

# Kuvempu University

NAAC Accredited with "A" Grade

Students' Supportive Service Centre

Students' Utility Complex, Jnana Sahyadri,

Shankaraghatta – 577 451, E-mail:kussc@gmail.com

## Foreign Students' Admission Process Guide Lines

- 1) Foreign Students those who want to seek admission in the University/ Constituent Colleges / Affiliated Colleges for UG/ PG/ Ph.D/ Diploma and Certificate Courses have to download the 'Eligibility Assessment' and 'Admission Application form' from University website.(kuvempu.ac.in) to confirm their eligibility.
- 2) The foreign students have to pay fee ₹.1000/- or 15 \$ for 'Eligibility Assessment' process, in State Bank of India, Jnana Sahyadri Branch (A/C No. 54023036291, IFSC Code SBIN0040759). Payment details have to be mentioned in the 'Eligibility Assessment' and 'Application Form'. Receipt xerox copy to be enclosed. The Students have to submit the duly filled application to the Director International Students' Cell Kuvempu University, Shankaraghatta- 577 451
- 3) (a) The Director International Students' Cell verifies the academic records of the foreign students and sanctions 'Provisional Permission' according to regulations in normal cases. The Director International Students' Cell refers the unclear cases to the Deputy Register (Academic) to place before the Equivalence Committee for decision.  
(b) In case of foreign Ph.D research scholars the matter has to be referred to the Deputy Registrar (Academic) with the opinion of concerned Department Chairman and faculty Dean to place before the Equivalence Committee.
- 4) The Deputy Registrar (Academic) has to send the proceedings of the Equivalence Committee along with relevant records of the foreign student to the Director International Students' Cell.
- 5) The Director International Students' Cell has to verify and issue 'Provisional Permission Letter' to the foreign students after receiving the report from the Deputy Registrar (Academic) and fees from the foreign students.  
Fee Details are as follow.
  - a) UG/Diploma/Certificate Course : ₹. 7000/- or 104 \$
  - b) PG/PhD Course : ₹. 7000/- or 104 \$
- 6) The foreign students/ research scholars have to approach the Indian Embassy of their country for Education Visa/ Research Visa after getting the 'Provisional Permission Letter' from the University.

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7) After getting the Education Visa/ Research Visa, the foreign students/ research scholars can get provisional admission in the concerned Colleges /PG Departments. Such students have to obtain the 'Study Certificate' from the concerned College/ PG Department / University Academic section. 'Bonafied Certificate' has to be obtained from the Director International Students' Cell later. The Study Certificate fee details are as follow.

- 1) PG/Ph.D Courses : ₹. 40000/- or 600 \$
- 2) UG/ Diploma/ Certificate Courses : ₹. 10000/- or 150 \$

The prescribed fees to be paid to University A/c (SBI Branch). Fee receipt copy has to be enclosed to 'Bonafide Certificate'.

After getting aforesaid certificates, the foreign students have to register for form 'S' through online.

8) The Foreign Students have to submit the 'Provisional Permission Letter', 'Study Certificate', 'Bonafide Certificate', 'Passport', 'Visa' , form 'S' to FRRO/ Police department of their jurisdiction to obtain 'Stay Visa'.

The Foreign students those who get 'Stay Visa' from the Police department have to submit visa to the Director International Students' Cell. The foreign students have to obtain form 'C' from hostel authority, if they stay in the University/College hostels.

9) The Foreign Students have to attend four week compulsory 'Functional English' training programme before admission. The 'Functional English' written test will be conducted by the University Students Supportive Service Centre. The foreign Students must pass the exam to get admission for various Courses. This applies to those foreign students whose medium of instruction is not English.

10) Awareness Programme 'Law of the land' will be organised for foreign students by the Director International Students' Cell in association with Police department.

