



# Guidelines

Foreign Students' Registry

**GUIDELINES FOR ADMISSIONS IN THE  
UNIVERSITY OF DELHI  
(2018-19)**

*The University reserves the right to suitably modify, update or delete any part of these Guidelines without any prior notice*

Last Updated on 17-02-2018

## Introduction:

**Foreign Students' Registry** office is the single window for all the foreign nationals who wish to seek admission in University of Delhi in different programmes.

## Who is a "Foreign National\*"?

Candidate who holds a Passport/ Citizenship of a country other than India.

Candidate who has an OCI/ PIO Card and also holds a Passport of a country other than India.

\*Non-Resident Indian (NRI)/ Indian Citizen whose qualifying examination is from an International Board/ Foreign University will not be eligible for admission under Foreign National category.

## Filling up of Admission Form:

- ✚ Candidates seeking admission to the programmes in different colleges/ departments/ centers of the University of Delhi are required to register online.
- ✚ There is a common **Online Admission Application Form** at <http://fsr.du.ac.in> for admission to all the programmes for foreign nationals in the University. There is no offline form for admission.
- ✚ As a first time user, candidate shall create the login by clicking **Application form (Online)** link.
- ✚ In the “**New User Registration**”, candidate shall provide the email-id, which would be used for any future communication with the University for admission purpose.
- ✚ Applicant shall now log on to the admission portal to fill the online **Admission Application Form**. In the “Registered User Login” section applicant shall enter “registered email-id” as **username** and the “Password”, which the applicant created during the registration step. The same login information is used every time to login to the applicants’ account.
- ✚ For Undergraduate, Postgraduate and Certificate/ Diploma Programmes, applicant can select a maximum of three programmes. The candidate must ensure the minimum eligibility criteria of the respective programme, he/she is applying for.
- ✚ Upload all the mandatory documents as mentioned in the Application Form.
- ✚ No field should be left blank in the **Admission Application Form**. The submitted form must be complete in all respects and incomplete form will be summarily rejected.
- ✚ After submission of the online form, a copy of the application must be printed and the candidate must get it attested from the Indian Diplomatic Representative or a responsible Official of the Ministry of Education of applicant’s country or an Official of the applicant’s country’s Embassy / High Commission in India.  
  
In case any embassy/ High Commission refuses to attest the application form, one should obtain a **No Objection Certificate (NOC)** from the applicants’ country’s embassy clearly stating that the candidate is a foreign national.
- ✚ **Submit** the hard copy of the attested **Admission Application Form** or the **Admission Application Form along with NOC** personally or send by post to the office of Foreign Students Registry, Room no. 11, First Floor, Conference Centre, University of Delhi within 15 days of online registration. The applicants’ from **Nepal & Afghanistan** must submit the hard copy of form to their respective embassies and applicants’ from **Tibet** must submit their hard copy of the form to the Bureau office in Delhi, rather than submitting to the office of FSR. **The form must accompany copies of the necessary documents.**

## Deadlines:

| S.No. | Particulars                                                                                    | Last Date for submission of application forms at FSR website by foreign nationals |
|-------|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| 1.    | Master of Business Administration (MBA) and Ph.D Programme in Management Studies*              | 10 <sup>th</sup> March, 2018 (Saturday)                                           |
| 2.    | M.Phil. and Post-Graduate Programmes (except MBA)                                              | 30 <sup>th</sup> March, 2018 (Friday)                                             |
| 3.    | Under-Graduate Programme                                                                       | 30 <sup>th</sup> March, 2018 (Friday)                                             |
| 4.    | Certificate/ Diploma/ Advanced Diploma courses                                                 | 30 <sup>th</sup> March, 2018 (Friday)                                             |
| 5.    | Ph.D. Programme                                                                                | 30 <sup>th</sup> April, 2018 (Monday)                                             |
| 6.    | Applications for School of Open Learning (SOL) from Foreign nationals from Nepal/Tibet/ Bhutan | 29 <sup>th</sup> June, 2018 (Friday)                                              |

\*For getting details about Master of Business Administration (MBA) and Ph.D Programme in Management Studies, visit concerned departments website:

