

Annexure - 10


14/02/21
Registrar
Mangalayan University
Beswan, Aligarh

MANGALAYATN UNIVERSITY, ALIGARH

International Admission Office

International Admissions Rules and Regulations:

For admission process, submission of all the relevant photocopies of the document, including passport and the ID size photograph is required. Documents must be written in English or be official certified translations approved by the authorities. Please make sure that all your documents bear your name exactly as written in your passport and academic records. Passport is compulsory. After preliminary verifying the documents, provisional admission letter would be issued with the condition that the final admission letter would be given only after confirmation of the eligibility. Provisional admission letter along with required documents could be used for obtaining appropriate student/research visa from the Indian Embassy in your country. It is to be noted that final admission will be considered and granted only when you report with appropriate visa endorsed for Mangalayatan University Aligarh i.e. for U.G. and P.G. Student: Student Visa is required and for Ph.D. Program Research Visa is required

1. On your arrival in India and Mangalayatan University Aligarh, student need to submit and verify your original documents (including your passport, student visa, academic documents) at International Admission office for initiating the admission process.
2. International students coming for the first time in India for study at Mangalayatan University Aligarh, should note and verify that their visa is endorsed for Mangalayatan University Aligarh. Admission will not be processed or granted for those with Institute organization other than Mangalayatan University Aligarh. Students transferring from other Universities in India for UG/PG program will have to produce "No Objection Certificate" from last university attended and it is mandatory requirement.
3. Please note that, for international students who's last degree is in foreigner country (outside India), it is necessary to produce **AIU equivalence certificate** for the qualifying degree which could be obtained from (Association of Indian university, AIU) either prior to submitting the application or after reporting to the University. In case students migrating/transferring from other Universities in India, it is necessary to produce the **Migration Certificate** for final admission.


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4. Please note that, on your arrival in India, it is necessary to complete the registration process in the "Foreigners Registration Office" within 14 days from the date of arrival. International office will only provide the required documents for the process only on reporting with original documents and verification of the same. University will not be responsible for any delay in reporting to and registration in FRRO.

5. Usually the academic year start from July, and thus, it's essential to report in university latest by August.

6. One time full payment of academic annual fees will have to be paid at the time of joining or within two months from the beginning of the academic year for enrolled students. Late fees will be applicable for any delay in payment of fees. Please note that, the fees including tuition fees once paid would not be refunded in any case.

7. At Mangalayatan University Aligarh, We encourage students to get their medical insurance done from their home country, before arriving in India for studies.

8. It is mandatory for all the foreign students to strictly follow the rules and regulation stipulated by the University from time to time. Violation of rules and regulations would result in strict action against the concerned student which might lead to cancellation of the admission and no excuses/objection in this matter would be entertained and the student would be responsible for the consequences.

9. Once admitted for particular course, it is the responsibility of **the student to make sure the percentage attendance is more than 75% as stipulated by UGC and University rules and regulations.** The attendance will be shared with FRRO and other departments whenever required. The date on which the appropriate Visa (Student/Research Visa) was issued or the date of reporting to the University (whichever is late) with all the valid and attested documents would be considered the joining date and valid student. Vacation more than 2 weeks will not be granted without valid reason and permission. **Admissions will be cancelled for students not following the University rules and those who are absent on campus/vacation for more than 2 months without valid permission.**

10. Once an international student has taken admission in a particular College/ Institution he/ she shall not be allowed to change the College/ Institution if the name of that College/ Institution is endorsed/ mentioned in the students Visa. In other words, he/ she shall be required to study in the College/ Institution which is mentioned in the student's visa. In special circumstances, an International student seeking a transfer from one college to another must apply to the International Affairs Cell for such a transfer with NO OBJECTION LETTER from the Principal of the College where he/she was originally admitted and an ACCEPTANCE LETTER from the Principal of the college where he/she wishes to join. The student can join the new college only after he/ she is issued a TRANSFER LETTER by the International Centre.

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11. Admissions to all the courses being offered have been centralized and admission letters to International Students shall be issued by the International Admission Office.

12. International Students who are not registered with the International Admission Office shall not be permitted to appear at the University examinations and other activities conducted by the University.

13. Admission will not be confirmed without the valid documents and consent from the parents. Tampering/fabricating documents and or producing false documents, is an offense in India. If found guilty, admission would be cancelled and strict action would taken on the offender as per the laws of the land.

