



Notification No. CSR/45/2024 Dated 24.07.2024

University of Calcutta

Guidelines and Rules & Regulation for Admission of International Students

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1. Introduction:

The University of Calcutta warmly invites international students to explore its diverse academic programs offered across various faculties, departments, and centers. Our institution is committed to fostering a supportive environment where international students can achieve their academic aspirations and engage in enriching cultural exchanges. For comprehensive information on academic programs, visit the University's official website: www.caluniv.ac.in

2. Who is an “International Student”?:

A "International Student" for the purposes of admission at the University of Calcutta is defined as:

- **A candidate holding a passport/citizenship of a country other than India.**
- A candidate with an Overseas Citizen of India (OCI) or Person of Indian Origin (PIO) card along with a passport of a country other than India. Note: There is no quota or preferential seats for OCI/PIO card holders.
- A Non-Resident Indian (NRI) whose qualifying examination is from an international board or International university is not eligible under the Foreign National category.

2.1. Types of International Students:

a) Foreign Nationals with the Last Qualifying Eligibility Degree from the University of Calcutta

International national candidates who obtained their last qualifying degree from the University of Calcutta can apply for admission in the same manner as other University of Calcutta candidates.

b) Foreign Nationals with the Last Qualifying Eligibility Degree from Other Indian Universities

International national candidates who obtained their last qualifying degree from other Indian universities can apply for admission in the same manner as other non-University of Calcutta candidates.

c) Foreign Nationals with the Last Qualifying Eligibility Degree from International Universities

Foreign national candidates of the above three categories, if selected for provisional admission, must pay the specific fees designated for International national students as prescribed by the University of Calcutta.

3. Categories of Applicants:

Foreign nationals may admitted to various programs at the University of Calcutta under the following categories:

3.1 Self-financed (Non-sponsored) Applicants: Those who bear their own educational expenses.

3.2 Applicants with Scholarships: Including those with scholarships from organizations other than the Indian Council for Cultural Relations (ICCR).

4. Eligibility Criteria:

The previous qualifying degree and subject should be identical to those specified in the University's admission rules and regulations or their equivalents.

However, certain criteria such as year of passing, cut-off marks, entrance tests, age limits, and subject combinations are waived for foreign nationals.

For Ph.D. program, foreign nationals are exempt from entrance tests (RET, NET, SET, GATE etc). Admission decisions are primarily based on their research proposal, provided they meet the minimum eligibility criteria.

Decision of Department Committee (DC) regarding eligibility is final.

Candidate should be proficient in English language as the medium of instructions and evaluation is English.

5. Application process:

5.1 Self-financed (Non-sponsored) Applicants:

Non-sponsored applicants must apply through the designated email address (currently specified). The primary application via email should include a concise CV detailing Name, Address, Nationality, Date of Birth, Contact Number, Email ID, Name of Institute and Degree obtained/examination passed, the Program and Stream/Subject of interest, and Passport Number.

Attachments required are:

- a) Biographic pages of Passport (valid for at least 6 months at the time of application)
- b) Proof of Date of Birth
- c) All Mark Sheets/Transcripts & Certificates of Examinations Passed
- d) Syllabus of the last qualifying examination
- e) Association of Indian Universities (AIU) Certificate (wherever applicable).
- f) Medical Certificate for physical fitness.

5.2 Applicant with Scholarships like ICCR etc:

Follow the application process as outlined by ICCR/Sponsoring agency through their portal.

6. Selection Criteria:

6.1 Self-financed (Non-sponsored) Applicants:

- The International Student Admission Office will forward the application of self-financed (non-sponsored) applicants to the respective Head of the Department.
- The concerned Head of the Department will arrange for preliminary verification of academic records and may arrange for an interview, either in virtual or physical mode as feasible.
- Selection will be made by the Departmental Committee based on merit and other academic documents
- The Head of the Department will send the recommendation of the DC to the respective International Student Admission Office (faculty Secretary Office).
- The International Student Admission Office will present the Departmental Committee's recommendation through competent authority to the Vice Chancellor for approval.
- After approval of the Vice Chancellor, the equivalence certificate will be collected from the Office of the Registrar, CU.
- Subsequently, a provisional admission letter will be issued to the provisionally selected candidate, contingent upon completion of other post-arrival formalities for international students.