Department of Business Economics: <http://dbe-du.org/home.php>

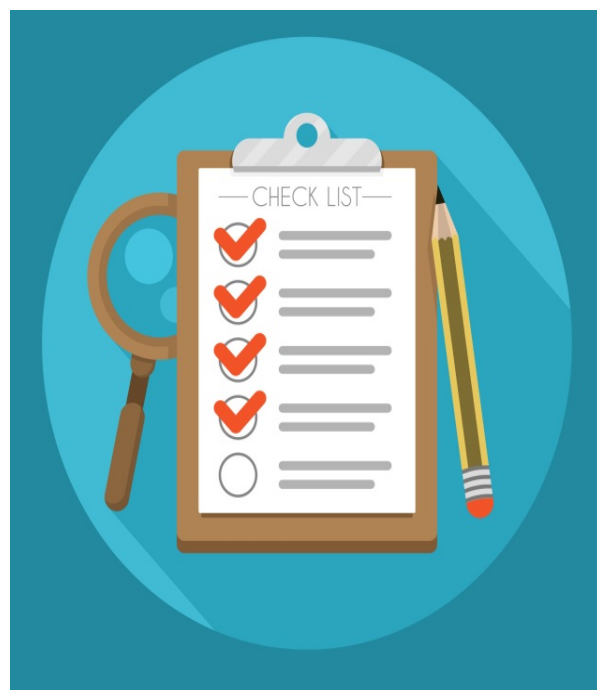
Department of Commerce: <http://www.commercedu.com/>

Faculty of Management Studies: <http://www.fms.edu/?q=node/17>

## Checklist:

**Before Submitting the form please check the following:**

- The deadlines for submitting the form.
- All the required documents are attached as mentioned in the List of Documents Section.
- Form is attested by the Indian Diplomatic Representative or a responsible Official of the Ministry of Education of applicant's country or an Official of the applicant's country's Embassy / High Commission in India.
- In case any embassy/ High Commission refuses to attest the application form, one should obtain and submit a NOC Certificate from the applicants' country's embassy clearly stating that the candidate is a foreign national.



## List of Documents:

- ❖ Passport (Please ensure that the passport is valid for at least six months at the time of submitting the application and same shall be produce at the time of admission.)
- ❖ Citizenship card by Nepalese nationals along with Passport
- ❖ Registration Card by Tibetan
- ❖ Date of Birth Certificate
- ❖ PIO/OCI Card (if applicable)
- ❖ Refugees-Certificate from UNHCR
- ❖ Syllabus of last qualifying examination (if applicable)
- ❖ Document Supporting 12 years of Schooling Education
- ❖ [Association of Indian Universities \(AIU\)](#) Certificate (wherever applicable)
- ❖ Valid Certificate of TOEFL/Academic IELTS/ELPC
- ❖ [Medical Insurance](#)
- ❖ Working Diplomats: NOC from protocol Division of MEA, Government of India
- ❖ Recommendation letter from the University for admission under Casual Affiliation
- ❖ Transcripts/ Marksheets and Degrees of academic credentials \*
- ❖ Painting (for Fine Art)
- ❖ Mp3 Audio (for Music Students)
- ❖ Research Proposal (For M.Phil./Ph.D.)
- ❖ Proof of financial support for the duration of the M.Phil./Ph.D. enrolment.
- ❖ Certificate of Migration (wherever applicable)

\*Foreign nationals studying through Indian board are expected to submit their final results within 10 days of declaration of result. For other boards results have to be submitted till the admission process is on.

## Selection Process:

Foreign nationals seeking admission in professional programmes (B. A. (Hons.) Business Economics, BMS, BBA(FIA), B. Tech (Information Technology and Mathematical Innovations), B. A. (Hons.) Humanities and Social Sciences, B.El.Ed, B.P.Ed. B. A. (Hons.) Multimedia and Mass Communication, B. A. (Hons) Hindustani Music (Vocal/Instrumental), B. A. (Hons.) Music, 5 year integrated programme in Journalism, Master of Fine Arts (MFA), B.Sc. ( PE, HE & S), B.Ed., M.Ed., and in all Post Graduate programmes are exempted from entrance test.

Foreign nationals fulfilling the eligibility criteria may be registered for M.Phil./Ph.D. over and above the maximum admissible strength. However at any given time, the total number of foreign students shall not exceed 10% of the total admissible strength of the department. Foreign nationals must provide evidence of language competence suited to the department they wish to join.