14. All applications of the foreign student applicants will be processed from the University admission portal. No admission will be granted if the applications are not processed through proper channel. Students with Provisional Admission letter should contact International Admission Office for further processing of the documents and completing the admission process and also for FRRO registration and visa extensions


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APPLICATION PROCESS

STEP 1. Complete the application form

- The application form can be downloaded from the University Website.
- Email the completed application to: internationaladmissions@mangalayatan.edu.in along with all necessary documents.

Documents needed for processing the application

- Mark sheet, 10th Standard ('O' Level)
- Mark sheet, 12th Standard ('A' Level)
- Graduation Mark Sheets (All semesters) and passing certificates/ degree (PG Admissions)
- Passport Size Photograph, for Application Form
- Attested Photocopy - Passport and National ID Card
- Transfer/Migration Certificates (if any)
- Equivalent Certificate from AIU (Association of Indian University), supporting qualifications

*Transcripts in languages other than English are not acceptable

STEP 2. Issuance of Offer Letter after Eligibility Check

Students meeting the eligibility criteria as mentioned in the Admission Prospectus will be considered.

STEP 3. Pay your Application Fee and Registration Fee

The student is required to deposit the Application fee of INR 1500 (22 USD), and One Time Admission Fee of USD 500.

Payment Procedure is as follows:

Account Holder Name: MANGALAYATAN UNIVERSITY ALIGARH
A/C No: 50200040515779
IFSC CODE: HDFC0003691
SWIFT CODE: HDFCINBB
BRANCH: HDFC BANK, SASNI GATE, ALIGARH, UTTAR PRADESH, INDIA

Note: - Details of the fee deposited by the candidate must immediately be furnished to the admission office through e-mail at internationaladmissions@mangalayatan.edu.in


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STEP 4. Offer of Admission

Provisional admission letter and Visa letter will be issued once the payment will be received. You must deposit the full fee to confirm admission. After obtaining the Provisional admission and Visa letter, you can apply for a visa.

STEP 5. Completion of Admission

- On arrival, students must submit their original documents to the registrar's office for verification and to confirm the admission.
- The student is required to report one week before commencement of the programme to complete all admission formalities and for orientation program.
- Once travel plans are made, student has email us
 - Flight details
 - Arrival date and time
 - Contact us by email or phone to confirm we have received your arrival information.
- Upon arrival student will be picked up from airport and taken to accommodation directly.
- All Foreign/NRI students must register themselves with the concerned District Foreigners Registration Office/Foreigners Regional Registration Office within 14 days of their first arrival in India.


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VISA & FRRO

Visas

- International students who wish to study in India must obtain a Student Visa before travelling to India.
- Please make enquiries at the Indian Consulate/Embassy /High Commission in your country of application to ascertain the correct procedure and time necessary to obtain a visa valid for the term of study of your program at Mangalayatan University Aligarh.

The following documents are required to be submitted at the time of Registration / Visa Extension as per the immigration rules in India:


- Visa Extension form for extended stay in India
- 1 Recent passport size photograph
- Bonafide certificate from College / University / Institute (In original)
- Copy of passport / VISA / Registration Book
- Copy of valid and notarized Lease/Rent agreement OR Copy of C-Form from the Hotel OR copy of recent electricity/telephone bill along with the letter from the landlord, towards proof of residence.

Registration

- All international students are required by law to register with the Foreigners Regional Registration Office (FRRO)/ local police authorities as per regulation of the Ministry of External Affairs, Government of India. At present, this must be within 14 days of arrival in India but please check this information with the Consulate/Embassy/High Commission in your country before departure as these rules are subject to change.
- Students must comply with visa rules and registration requirements and keep abreast of any changes.
- Accordingly, students are responsible for ensuring that their visas are valid throughout the period of study at Mangalayatan University Aligarh and for maintaining their registration with the FRRO/local police.
- Students can request assistance from Mangalayatan University Aligarh for preliminary registration formalities in Aligarh.

Extension of Visas

- Foreign students may approach the concerned FRROs/District Superintendent of Police (FROs) for extension of stay for a period of one year at a time up to the duration of the course or 5 years whichever is less for students pursuing full time and regular course.
- The FRROs / FROs cum Superintendent of Police can grant one year Visa extension to students and research scholar desirous to come to study on year to year basis for a period of up to five years subject to due sponsorship by the Institution and nothing adverse against the foreigner.


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