



Guidelines

Foreign Students' Registry
University of Delhi

GUIDELINES FOR ADMISSIONS OF FOREIGN NATIONALS IN UNIVERSITY OF DELHI (2019-20)

The University reserves the right to suitably modify, update, or delete any part of these Guidelines. Applicants are advised to visit the FSR website (www.fsr.du.ac.in) regularly for any updates.

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1. Introduction

Foreign Students' Registry (FSR) is the single window for admission of foreign nationals in University of Delhi in its different [Programmes of Study](#) conducted in its various affiliated colleges/departments/centers. To know more about the university and its academic programmes, visit the website of University of Delhi (www.du.ac.in). Admisson-related information for foreign nationals is available on FSR website (www.fsr.du.ac.in).

2. 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.



A 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.



3. Categories of Applicants

Foreign nationals are admitted to various [Programme of Study](#) in [University of Delhi](#) under the following categories:

- (a) Self-financing Students
- (b) Scholarship schemes of Indian Council for Cultural Research, Govt. of India
- (c) Casual Affiliation (to audit/credit courses, not leading to the award of any degree)

4. Admission Process in a Nutshell

The process from “**Application to Admission**” comprises of 4 broad steps as listed:

Step 1. [Apply](#): Prospective Student Applies

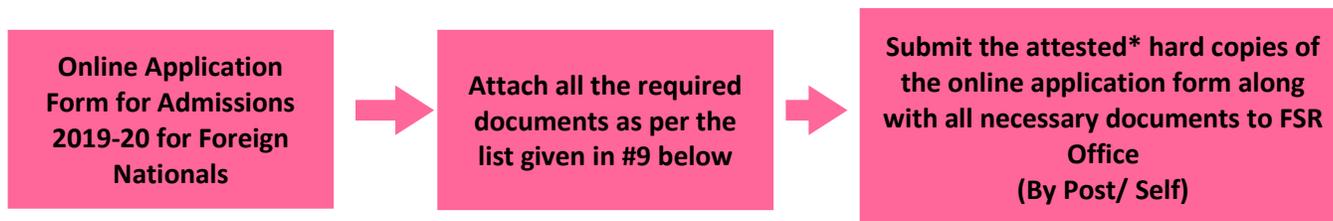
Step 2. [Admission Process](#): FSR Office evaluates applications & offers admission to selected candidates

Step 3. [After Selection](#): Selected candidates follow necessary processes after selection and before arriving in Delhi

Step 4. [After Reaching Delhi](#): Selected candidates follow due administrative procedures after reaching Delhi

5. Applying for Admission

- (a) **Self-financing applicants (Category 3(a))** need to apply online at the FSR Portal <http://fsr.du.ac.in> of University of Delhi. Guidelines for completing the form can be found in #6.



**Attestation should be done by Indian Diplomatic Representative or a responsible Official of the Ministry of Education/ Ministry of Foreign Affairs or any authorized government body of the 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’ home country’s embassy in India clearly endorsing the candidate’s nationality.*

- (b) **Application process for ICCR applicants (Category 3(b))**



ICCR applicants need to follow the application process laid down by ICCR (www.iccr.gov.in) and apply using the application form stipulated by ICCR.

- (c) **Casual Affiliation (Category 3(c)) applicants may refer to #21**

6. Steps for Completing the Application Form for Admissions 2019-20

This section provides guidelines on filling the **Application Form for Admissions 2019-20 for Foreign Nationals** and completing the application process.

