is acceptable. The Visa should be valid for the prescribed duration of the course. Visa is not required for NRI students.

**1.4 Foreigner Registration:** Students must register with the police in the Foreigner Regional Registration Office (FRRO) of the local police within 9(nine) days of arrival in India.

**1.5 Registered Address:** Every foreign (except Nepalese/Bhutanese) student has to register his/her Indian address to the Registration Officer of the district in which his/her Indian-address is located. If at any point of time a foreign (except Nepalese/Bhutanese) student proposes to be absent from his/her registered address for a continuous period of eight weeks or more or changes his/her registered address then the foreign (except Nepalese/Bhutanese) student is required to inform in person or through an authorized representative or by registered post his/her Registration Officer of his/her intention to change his/her registered address or to leave either temporarily or permanently from the jurisdiction of the Registration Officer. In case of return, the foreign (except Nepalese/Bhutanese) student should inform the Registration Officer of the date of return and in case the foreign-student is moving away should also inform the change of address. Any changes made subsequently should also be intimated to the Registration Officer. Every foreigner (except Nepalese/Bhutanese) student, who stays for a period of more than eight weeks at any place in any district other than the district in which his/her registered address is located, shall inform the Registration Officer of that district of his/her presence. This can be made in writing. Prior to the arrival, the foreign (except Nepalese/Bhutanese) student must furnish to the Registration Officer of the said district intimating the dates of his/her proposed arrival and departure from the district.

**1.6 Over Stay:** In the event of overstay a foreign student is liable for prosecution under Foreigners Act 1946 and imprisonment up to 5 years with fine & expulsion from India.



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**1.7 No. of 'entries' are allowed to foreign students:** Normally one entry. However, on bonafide reasons, a foreign (except Nepalese/Bhutanese) student can apply for additional entries at Visa Facilitation Centre, Foreigners Division, Ministry of Home Affairs, Jaisalmer House, 26, Mansingh Road, New Delhi — 110003.

Foreign (except Nepalese/Bhutanese) students can visit the restricted and prohibited areas in India after getting a valid Resident Permit as Visa alone is not sufficient to visit such places.

**1.8 Equivalence Certificate:** Each international student has to approach before the Association of Indian Universities (AIU) for claiming the Equivalence Certificate in respect of the equivalence of his/her degree claimed. If found OK on the perusal of all the aspects (including respective Foreign-Government accredited Board/Council), AIU will issue Equivalence Certificate to an individual applicant as an international student.

## 2. Admission to a Course/Programme

**2.1 Application Form:** Application form is available in the **New Admission (CCAIE)** link of University website ([www.vidyasagar.ac.in](http://www.vidyasagar.ac.in)). If applying for more than one course/program, then one should submit a separate application for each course/program. There is **NO** application fee. Duly filled in application form along with photocopies of academic testimonials (Original certificates should not be sent) should be sent to

To

The Director,

Centre for Continuing and Adult Education

Vidyasagar University, Paschim Midnapore-721102

West Bengal, India

After an internal review, if he/she is found suitable for admission, one mail of admission confirmation will be sent and subsequently he/she will have to pay the requisite fees in full. Any query, may be put up at [query.ccaevu@gmail.com](mailto:query.ccaevu@gmail.com)

It may be noted that the student who is finally admitted to the University must have a passport clearly showing a student Visa/ Provisional student Visa for the admitted courses/programmes. In case of students from the restricted countries, the student / the respective Embassy should forward, before joining the University, the clearance and No Objection Certificate from the Ministry of Human Resource Development, Department of Secondary & Higher Education to the Academic Section of VU (without the NOC and Ministry clearance, admission will not be confirmed).

**Admission of foreign students to all courses under CCAIE will be provisional and subject to clearance from Ministry of External Affairs (MEA), Govt of India and Department of Economic Affairs, Govt of India and on condition that no expenses will be borne by the State Exchequer.**

The Academic Rules & Regulations applicable to Indian students with regard to eligibility and evaluation are equally applicable to Foreign Students.

### 2.2 At the time of Admission

**2.2.1** They should possess valid Residential permit in India granted for studies or a Student Visa for the prescribed duration of the concerned course/ programme.

**2.2.2** The Degrees/Certificates of the candidates must have been recognized and approved by the Association of Indian Universities (AIU) / Commonwealth Universities / International Association of Universities (IAU) as equivalent to the corresponding Indian Degrees/ Certificates.

**2.2.3** The applicant should have completed 18 years of age; there is no maximum age limit for Foreign Nationals.



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**2.2.4** The merit of the applicants of various Foreign Nationals will be decided by the University which shall be deemed as final.

**2.2.5** Each international (except Nepalese/Bhutanese) student must submit following documents during admission:-

- a) Mark/Grade Statement of the qualifying examination;
- b) Transfer/School-leaving Certificate from the Institute last attended;
- c) Nationality Certificate in case of NRI/PIO/FN;
- d) Nationality Certificate of Guardian in case of PIO;
- e) A photocopy of their Passport - duly attested by a notary;
- f) Equivalence Certificate issued by AIU

**2.2.6** Guidelines of admission/registration for Nepalese/Bhutanese Students

- a) Photocopy of Nepalese/Bhutanese — Citizenship Certificate or Voter Identification Card or Passport, duly attested by any Notary Public of West Bengal.
- b) Photocopy of Migration-Certificate / Transfer-Certificate / College-Leaving- Certificate / School-Leaving-Certificate (as the case may be) duly attested.
- c) Photocopy of Marksheet/Certificate/Degree (of the qualifying examination) duly attested.
- d) Original Equivalence Certificate issued by AIU.

**2.2.7** A Nepalese/Bhutanese-student must have a Visa for India if he/she is entering India from a place other than Nepal/Bhutan.

**2.3 Documents to carry to CCAE, VU:** Candidates are required to bring original official transcripts, degree certificates (if available), and other documents about her/his educational qualifications and experience for verification on the day of joining. In case they have not obtained their degree certificate, then they will be required to furnish it within the stipulated period of the course/program. Failure to do so may result in the cancellation of admission.

**2.4** Candidates admitted to any course/programme at this University shall not be eligible to pursue simultaneously any other full-time Course in this or in any other University/Institution

**2.5 Accommodation:** Limited accommodation on campus, subject to availability, may be offered to foreign students on payment basis.

**2.6 Health Insurance:** The institute provides basic medical care free of charge on its Health Centre. However, it is **mandatory** that all international students carry adequate health insurance that covers medical costs for the entire duration of their stay at university campus.

## 3. Payment of Fees:

All selected Foreign Nationals will be required to pay fees as follows:

- (a) US \$ 500 (Annual fees) + US \$ 100 (towards onetime fee, deposits and application cost) for SAARC Countries
- (b) US\$ 1000 (Annual fees) + US \$ 100 for other Countries for full time students
- (c) Hostel fee: Accommodation will be provided in Hostels on payment basis (approx. Rs.24000/- per semester for lodging). For all foreign transactions,

**UCO Bank, Vidyasagar University Branch, IFSC: UCBA0001748**

**Beneficiary Name: Vidyasagar University, CCAE Account Number: 17480110077832**

**SWIFT CODE: UCBAINBB102**