



गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)
CENTRAL UNIVERSITY OF GUJARAT
(Established by an Act of Parliament of India, No 25 of 2009)

F. No. 2-3(30)2023-24-AA/1121

Date: 17.01.2024

Notification No. 109/AA-2023-24

Sub: Guidelines for Admission of International Students – reg.

Central University of Gujarat is hereby notifying the Guidelines for Admission of International Students (**attached**) duly approved by the Academic Council vide Resolution No. 14 in its 30th meeting dated 04.10.2023 for implementation.

This is issued with the approval of the Competent Authority.

Registrar (Offg.)

Copy to (By email):

1. All Deans/HoDs/Coordinators
2. CoE (Offg.)
3. International Students Advisor, CUG
4. Deputy Registrar (Academic)
5. Assistant Registrar (Academic)
6. ICT Dept – **with a request to upload it on University Website**
7. VC Secretariat, CUG
8. Notification File
9. Guard File

Note: The Hindi version will follow.



GUIDELINES FOR ADMISSION OF INTERNATIONAL STUDENTS

Procedure for International Students Admission at Central University of Gujarat

The foreign students may be admitted at Central University of Gujarat under the following four categories:-

- a) Foreign students directly admitted through common university entrance tests or through recognized agencies or foreign students staying in India.
- b) Foreign students admitted through sponsorship by ICCR / Government sponsored foreign students
- c) Foreign students from foreign universities or colleges where MOU is signed between CUG and respective institutions.
- d) Non Resident Indian (NRI) or Overseas Citizens of India (OCI)

The overall supernumerary seats of foreign students at each programme of UG and PG programmes shall be 25%. This 25% shall be admitted from amongst any of the above mode.

Apart from the 25% of supernumerary seats of foreign students at each programme, for Ph.D admission, there shall be 2 supernumerary seats each for every faculty who are approved research guide of CUG (as per UGC regulations 2022).

Explanation of the above four categories

a) Foreign students directly admitted through common university entrance tests or through recognized agencies or foreign students staying in India.

The students have to apply through online portal, appear for CUET examinations and the respective School shall prepare the merit list and submit to the office of International Students' Advisor.

b) Foreign students admitted through sponsorship by ICCR / Government sponsored foreign students

The students have to apply through online A2A portal of ICCR.

For non ICCR students who are sponsored by respective foreign Government with their

certificate of sponsorship has to email to office of International Students' Advisor (Email id – internationalstudentsadvisor@cug.ac.in)

c) Foreign students from foreign universities or colleges where MOU is signed between CUG and respective institutions.

The students from foreign universities or colleges where MOU is signed between CUG and respective institutions have to upload at the University website in a specified format with the necessary documentary evidences.

d) Non Resident Indian (NRI) or Overseas Citizens of India (OCI)

The NRI and OCI students have to upload at the University website in a specified format with the necessary documentary evidences.

Guidelines for Centres and Schools

For each category, the Centre / School have to ensure that they receive the following documents:-

- 1) Photocopy of certificates of School / High School / College (Graduation)/ in case of Ph.D (Post Graduation or 4 years UG)
- 2) Attested English Translation of Certificates if it is in other language
- 3) Equivalency Certificate has to be obtained by the School from CUG Equivalency Committee
- 4) Ph.D Research proposal (for Ph.D candidates)
- 5) Photocopy of Passport
- 6) Health Certificate
- 7) Student Visa (*has to be produced at the time of arrival*)
- 8) Police Verification (*after arrival within 7 days*)
- 9) Medical Insurance of Rs. 5 lakhs (*after arrival*) on an yearly basis till the duration of the completion of programme

For Category b, c and d; the applications received shall be sorted by the office of ISA and the documents will be forwarded to the respective Deans for verification including equivalency.

Once the above documents as per the requirements are verified; the Dean of the School shall forward with the remarks in a specified format to the office of International Students' Advisor (ISA).

As per the merit list forwarded by the Dean of Schools, the International Students' Advisor (ISA) shall forward to COE office and the Admission Committee will ensure that there shall be 25% of International students at a given point of time at each programmes (UG and PG). For Ph.D, there shall be 2 supernumerary seats per faculty of Centre who are

approved research guide of CUG (as per UGC regulations 2022).

The recommended foreign students considering the 25% cap for UG and PG for each programme and 2 student for Ph.D per faculty of Centre who are approved research guide of CUG (as per UGC regulations 2022).