- 1) The online form is common for admission to the various programmes of study (Undergraduate/Postgraduate/Certificate and Diploma Programmes/M.Phil& PhD) in the different colleges/ departments/centers/schools of the University of Delhi. There is no offline form for admission.
- 2) Applicants interested in applying to St Stephens College need to contact the college directly.
- 3) Candidates have to register through the link **“Online Registration for Admissions 2019-20”** available on the FSR website <http://fsr.du.ac.in> to access the **Application Form for Admissions 2019-20 for Foreign Nationals**.
- 4) Candidates have to complete the online form before the [deadlines](#).
- 5) The application entails a non-refundable application fee of INR Rs 1500 (Indian rupees one thousand and five hundred). The fee is to be paid in the payment gateway through credit card/debit card/netbanking.
- 6) The applicant may fill multiple forms if he/she wants to opt for more than the three choices of courses permissible in the application form. A non-refundable fee of INR Rs 1500 will be charged for each application.
- 7) If the applicant is submitting multiple applications, the applicant may use a different e-mail id for each application. Each application would be assigned a different (unique) application number.
- 8) The name entered should match exactly with the name stated in the passport.
- 9) The candidate’s e-mail id registered on the portal would be used for the purpose of communicating admission-related information.
- 10) No field should be left blank in the form. The submitted form must be complete in all respect and incomplete forms will be summarily rejected. In case any of the fields do not apply to you, enter ‘NOT APPLICABLE’ in that particular field.
- 11) The applicant has an option of editing and saving the document. However, once the application fee is paid, no further editing is possible.
- 12) If the applicant finds any mistake in his/her application form after the submission of the application fees, he/she must communicate the same by e-mail to fsr@du.ac.in and/or fsr_du@yahoo.com within one week of submitting the form. However, this does not necessarily imply that the candidate’s request will be entertained. The decision to accept or reject the changes lies solely with the Admission Committee.
- 13) If the name in the academic certificates is different from the one on the passport, the applicant is required to get a certification from a responsible Official of the Ministry of Education/Ministry of Foreign Affairs or any authorized government body of the applicant’s country.
- 14) Have a passport size photo ready. It should be a recent photo taken within six months prior to the date of application.
- 15) Keep all the required documents ready for upload.
- 16) After successful payment of fees, take a printout of the form, have it endorsed by the required authorities, and submit it by post/self to FSR office.

Completing the “Application Form for Admissions 2019-20 for Foreign Nationals” involves the following steps:

+ STEP I: “New User SignUp”

Candidates must first register online by clicking on the link **“Online Registration for Admissions 2019-20”** available on FSR website. As a first-time user, click on **“New User SignUp”**. Candidate shall be asked for a “e-mail id” , “password” and “mobile number”. The mobile number should be in the format +countrycodemobilenumber with no special characters or spaces between the numbers. The mobile number should not be suffixed with “0”. The registered email-id would be the only method for any future communication from University of Delhi for all your admission-related matters. So, be careful to save this e-mail id and password. Forgetting these could cause delays in processing. We suggest that you provide an e-mail id which you access regularly.

+ STEP II: “Registered User Login”

After completing Step I, applicants can log on to the admission portal to fill the **“Application Form for Admissions 2019-20 for Foreign Nationals”** through the **“Registered User Login”** section in the link **“Online Registration for Admissions 2019-20”** available on FSR website. In the “Registered User Login” section, the applicant shall enter the email-id as username and the “Password”, which the applicant created during the “New User SignUp” of Step #I. The same login information is to be used by the applicant every time that he/she wishes to access his/her application form. After successful login in Step II, you will be able to view the **“Application Form for Admissions 2019-20 for Foreign Nationals”** on your screen.

+ STEP III: Filling up the “Application Form for Admissions 2019-20 for Foreign Nationals”

The form has different sections as follows:

❖ Section I: Personal details

Please ensure that your name that you enter here matches exactly with the name on your passport. (For the case of Tibet nationals, the name should match with that on their Registration Card). Make sure that all other details are entered correctly. Tibet nationals who do not have a passport number will need to fill the Registration Card number in the field for passport number.

Provide details of employment, if applicable.

❖ Section 2: Academic details

Provide details of all the examinations upto the qualifying one and other exams as mentioned. Indicate your level of proficiency in English language.

❖ **Section 3: Programme of Study**

➤ **Select the programme of study** from the four options:

Undergraduate/Postgraduate/Certificate and Diploma Programmes/M.Phil& PhD.

The candidate must ensure the minimum eligibility criteria for the programme that he/she is applying for. This information is available on www.du.ac.in and the websites of the different departments. Additional information may also be found on

- http://www.du.ac.in/du/uploads/PG_Bulletin_Final_23July.pdf for the postgraduate(PG) programme,
- http://www.du.ac.in/du/uploads/UG_Bulletin2018_Final_23July.pdf for the undergraduate (UG) programme and
- http://admission.du.ac.in/upload_mba2019/site/MBA_Admissions_2019.pdf for MBA courses.
- http://du.ac.in/du/uploads/22082017_Ordi.pdf Ordinance 6 for M.Phil and PhD programmes.

The candidate may apply for more than one programme of study. For this, he/she may complete a separate application form by providing a separate e-mail id and with the payment of a non-refundable application fee of INR 1500.