6.2 Applicants with Scholarships (e.g., ICCR):

- Applications from candidates applying through the ICCR portal, along with supporting documents, will be forwarded to the respective Head of the Department.
- The concerned Head of the Department will verify the application form, academic records, and other relevant documents.
- The Head of the Department will send the recommendation status in the prescribed format of ICCR to the Compliance Officer at CU's ICCR portal.
- The Compliance Officer or Nodal Officer will seek approval of the Departmental Committee's recommendation from the Vice Chancellor through the competent authority.
- Subsequently, the provisional admission letter for the provisionally selected candidate will be uploaded on the ICCR portal, subject to completion of other post-arrival formalities for international students as per ICCR guidelines.

7. Provisional Admission:

Provisional Admission letter will be issued in favor of the candidates recommended by the concerned Head of the Department and subsequently approved by the Vice Chancellor.

8. Applying for a Visa:

The provisional admission letter is necessary to apply for a student or research visa, which must be endorsed in the name of the University of Calcutta. Detailed information on visa requirements can be accessed on the Indian government's visa website.

9. Number of Seats:

- 15% additional supernumerary seats in each stream/subject of UG/PG programs be earmarked specifically for international students. These seats cannot be converted for Indian students even if remain vacant.
- Similarly, for Ph.D. programs, two additional supernumerary seats be earmarked against each Supervisor/Co-Supervisor specifically for international students. These seats cannot be converted for Indian students if remain vacant.

10. Formalities of Post Arrival:

- (i) Apply via the University admission email ID/portal.
- (ii) Submit hard copies of all documents attested by the candidate and a competent authority.
- (iii) Obtain the equivalence clearance certificate from the Office of the Registrar, University of Calcutta.
- (iv) Provide a financial undertaking.
- (v) Complete University registration at C.U.
- (vi) Obtain FRRO (Foreigners Regional Registration Office) endorsement.
- (vii) Fill out Form-C.
- (viii) Fill out Form-S.
- (ix) Obtain a Student Visa specifying the specific program, stream/subject, and University name (University of Calcutta).
- (x) Pay the prescribed fees for international students in Indian currency.

11. Fees Structure:**11.1 Fees Structure of International Students of U.G./P.G. Programme:**

Sl.No.	Faculty	Programme	Tuition fee per semester	Other fees*
1.	Science	U.G./ P.G	U\$500	Same as Indian students
2.	Engg. & Technology	U.G./ P.G	U\$500	Same as Indian students
3.	Agriculture	U.G./ P.G	U\$500	Same as Indian students
4.	Home Sc.	U.G./ P.G	U\$500	Same as Indian students
5.	Arts	U.G./ P.G	U\$300	Same as Indian students
6.	Commerce & Business Management	U.G./ P.G	U\$300	Same as Indian students
7.	Education, Journalism & Library Sc.	U.G./ P.G	U\$300	Same as Indian students
8.	Law	U.G./ P.G	U\$300	Same as Indian students

*Beside the above Tuition Fee per Semester, candidate have to pay following other fees same as Indian Students (Amount of Fee will be available in the fee structure of Indian Students of that Programme & Stream.

(i) Admission Fee once, (ii) Laboratory Fee per Semester (if applicable), (iii) Library Fee for the entire period, (iv) Session charge per Semester, (v) Identity Card Fee, (vi) Examination Fee.

11.2 Fees Structure of International Students of Ph.D Programme:

Sl.No.	Faculty	Programme	Course Fee per Year	Other Fees**
1.	Science, Engg. & Tech, Ag., Home Sc.etc.	Ph.D	U\$200	
2.	Arts, Commerce, Education, Journalism & Library Sc., Education, Law etc.	Ph.D	U\$100	

Beside the above yearly fees candidates of all faculties have to pay following **other fees in due course.

- (i) Enrolment fee U\$ 100 once
- (ii) Registration fees U\$100 once
- (iii) Submission fees U\$100 once

12. List of Documents:

Applicants must submit the following documents:

- Date of Birth Certificate
- Document supporting 12 years of school education, i.e. 10+2
- Transcripts/mark sheets and degrees of academic credentials
- Research proposal not more than 5000 words (Ph.D. applicants only)
- Proof of financial support (undertaking in the case of self finance)
- Biographic pages of the passport
- Association of Indian Universities (AIU) Certificate (wherever applicable).

13. Formalities of Post Arrival and Post Departure:**13.1 Post Arrival Formalities:****13.1.1 Student Visa:**

- Ensure the student visa specifically mentions the program, stream/subject, and University of Calcutta.
- Present the visa for verification at the International Students' Office.

