

General Information and Admission Guidelines 2017-18

International Students / Foreign Nationals & Sponsored Category Candidates

GUIDELINES FOR ADMISSION OF INTERNATIONAL STUDENTS AND SPONSORED CATEGORY CANDIDATES

(A) International Students – Foreign Nationals & Non-Resident Indians

- (i) Rules framed by University Grants Commission (UGC) and notified in its website www.ugc.ac.in will be followed for deciding the eligibility and admissions of International students to various courses offered in Jamia Hamdard.
- (ii) International Students Cell (ISC). The university has set up an 'International Students Cell' to deal and facilitate the admission of international students. This Cell not only control the admission of the international students but also provide necessary guidance for securing admission. All letters relating to international students will be addressed to 'Foreign Students' Advisor' of Jamia Hamdard.

International Students - As per the guidelines, 'International Students' will include:

i) Foreign Students

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

ii) Non Resident Indians or NRI

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 international students. This will include the students studying in the schools or colleges situated in foreign countries even if 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 and dependants of NRI studying in India will not be included as International students. Entry level status of International students on entry to the country will be maintained.

Admission procedure for international students

1. **Documents required for admission of International Students** - For admission of international students at JH, the following documents are required:

i) VISA

All the International students will require a 'Student VISA' endorsed to this institution for joining full time courses. No other endorsement is acceptable. Students wishing to join a research program will require a 'Research VISA' endorsed to this institution. The visa should be valid for the prescribed duration of the course.

A visa is not required for NRI students. Students who are doing full time courses, in some other institutions, do not require a separate visa for joining 'Part Time courses' provided that their current visa is valid for the entire duration of the course.

i) No Objection Certificate

Students do not require a 'No Objection Certificate' for joining professional courses. All International Students wishing to undertake any research work or join a PhD or M Phil program will have to obtain prior security clearance from the Ministry of Home Affairs and the approval of Department of Secondary & Higher Education, Ministry of Human Resource Development, Government of India and this must be on the research VISA endorsed to this institution.

2. **Eligibility qualifications** - The qualifications required for eligibility for admission to different Courses can be checked in detail from the prospectus. Only 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. When required, a reference will be made to AIU to check the equivalence. In case the University /Board is not included in the list, the candidate has to obtain and submit a certificate to this effect from AIU (at the address given below) by paying the requisite fee. Submission of Equivalence Certificate from AIU is mandatory for such foreign nationals.

AIU HOUSE: 16, Comrade Indrajit Gupta Marg, New Delhi 110002, India.
 Phone nos.: (91) -11-23230059, (91)-11-23232429
 Fax: (91)-11-23232131
 E mail: aiu@del2.vsnl.net.in
 Website: <http://www.aiuweb.org>

3. **Admission of International students** - Admission of all the International students will be done through the 'International Students Cell (ISC)' of Jamia Hamdard. Students will generally be admitted in the beginning of the course. However, students can also be admitted as transfer cases in the middle of the course from other institutes with which there is an understanding for accepting the students as transfer cases.

The admission of International students is done in two stages:

First step:

A student wishing to join Jamia Hamdard gets the information on the courses available, the eligibility requirements and admission procedure from the prospectus or the website of Jamia Hamdard www.jamiahamdard.edu. Following this the candidate has to register for the course of study ONLINE (Also take out the print of online registered application form).

The ISC after getting the eligibility criteria checked and other relevant information provided will accordingly issue a Provisional Admission Offer Letter (on payment of non refundable advance amount of 20% of the total annual fee). This is required to get the VISA and to complete other formalities. At this stage, if required, Telecon Interview of the candidate may also be conducted.

After getting provisional admission, the candidate should get the 'Student VISA' and complete all other formalities.

Second step:

- Report to Foreign Students' Advisor Office on or before the date of admission, as mentioned in the Provisional Admission Offer Letter.
- Get the original eligibility certificates verified.
- Pay the remaining course fee.

Jamia Hamdard also requires the students to appear and qualify the **English Language Proficiency Test**. Once this is done, the final admission is confirmed.

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 favor of Jamia Hamdard, payable at Delhi / New Delhi. The candidate can also pay the required amount of fee in the Account of Jamia Hamdard from any bank or Credit Card.

- 4. Remedial Course in English** - It has been observed, that most of the students particularly, who come from non English speaking countries/ geographical regions are not well versed with spoken/ written English up to the desired levels with which they can satisfactorily go along and pass their professional courses examinations. Due to this very fact, despite being talented, hardworking and committed to their studies, these students are not able to perform appreciably in their respective programs of study at Jamia Hamdard. To take care of this aspect, Jamia Hamdard conducts an 'English Language Foundation Course' of Three months (45 contact hours) / Six months (80 contact hours) duration.