➤ **Select the course of study**

The applicant can select up to a maximum of three courses of study in a single application form, subject to satisfying the minimum eligibility criteria. If an applicant desires to apply for more than the three course options provided in the application form, he/she may complete a separate application form by providing a separate e-mail id and with the payment of a non-refundable application fee of INR 1500. The list of courses is available on <http://fsr.du.ac.in/programme.html>.

- *Applicants are counselled to carefully assess the level of competence required for pursuing a course by going through the syllabi of the courses available at DU website, before applying for a course.*
- *In consideration of the best interests of the student and taking into account the level of academic proficiency, the Admission Committee may advise an applicant to consider admission in a course for which she/he has not applied.*
- *PhD applicants are advised to give a broad Topic of Research. They are also advised to check the profile of the faculty of the department in which they propose to pursue their PhD.*

❖ **Section 4: Upload documents**

Upload all the [mandatory documents](#) as mentioned in the Application Form.

❖ **Section 5: Preview**

You will be able to view your application form. *Review it carefully and ensure that all fields have been correctly entered.*

❖ **Section 6: Go for Payment**

- Once the application is complete in all respects and has been previewed satisfactorily, the next step is the payment, click the “Submit” button to be directed to the payment gateway. Payment of Rs 1500/- can be made through the payment options debit card/credit card/netbanking.

- On the successful payment of fees, an application number is generated. Save a printout of this page. This number is displayed on the screen and also sent by e-mail to the candidate.
- If the applicant is submitting multiple applications, he/she may use a common e-mail id. Each application would however have a different (unique) application number.

✚ STEP IV: Attestation of the application form

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/Ministry of Foreign Affairs or any authorized government body of the applicant's country or an Official of the applicant's country's Embassy / High Commission in India.

In case any of the above authorities refuses to attest the application form, one should obtain a No Objection Certificate (NOC) from the applicant's country's Embassy / High Commission in India clearly endorsing his/her nationality.

✚ STEP V: Submit the hard copy of your application form

Submit the hard copy of the attested Admission Application Form or the Admission Application Form along with NOC either personally or by post to the FSR office: **Foreign Students Registry, Room No. 11, First Floor, Conference Centre, University of Delhi, Delhi-110007, INDIA** within 15 days of online submission. The applicants from Nepal & Afghanistan may submit the hard copy of their application form to their respective embassies. Applicants from Tibet may submit the hard copy of their application form to the Bureau Office in Delhi, rather than submitting to the office of FSR. Copies of the [necessary documents](#) must be enclosed with the application form.

*ICCR students applying for University of Delhi must make sure that they have attached all the applicable documents listed in #9 with the application form.

7. Deadlines

S.No.	Programme of Study	Last Date for submission of online application forms by foreign nationals
1.	Master of Business Administration (MBA) and Ph.D Programme in Management Studies*	09 th March, 2019 (Saturday)
2.	M.Phil. and Post-Graduate Programmes (except MBA)	30 th March, 2019 (Saturday)
3.	Under-Graduate Programme	30 th March, 2019 (Saturday)
4.	Certificate/ Diploma/ Advanced Diploma courses	30 th March, 2019 (Saturday)
5.	Ph.D. Programme	30 th April, 2019 (Tuesday)
6.	Applications for School of Open Learning (SOL) from Foreign nationals from Nepal/Tibet/ Bhutan	29 th June, 2019 (Saturday)

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

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

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

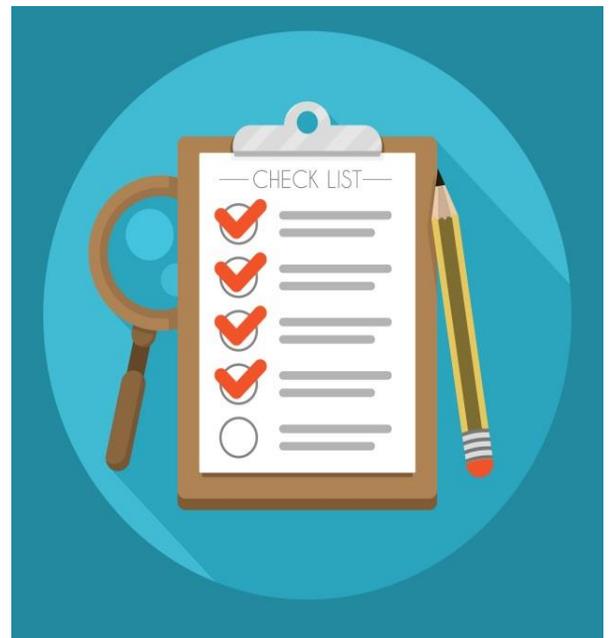
Faculty of Management Studies: <http://www.fms.edu/?q=node/17>

Department of Financial Studies: <https://mfc.edu/>

8. 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 Indian Diplomatic Representative or a responsible Official of the Ministry of Education/Ministry of Foreign Affairs or any authorized government body of the 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 embassy of the applicants' home country clearly endorsing the candidate's nationality.