13.1.2 Reporting to the International Students' Office, C.U.:

- Upon arrival in Kolkata, candidates must report to the International Students' Office within the specified date mentioned in the provisional admission letter.
- Complete the arrival form provided by the Foreign Students' Office.

13.1.3 Document Verification:

- Present and verify original documents, including the passport, visa, educational transcripts, and medical insurance.
- Submit copies of the same documents for the University's records.
- Ensure all documents are attested by the candidate and the competent authority.

13.1.4 Medical Examination:

- Undergo a mandatory medical examination at the University's designated health center.
- Submit the medical fitness certificate to the International Students' Office.

13.1.5 Equivalent Clearance Certificate:

- Obtain the equivalent clearance certificate from the office of the Registrar, University of Calcutta.

13.1.6 Financial Undertaking:

- Submit a financial undertaking as proof of adequate financial support for the duration of study.

13.1.7 University Registration:

- Complete the registration process at the University.
- Pay the required registration fee at the Foreign Students' Office.
- Obtain a receipt for the fee payment.

13.1.8 Form-C and Form-S:

- Submit Form-C and Form-S as required by Indian immigration regulations.

13.1.9 FRRO Endorsement:

- Ensure that the Internationalers Regional Registration Office (FRRO) endorsement is completed.

13.1.10 Payment of Prescribed Fees:

- Pay the prescribed fees for international students in Indian currency.
- Obtain receipts for all payments made.

13.1.11 Campus/Department Allotment:

- Receive the college/department allotment based on availability and the candidate's preference.
- Obtain the final admission letter from the International Students' Office.

13.1.12 Orientation Program:

- Attend the orientation program organized for international students to familiarize them with the campus, resources, and support services.

13.1.13 Hostel Accommodation:

- If applicable, complete the formalities for hostel accommodation.
- Submit the hostel fee and receive the room allotment.

13.2 Post Departure Formalities

13.2.1 Clearance and No Dues Certificate:

- Obtain a no dues certificate from the hostel, library, and other departments.
- Submit the clearance certificate to the International Students' Office.

13.2.2 Final Transcripts and Certificates:

- Collect final transcripts and degree certificates from the University after completing the course.
- Ensure all academic records are up-to-date and verified.

13.2.3 Exit Visa and Immigration Formalities:

- Complete the necessary immigration formalities at the University Foreign Students' Office.

13.2.4 Feedback and Alumni Registration:

- Provide feedback about your academic and campus experience to the Foreign Students' Office.
- Register with the University's alumni association to stay connected with future updates and networking opportunities.

13.2.5 Departure Notification:

- Inform the International Students' Office about your departure date and travel plans.
- Ensure all personal belongings are cleared from the hostel and campus premises.

For any assistance, students are encouraged to contact the Foreign Students' Office.

Candidates must report to the International Students' Office (FRRO) with a valid visa and original documents. Admission will not be granted on a tourist visa.

14. Accommodation:

The University provides limited hostel facilities. Students may need to explore off-campus accommodation options. Hostel seats are allocated based on merit and availability.. **Proof of Financial Support:**

Admitted International nationals must provide proof of adequate financial support for the duration of their study. This proof is required at the time of admission.

16. Scholarship/Financial Aid:

Scholarships are primarily offered through sponsoring agency like ICCR. The University does not provide its own scholarships for International students.

17. Medical Insurance:

International nationals must have medical insurance with an evacuation clause for the entire duration of their studies.

18. Bonafide Certificate to the International Students other than Ph.D programme will be issued by the respective Head of the Dept & Countersigned by the Concerned Faculty Secretary.

Similarly, Bonafide Certificate for Ph.D Students will be issued by the respective Supervisor, HoD followed by the Respective Faculty Secretary.

19. Mandatory instruction to the candidate: International Students must abide by the rules & regulation of the University of Calcutta and code of conduct as applicable, framed time to time.

20. Authority for any changes: For any ambiguity/ contradiction OR any clarification OR any addition/ deletion/ explanation required on demand of the situation, Vice Chancellor, University of Calcutta is the competent authority to give necessary approval.

21. Communication:

Candidate should communicate in the email mentioned below:

Email: 1. **cuinternationalstudent@caluniv.ac.in** 2. **cuinternationalcandidate@gmail.com**

For detailed guidelines and the latest updates, always refer to the University of Calcutta official website: www.caluniv.ac.in