COE shall issue the provisional admission letter to the foreign student with a copy marked to International Students' Advisor (ISA).

For Category (b), the provisional admission letter issued by COE office will be received by ISA office. ISA shall upload the letters at the ICCR portal. Those students who do not receive ICCR fellowships will be followed up by office of ISA for considering the other three categories of foreign students' admission at CUG.

Fee structure

Fee structure shall be decided from time to time for the various categories of International student's admission by the Central University of Gujarat authorities.

Guidelines For International Students Seeking Admission at Central University Of Gujarat

1. List of courses offered and the criteria/pre-requisites for admission may be referred at www.cug.ac.in by the applicant.
2. Applicants should clearly mention the course to which they are seeking admission while mentioning choices.
3. Students will not be allowed or supposed to do any part time/full time job along with his/her studies.
4. In case of documents available in local language, applicants are requested to submit certified copies of translations of these documents in English. In case of unavailability of English transcript, the application will be rejected.
5. Applicants applying for Doctoral courses should submit a proposal of the research work along with the application.
6. For admission in UG level courses, it is compulsory to have 10+2 i.e.; (12 years) of schooling. It is, therefore, necessary that the student applying for UG level courses must complete 12 years of schooling.
7. The application will be scrutinized by the respective Centre of CUG for eligibility of admission of applicant in the applied course and stream. Decision on admission is solely

that of the respective Centre.

8. Medium of instruction is English at Central University of Gujarat. Applicants should therefore have good knowledge of English to the extent that they are able to speak fluently in English and comprehend lessons in English without any difficulty.

9. It is a compulsory requirement for foreign students to have a passport to study in India, which also includes applicants from countries not requiring passport for travel to India.

10. Passport size photograph of applicant with white background and visibility of both ears should be uploaded.

11. Admission Department will issue an offer of Provisional admission letter for acceptance of by applicant. Applicant will have 10 days' time to accept / reject the offer. In case applicant wishes to accept the offer, an acceptance letter, signed digitally by applicant, has to be submitted by the applicant for further process.

12. After submitting the acceptance, the applicant should approach the concerned Indian Mission for issuance of appropriate Student/Research Visa with the required documents.

13. Once the Indian visa is granted, a copy of the visa should be emailed to internationalstudentsadvisor@cug.ac.in

14. Each student has to procure a medical insurance policy for a value of at least Rs. Five lakhs or equivalent. Students may buy medical insurance in their country before departure or on their arrival in India. It is up to the students to select the insurance package. In case of no medical insurance, CUG is not liable to bear the medical expenses of the scholar. In case of exigencies, the student should contact his/her respective Embassy/diplomatic representative in India.

15. Immediately on purchase of ticket, the students should send their travel details to internationalstudentsadvisor@cug.ac.in Flight details should ideally be conveyed at least 15 days prior to the journey. For pick up from the airport to the hostel, the DSW office shall facilitate the same. If airport reception facilitation is not required, students should specifically mention that they do not require any assistance at the airport on arrival.

16. On arrival, students should contact the office of International Students Advisor. Students must also get themselves registered with Foreign Regional Registration Office (FRRO) within a period of 14 days of their arrival in India. As a good practice, the students should also inform their respective Embassy/diplomatic representative in India about their stay in India on arrival.

17. The students while coming to India to join Central University of Gujarat should invariably bring the following documents:

- (i) Original documents relating to their qualifications for verification
- (ii) English Translation of the documents in original.
- (iii) Certified copy of the syllabus of the last qualifying examination.
- (iv) Valid passport with appropriate visa. (*Student visa for Undergraduate / Post graduate studies and research visa for Ph D studies.*)

16. It is reiterated that the admission remains provisional till the time University verify the authenticity of original documents.

17. If on arrival, it is found that the student does not possess the required original documents on the basis of which the admission has been finalized, the students will themselves be responsible for the consequences including denial of admission by CUG and student will have to return to his/her country at own cost.

18. After admission, the students are advised to stay in the University hostel. However, in case they choose to stay in private accommodation, they will have to give an undertaking that they themselves are responsible for their security. If they are staying in University hostel, they would have to adhere to hostel policies. Failing to observe hostel rules will lead to disciplinary action by University.

19. In case of change of accommodation, the new address should also be conveyed to International Students' Advisor and FRRO immediately.