Foreign nationals are exempted from entrance test and interview for admission to M.Phil./ Ph.D. Programmes. They may be admitted based on their research proposal, subject to fulfilling the minimum eligibility criteria. The decision regarding the same rests with the Department Research Committee (DRC) subject to approval from Board of Research Studies (BRS) for the Ph.D. Programme and M.Phil. Committee for the M.Phil. Programme.

The Applications are forwarded to the admission committee constituted by the concerned Department/ Faculty for screening the applications of foreign nationals. The committee short lists the applications according to the eligibility requirement, merit, and number of seats.

Candidates may visit [www.du.ac.in](http://www.du.ac.in) for the detailed information regarding the eligibility requirement, etc.

**The admission in any course shall not be granted on predicted scores.**

### Schooling from Indian Board & Indian Universities:

Those foreign nationals who have appeared for Grade 12 examination from an Indian Board or passed their last qualifying examination from Indian University will come under the category of 5% quota for admission to various programmes.

**All foreign nationals with foreign qualifications are required to submit the Equivalence certificate from [Association of Indian Universities \(AIU\)](http://www.aiu.ac.in) with the application form. AIU address is given below:**

AIU House  
16, Comrade Indrajit Gupta Marg,  
New Delhi-110002, India  
Phone: (91)-11-23230059, (91)-11-23232429  
Fax: (91)-11-23232131  
Email: [international@aiu.ac.in](mailto:international@aiu.ac.in)  
Website: <http://www.aiu.ac.in>

## Provisional Admission letter:

Only those applicants who fulfill the eligibility requirements and are recommended for admission by the respective admission committee are issued a provisional admission letter by the Foreign Students' Registry (FSR) office. The provisional admission letter is sent to the applicant's Embassy in New Delhi, Indian High Commission in applicant's Home country and a scanned copy of the letter to the applicant's email address. Therefore, applicants are advised to write their email addresses and other details clearly on the application forms. Provisional admission letter does not guarantee a seat in any specific college of the University of Delhi

All foreign students should report to the Foreign Students' Registry (FSR) office by the date mentioned on the provisional admission letter.

## Applying for Visa:

All foreign nationals entering India are required to possess a valid international travel document in the form of a national passport with a valid visa obtained from an Indian Mission or Post abroad.

The Provisional Admission letter shall be used to apply for the **Student/ Research visa** to the Indian Embassy. The visa must be endorsed in the name of the University of Delhi. No other endorsement will be acceptable. For more information please visit:

<https://indianvisaonline.gov.in/visa/index.html>

### Student Visa:

Student Visa is required to join Undergraduate Programme, Post-Graduate Programme, Certificate or Diploma Programme, and M. Phil. Programme.

### Research Visa:

Research Visa is required to join the Ph.D. Programme.

**No Admission will be granted on Tourist Visa/ X-Visa.**

## Arrival:

All foreign nationals who receive a provisional admission letter from the Foreign Students' Registry office for any programme in the University of Delhi should obtain a valid visa and bring all **original documents** to complete the admission process, without which no admission shall be granted.

The visa must be endorsed in the name of the University of Delhi. No other endorsement will be acceptable.



## Admission Formalities:

Candidate is required to report at Foreign Students' Registry office within the prescribed date. He/She undergoes following formalities at FSR office :

- + Candidate has to complete the arrival form at FSR office.
- + Verification of Valid Visa, Visa endorsement, Passport, Original Education Documents, Medical Insurance, English Proficiency Certificate/ TOEFL/Academic IELTS scores, is done by FSR staff.
- + Candidate is issued Registration Fee slip.
- + Candidate pays the registration fee.
- + Reports back to FSR office with fee receipt.
- + College/ Department is allotted by the FSR office & college admission letter is issued.
- + Candidate will be issued admission letter and is further advised to contact the nodal officer of allotted College/Department/Faculty.

## Transfer & Change of Programme:

No request for any Change of Programme and /or College will be entertained after the completion of admission process.

## Hostel/ Halls of Residence:

University of Delhi has one [International Students' House for Men \(ISH\)](#) and one [International Students' Hostel for Women \(ISHW\)](#).

In addition, University of Delhi has 7 Post-Graduate hostels for men and 4 Post-Graduate hostels for women. Few seats are reserved for foreign students in each of these hostels. The seats in the hostel are allocated according to the merit. However, all students may not get a hostel seat due to heavy demand.