11) Formats

- a) Foreign Students' Eligibility Assessment Form
- b) Foreign Students Admission Application Form

Draft approved by the Registrar

*R.M. Sreenivas*  
20/7/19

**DIRECTOR**  
**International Students' Cell**  
**Kuvempu University**  
**SHANKARAGHATTA-577 451.**  
**Dist. Shivamogga, Karnataka, INDIA**

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APPLICATION FORM TO BE SUBMITTED BY FOREIGN NATIONALS FOR  
ADMISSION TO UNDER GRADUATE/ POST GRADUATE DEGREE/DIPLOMA/M.Phil./  
CERTIFICATE COURSES DURING 2019-20

CENTRES – SHANKARAGHATTA/ KADUR/ CHIKKAMAGALURU

Affix Stamp Size  
Photograph

**Note: 1) Applicants are required to be fully conversant with the Prospectus which contains Rules of Admission, Instructions to candidates etc., before filling up the application.**  
**2) All applicants will be considered for admission under Scheme of admission.**

|     |   |  |                                      |                    |
|-----|---|--|--------------------------------------|--------------------|
| 1.  | Name of the Applicant (in Block Letters)  | First Name                             | Middle Name                          | Last Name          |
| 2.  | Name of Father / Guardian   |  |                                      |                    |
| 3.  | (a) Date of Birth (as in the School marks card or its equivalent)   |  |                                      |                    |
|     | (b) Place of Birth  |  |                                      |                    |
| 4.  | Personal Particulars  | Nationality                            | Gender                               | Mother Tongue      |
| 5.  | Course to which admission is sought:  |  | Centre in which admission is sought: |                    |
| 6.  | Application Fee Paid: ₹. 1000/- or 15 \$  | Fees reference details                 |                                      | Date:              |
| 7.  | (I) Degree/qualifying Examination passed/ Year  |  |                                      |                    |
|     | (II) Percentage of marks / grade (CGPA) secured in the Qualifying Examination   |  |                                      |                    |
| 8.  | Institution and University last attended  |  |                                      |                    |
|     | Institution:  |  | Date of Admission:                   |                    |
|     | University:   |  | Date of Completion of Degree:        |                    |
| 9.  | (a) Permanent Residential Address in home country:  | (b) Address for Communication in India |                                      |                    |
|     | E-mail:   | E-mail:                                |                                      |                    |
|     | Telephone No.:  | Telephone No.:                         |                                      |                    |
| 10. | Have you pursued any other Course in the Kuvempu University or in any other recognized University in India in any other subject during the previous years? If so, furnish details |  |                                      |                    |
|     | University  | Course Studied                         | Year                                 | Total Marks        |
|     |   |  |                                      | Marks Obtained     |
|     |   |  |                                      | Percentage /Grade  |
| 11. | Are you pursuing any other course in Kuvempu University   |  |                                      |                    |
|     | If yes give details of the course   |  | Yes                                  | No                 |
|     | Name of the course  | Year of joining                        | Date of arrival in Shankaraghatta    | Type of visa       |
|     |   |  |                                      | Year of completing |
| 12. | Passport No.  |  |                                      |                    |
|     | Date & Place of Issue   |  |                                      |                    |
|     | Expiry date   |  |                                      |                    |
|     | VISA No.  |  |                                      |                    |
| 13. | If you have applied for other Departments, give details : 1.  |  |                                      |                    |
|     | 2.  |  |                                      |                    |
|     | 3.  |  |                                      |                    |
|     | 4.  |  |                                      |                    |

### DECLARATION

1. I submit this application seeking admission to a Postgraduate Degree. I declare that I have read the rules and regulations in this regard.
2. I hereby solemnly and sincerely affirm that the statement made and information furnished in my application form and also in the enclosures thereto submitted by me are true. However, If found that any information furnished herein is untrue in material particulars, I realize that I am liable for criminal prosecution and the seat given to me shall be liable to be forfeited.