9. List of Documents

- ❖ Date of Birth Certificate
- ❖ Document Supporting 12 years of Schooling Education
- ❖ Transcripts/ Marksheets and Degrees of academic credentials *
- ❖ Research Proposal (For M.Phil./Ph.D.)
- ❖ Valid Certificate of TOEFL/Academic IELTS/ELPC
- ❖ Painting Portfolio (for Fine Art)
- ❖ Mp3 Audio (for Music Students)
- ❖ [Association of Indian Universities \(AIU\)](#) Certificate (wherever applicable)
- ❖ Syllabus of last qualifying examination (if applicable)
- ❖ [Medical Insurance](#) with evacuation clause
- ❖ Proof of financial support for the duration of the Certificate/ Diploma/Under-Graduate/ Post-Graduate/ M.Phil./Ph.D. enrolment.
- ❖ Recommendation letter from the parent University (for admission under Casual Affiliation)
- ❖ 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 Nationals
- ❖ PIO/OCI Card (if applicable)
- ❖ Refugees-Certificate from UNHCR (if applicable)
- ❖ Working Diplomats: NOC from Protocol Division of MEA, Government of India
- ❖ Certificate of Migration (wherever applicable)
- ❖ No Objection Certificate from employer (if in regular job and availing of leave for the duration of study in India)

**Foreign nationals studying through the Indian board of examination 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.*

10. 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 for the detailed information regarding the eligibility requirement and other details.

Admission in any course will not be granted on predicted scores.

Those foreign nationals who have appeared for Grade 12 examination from an Indian Board or passed their last qualifying examination from an 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
Website: <http://www.aiu.ac.in>

11. Provisional Admission

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. Copies of the provisional admission letter are sent to the (i) Embassy of the applicant's home country in New Delhi, (ii) Indian High Commission in applicant's home country, and (iii) 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. The college is allotted by FSR.

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

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.

12. Applying for a Visa

The Provisional Admission letter shall be used for applying for the Student/ Research visa in the Indian Embassy in the applicant's home country/country of residence. The visa must be endorsed in the name of the University of Delhi. No other endorsement will be acceptable. For more information on visa requirements, please visit <https://indianvisaonline.gov.in/visa/index.html>

Student Visa: Student Visa endorsed for University of Delhi is required for enrolment in Undergraduate Programme, Post-Graduate Programme, Certificate or Diploma Programme, and M. Phil. Programme.

Research Visa: Research Visa endorsed for University of Delhi is required for enrolment in the Ph.D Programme.

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

13. 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 have 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.

Candidate is required to report at Foreign Students' Registry office within the prescribed date given in the provisional admission letter.

FSR office is very close to the Delhi Vishwavidyalaya Metro Station on the Yellow line of the Delhi Metro



They should have adequate financial resources to cover their living expenses in Delhi. For those who would be receiving scholarships from ICCR or other sources should also ensure that they have sufficient funds to cover expenses till such time that they receive the same.

14. Admission Formalities

The candidate undergoes the 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 a 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/Centre

15. Transfer & Change of Programme

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

16. Fees

The fees payable at the time of admission is the **sum of three components A, B, and C.**

A	Programme of Study	Fee
Foreign Students' Registration Fee	Certificate/Diploma/Advance Diploma/Under-Graduate Programme	INR 35500 (~USD 500)
	Post-Graduate Programme/ Post-Graduate Intensive Advanced Diploma	INR 42600 (~USD 600)
	M. Phil. / Ph.D. Programme	INR 49700 (~USD 700)

B	Departments/ College Fee	Fee
Annual Fee	For all courses	INR 14200 (~USD 200)

C	Course Fees and other fees charged by College/ Institute	Fee
C	B.Sc. (Hons.) Computer Science, (other than SAARC countries and Tibetan students*)	INR 160000 (~USD 2254)
	MBA (IB), MBA (HRD) (other than SAARC countries and Tibetan students*)	INR 284000 (~USD 4000)
	All other courses (except B.Sc. (Hons.) Computer Science, MBA (IB), MBA (HRD))	As per the fees(s) applicable for Indian Nationals**