To evaluate the level of understanding of English language, Jamia Hamdard will conduct an 'English Language Proficiency Test'. All the newly admitted International students / NRI students will be required to appear in this test.

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 Jamia Hamdard, students will also have to pay for this English Language Foundation Course as per the university prescribed fee structure.

It is desirable, that International students join this 'English Language Foundation Course', 03 months / 06 months before beginning of the academic session.

This course is also open for the International students, who are planning to take admission in any of the regular programs of study at Jamia Hamdard in the next academic session. Such students may be provided hostel accommodation, if required on normal payment of fee for boarding and lodging. Interested students may obtain the application form for 'English Language Foundation Course' from the office of the Foreign Students' Advisor or download this from www.jamiahamdard.edu and contact the Foreign Students' Advisor in this regard.

5. Transfers and change of course

An International student who has been granted admission to a particular course shall not be allowed to change the course. Transfer from one institution in India to another is also not allowed ordinarily. In exceptional cases, the 'International Student Cell' may permit this- based on the availability of the course, eligibility rules and permission of the Competent Authority of Jamia Hamdard.

6. Government of India Scholars

International students who are awarded scholarships by the ICCR, New Delhi shall be preferred while granting admission and for hostel accommodation. Sponsored candidates from different foreign governments for training and for studies are also preferred for the same.

Stepwise procedure for admission of International Students for full time courses in Jamia Hamdard:

Step 1:

- a) International students should apply on a separate form prescribed for Foreign nationals/NRI/Sponsored candidates.
- b) The Information Bulletin & Prospectus along with Online Application Form for Foreign Nationals/NRIs may be checked on the Jamia Hamdard website www.jamiahamdard.edu. The candidate preferably has to apply/register on the prescribed form ONLINE. **He/she may also apply Offline.** For this the candidate may contact Foreign Students Advisor office.
- c) The application form registration fee of **Rs.3,500/-** or equivalent in US \$ is required to be paid through a crossed Bank Demand Draft drawn in favor of Jamia Hamdard, payable at New Delhi. The candidate can also transfer the required amount of fee in the account of Jamia Hamdard from any bank or credit card.

Step 2:

Get the 'Provisional Admission Offer Letter' from the Foreign Students' Advisor Office, in order to obtain the VISA (on payment of non refundable advance amount of 20% of the total annual fee).

Step 3:

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

Step 4:

Report at Jamia Hamdard for admission; Submit the below mentioned documents (in original along with the attested photo copies) and get them verified by the Foreign Students Advisor.

- 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 5:

Students are required to undergo the medical fitness examination (at Jamia Hamdard hospital) and get the medical fitness certificate. All international students will be required to pay medical fees of US \$ 50, 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 6:

Appear for the 'English Language Proficiency Test' conducted by Jamia Hamdard. 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 Jamia Hamdard, students will also have to pay for this English Language Foundation Course as per the university prescribed fee structure

Step 7:

Admission of International /NRI 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 Degree/ Certificate is not recognized by AIU, the admission of the candidate may be cancelled. Withdrawal of admissions/ refund of fees cases will be dealt as per the guidelines of Jamia Hamdard in this regard.

Step 8:

Within two weeks of arrival in India, students are required to register their names with the police in the 'Foreigner Regional Registration Office (FRRO)' of the Delhi Police. International students who are studying for full time courses in any other institution can be given admission to Part Time courses, only if they hold a valid visa for the duration of the Part Time course. A separate visa is not required. Such students will pay the fee as applicable. Jamia Hamdard in consultation with 'International Students Cell' may admit such cases directly, if they meet the prescribed eligibility qualifications.

7. Examination and award of Degree & Diploma

The procedure for examination, payment of examination fees, issue of mark sheet, issue of passing certificates and award of degrees will be same as for the Indian students doing the same courses.

8. Financial assistance for meritorious students

There is a provision of discount in fee for the meritorious foreign students the below mentioned criteria will be adopted:

- Fee concession will be applicable from the II year/III semester (after passing the 1st year/2nd semester) and onwards based on performance (results etc) in a particular program.
- 25% discount in only annual Tuition fee of the concerned academic year may be provided to those foreign national students studying at Jamia Hamdard subject to the following terms and conditions: 75% class attendance in the concerned academic year and 75% marks (in aggregate) in the concerned academic year or aggregate of two semester exams in a year. The student must have passed all the subjects of the concerned academic year in first attempt.
- 15% discount in only annual Tuition fee of the concerned academic year may be provided to those foreign national students studying at Jamia Hamdard subject to the following terms and conditions: 75% class attendance in the concerned academic year and 65% marks (in aggregate) in the concerned academic year or aggregate of two semester exams in a year. The student must have passed all the subjects of the concerned academic year in first attempt.