Apart from the above, some colleges of the University of Delhi, offer hostel facilities.

The international students who are awarded scholarship by ICCR, New Delhi, the sponsored applicants from different foreign Governments for training and studies, shall be preferred for hostel accommodation on admission to the University.



Due to huge intake of students, all selected foreign students may not get hostel accommodation. Thus, the applicants should clearly understand that the admission to a programme would not ensure allotment of hostel accommodation. Students generally stay in as paying-guest (PG) or in the rental accommodation in the nearby areas. In view of this, foreign students must reckon with the possibility of staying outside the campus.

For list of hostels in different constituent/affiliated colleges please check the information bulletin for Undergraduate admission of last year:  
[https://ug.du.ac.in/app/Supports/UG\\_Bulletin2017.pdf](https://ug.du.ac.in/app/Supports/UG_Bulletin2017.pdf)

For more information please visit:  
<http://www.du.ac.in/du/index.php?page=hostels>

## **Fees\***:

### Foreign Students' Registration Fees (One time)

|                                                                                       |                                         |
|---------------------------------------------------------------------------------------|-----------------------------------------|
| Certificate/Diploma/Under-Graduate Programme (except B. Sc. (Hons.) Computer Science) | INR. 33000 (USD 500)                    |
| Post-Graduate Programme                                                               | INR. 39600 (USD 600)                    |
| M. Phil. or Ph.D. Programme                                                           | INR. 46200 (USD 700)                    |
| Foreign Students' Fee at College/ Dept. / Faculty (annual)                            | INR. 13200 (USD 200) + Institute Fee ** |
| B.Sc. (Hons.) Computer Science (annual), other than SAARC countries                   | INR. 264000                             |

**\*The above estimates are as per existing rate of 1USD as equivalent to INR 66, subject to the approval from the Competent Authority.**

**\*\* This includes tuition fee and other fee which is usually up to INR 25000, approx. (USD 400) for academic programmes and up to INR 60000, approx. (USD 1000) for professional programmes per annum depending upon the course / college.**

## **Financial Support:**

The University of Delhi does not have any provision for scholarships for foreign students.

Foreign research scholars must show proof of financial support for the duration of the M.Phil./Ph.D. enrollment.

## **Scholarship from other sources:**

[Indian Council for Cultural Relations \(ICCR\)](http://www.iccr.gov.in/) offers Scholarships to International candidates to study in India. The candidates interested to apply for this scholarship may check the website (<http://www.iccr.gov.in/>) or contact Indian Council for Cultural Relations (ICCR) for detailed information on address given below:

Indian Council for Cultural Relations (ICCR)

Azad Bhawan, Indraprastha Estate,

New Delhi-110002, India

Contact no.- (91) 011-23379309, (91) 011-23379310, (91) 011-23379500

Website : <http://www.iccr.gov.in>

Email: poisd2.iccr@nic.in

## Medical Insurance:

It is mandatory for all foreign nationals to get medical insurance policy with evacuation clause (wherever mandatory) for admission to any programme in the University of Delhi and also to continue the same during the entire tenure of their studies in the University of Delhi.

## English Language Proficiency Certificate:

English Language Proficiency certificate or TOEFL score (minimum 70) or Academic IELTS score (minimum band 6) is mandatory for foreign students at the time of admission in the University. If the candidate is unable to provide any of these score/ certificate then the candidate is required to appear in the English language Proficiency test (ELPC) which is conducted by the Department of Education, University of Delhi. He/She has to clear Intermediate level course to confirm admission.

Foreign students will need an overall score of 60% or C grade at the Intermediate Level of English Language Proficiency Course (ELPC) with a minimum of score of 14/25 in each skill.

The Score report of ELPC will have 5 different scores: one total score on a scale of 0 -100 and 4 skill scores, each on a scale of 0-25.

The Scores will provide information about the performance in the four skill areas which a student require for success in an academic environment.

|           |        |
|-----------|--------|
| Listening | - 0-25 |
| Reading   | - 0-25 |
| Speaking  | - 0-25 |
| Writing   | - 0-25 |

The scores will be valid for a period of 2 years.



**The University of Delhi has not authorized any agency/ individual/ agent to act on its behalf for admissions.**