Place:

Date:

Signature of Applicant



  
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Passport size  
Photo

**Eligibility Assessment of Foreign Degree/ Diploma Certificate Application Form**

|   |              |                       |  |      |
|---|--------------|-----------------------|--|------|
| 1) Name of the applicant as per marks transcript in capital letters                     |              |                       |  |      |
| 2) Place & Date of Birth (as per school records)  | Place        | Day                   | Month  | Year |
|   |              |                       |  |      |
| 3) Country, State and Place of Residence  |              |                       |  |      |
| 4) Nationality and Religion   |              |                       |  |      |
| 5) If you are an NRI/POI/POI Card Holder/OCI, please specify (enclose certificate copy) |              |                       |  |      |
| 6) Gender   | Male         | Female                |  |      |
| 7) Marital Status   | Married      | Unmarried             |  |      |
| 8) Mother Tongue  |              |                       |  |      |
| 9) Name, Occupation & Address of Parent/ Guardian/ Spouse                               |              |                       |  |      |
| 10) Name and Address of the Institution last attended                                   |              |                       |  |      |
| 11) Highest examination passed  | Exam.        | Year & Month          | Result with Grade and Percentage<br>(Provide a copy of the Conversion Table) |      |
|   |              |                       |  |      |
| 12) Details about previous education  | No. of years | Medium of Instruction | Languages studied  |      |
| (a) Primary School  |              |                       |  |      |
| (b) Higher Primary/Middle School  |              |                       |  |      |
| (c) High School   |              |                       |  |      |
| (d) Higher Secondary/Pre-University   |              |                       |  |      |
| (e) Undergraduate   |              |                       |  |      |
| (f) Postgraduate  |              |                       |  |      |
| 13) Local Postal address Telephone : Cell Phone numbers and Email ID                    |              |                       |  |      |
| 14) Subjects offered at the qualifying Examination                                      |              |                       |  |      |

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|   |          |  |   |
|---|----------|--|---|
| 15) If you have taken an English Language Course, Please Provide the following details  |          |  |   |
| Name of the Course  | Duration | Institutions offering the course   | Title obtained after completion of the course |
|   |          |  |   |
| 16) Course of Study the applicant wishes to pursue as a regular student in the Kuvempu University   |          |  |   |
| 17) Passport Number, Date, Place of Issue and Date of Expiry  |          |  |   |
| 18) Details of application fee and eligibility assessment fee paid (DD: Challan number, date and amount)  |          |  |   |
| 19) Documents to be enclosed in PDF Formate<br>(a) Photo copy of Marks Card/ Transcripts/Marks Statement of Qualifying Examination (English Version)<br>(b) Photo copy of Degree Certificate<br>(c) Photo copy of Passport & Visa<br>(d) Grade Conversion Table/Scheme of Examination/Syllabus<br>(e) Fee Payment Documents for having paid the application fee and eligibility assessment fee<br>(f) Any other certificate/information which supports the applicant's eligibility .  |          |  |   |
| Note:<br>1) <b>Issue of eligibility certificate does not confirm right of admission or guarantee a seat, either in the University PG Departments / College or in any of the affiliated Institutions.</b><br>2) Issue of eligibility certificate is based on the authenticity of the school/University records/certificates and the admission is liable to be cancelled at any time during the stay of the applicant in the University. If the records/certificates are found incorrect.<br><b>DECLARATION BY THE APPLICANT</b><br>1) I hereby affirm that I shall always abide by the rules and regulations of the Kuvempu University and I shall adhere to the instructions issued by the University from time to time.<br>2) I hereby affirm that I will undergo a medical examination soon after my arrival in India and that the medical certificate would be produced at the time of my admission to the College/ PG Department.<br>3) I solemnly declare that the particulars given above are correct and I submit myself to the disciplinary jurisdiction of the authorities of the University who may be vested with the authority to exercise discipline under the Act, the Statutes, the Ordinances and the Rules that have been framed from time to time by the University |          |  |   |
| Date:   |          | Name, Address, Telephone number and Email ID of the person applying for eligibility* |   |
| Place:  |          | Signature of the applicant   |   |

\*An authorized person can apply for assessment of eligibility on behalf of a candidate seeking admission to the University, subject to production of valid documents as prescribed by the University.