9. Withdrawal of admission

Following rules as notified by UGC will govern the refund of fee in case of withdrawal of admission.

- (i) Admission fee and Enrolment fee will not be refunded in seeking the withdrawal of admission.
- (ii) In case an admitted student does not join the university within 7 days of opening of the university, the university shall refund:
 - a. In case the student informs of his intention not to join the University at least 7 days before the start of the academic session, then 100% of the fees collected minus the processing charges of Rs.10,000 or the semester fee whichever is less. The same shall be refunded within 15 days of receipt of information from the student.
 - b) In case no such information is given by the student but the University is able to fill up the seat so vacated, then 100% of the fees collected minus the processing charges of Rs 10,000 or the semester fee whichever is less. The same shall be refunded within 15 days of request of refund from the student or the expiry of 30 days after opening of academic session, whichever is later.
 - c) In case no such information is given by the student and the University is not able to fill up the seat even by the end of 30 days after the opening of academic session, then 50% of the fees collected minus the processing charges of Rs 10000. The same shall be refunded within 15 days of request of refund from the student or the expiry of 30 days after opening of academic session, whichever is later.
- (iii) If a student joins the University, and then leaves it after 30 days of the opening of academic session then the entire fees collected shall be forfeited.

10. Attendance

It is mandatory to have 75% attendance in all subjects of the course and English Language Foundation course (if enrolled) in order to become eligible for appearing in the semester or final year examinations.

11. PhD program

International students fulfilling the minimum eligibility criteria for admission to PhD and preferably holding a fellowship submit their applications online or write to the School. They may also like to contact the prospective supervisor, or write to the Office of the Foreign Students Advisor.

Applicants are advised to refer to the PhD Bylaws 2016 before applying.

12. Discipline

The International students should abide by all the rules of Jamia Hamdard and the code of conduct as applicable to Indian students enrolled in the same courses

Contact address for foreign nationals

Office of the Foreign Students' Advisor

Prof. Asim Ali Khan
 Foreign Students Advisor (FSA)
 FSA Office, 'Students' Welfare Centre'
 Jamia Hamdard, New Delhi-110062, India
 Phone: (91)-11-26059688; Extension nos.: 5715 and 5450
 E mails: fsa@jamiyahamdard.ac.in; aakhan_mo@jamiyahamdard.ac.in;

Currently, foreign students of the following countries are enrolled in various Programs of study in Jamia Hamdard:

Afghanistan	Ireland	Pakistan
Algeria	Kingdom of Saudi Arabia	Syria
Bhutan	Canada	Sudan
China	Libya	Tibet
Congo	Mongolia	Turkey
Tanzania	Somalia	Malaysia
Iran	Nepal	U.S.A
Iraq	Nigeria	Yemen
Germany	Oman	Cameroon

(B) Sponsored category candidates

Procedure for applying

1. The Information Bulletin & Prospectus along with Online Application Form for Sponsored candidates may be checked on the Jamia Hamdard website www.jamiyahamdard.edu
2. Sponsored candidate should apply/register ONLINE on a separate form prescribed for Sponsored candidates. The sponsored candidates will have to submit a sponsorship letter at the time of admission.
3. The application form registration fee of Rs. 3,500/- or equivalent in US \$ is required to be paid through a crossed Bank Draft drawn in favor of Jamia Hamdard, payable at New Delhi. The candidate can also transfer the required amount of fee in the account of Jamia Hamdard from any bank or credit card. This

- should be done well in time, so that the student is able to obtain the VISA and NOC before the due date of admission.
4. Rest of the admission formalities is same as for the other students.

Important note for International students and sponsored category candidates



All students desirous of admission at Jamia Hamdard are required to go through the General information and guidelines 2017-18



Please note that 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. Students will have to pay the revised fee, when applicable. On the points not specifically covered, the decision of competent authorities of Jamia Hamdard will be final



If the seats reserved for NRI/Sponsored Candidates are not filled, vacant seats will be offered to general category candidates from the merit list



Additional 15% of total seats are reserved for Foreign Nationals wherever applicable as per MHRD/UGC norms.