Total Fees :	A (one-time) + B (annually) + C (annually)
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*Tibetan students are exempted from paying Foreign Students Registration Fee (component A) and Annual fees payable to the Department/ College (Component B). They are required to pay Annual Tuition Fee and other charged by College/ Institute (Component C)

Sydenents from SAARC countries and Tibetan nationals pay the same fees as Indian students for B.Sc. (Hons.) Computer Science, MBA (IB), MBA (HRD)

** This includes tuition and other fees which varies between INR 25000 to 60000- depending on the programme of study and the college.

- ❖ The fees have to be paid in Indian Rupees (INR) only. The values quoted in USD are only a guidance based on the prevalent exchange rates in February, 2019.
- ❖ The [fee refund policy](#) is the same as that applicable for Indian Nationals. The policy applicabe for Admissions 2018-19 can be found here.

17. Accommodation

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

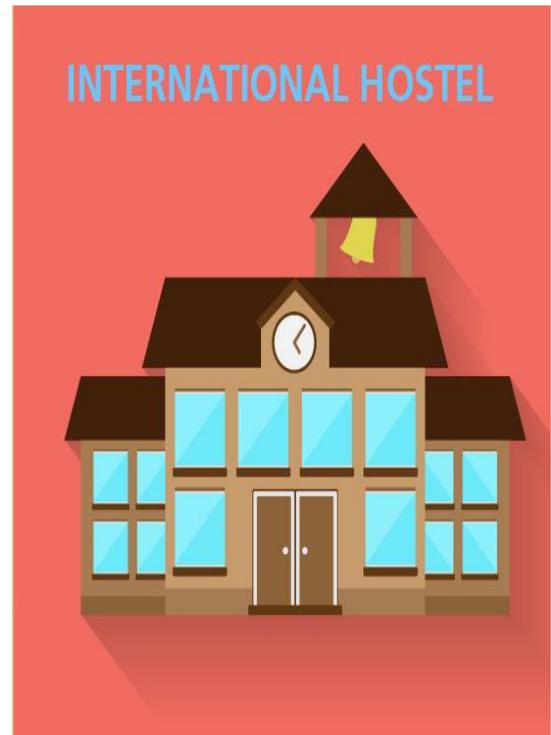
In addition, University of Delhi has 7 Post-Graduate hostels for men and 4 Post-Graduate hostels for women. Few seats are reserved for foreign students in each of these hostels. The seats in the hostel are allocated according to the merit. However, all students may not get a hostel seat due to heavy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

An offer of admission does not guarantee accommodation.

Students may explore options of paying guest accommodation available in the city and which are often used by student community of the university. The prices vary depending upon the facilities provided.



18. Proof of Financial Support

Foreign Nationals offered admission must give proof of adequate **financial support** for the duration of their study in University of Delhi. The University of Delhi does not have any provision for financial aid for foreign students.

19. Scholarship/Financial Aid

[Indian Council for Cultural Relations \(ICCR\)](#), Government of India offers scholarships to International candidates for their study in India. The candidates interested may contact ICCR in the address given below for more information:

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

Candidates may also explore options for financial aid/scholarship schemes of their respective governments.

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

20. Medical Insurance

It is mandatory for all foreign nationals to get a medical insurance policy along with an 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.

**An evacuation clause enables a student to claim reimbursement from the insurance agency for his/her evacuation from the country, where he/she is studying, in case he/she has to be sent back to his/her country due to medical reasons.*

21. Casual Affiliation

❖ Students, who desire to study for a short duration (one / two semesters) in any Under-Graduate or Post-Graduate or Research Programme not leading to an Award/Certificate/Degree at University of Delhi, and whose parent institute does not have any MoU with University of Delhi may apply for Casual Affiliation.

❖ Those who wish to come as exchange students may correspondent with the office of International Relations (<http://ir.du.ac.in>) and contact their office at deanir.du@gmail.com, dean_ir@du.ac.in

❖ Students applying for Casual Affiliation should be currently enrolled for a course of study at the University level in their home country.

❖ **A letter of recommendation from the Director/ Head of the University** where the student is currently enrolled should be attached with the application. The recommendation should also state clearly whether credit transfer would be required or not.

❖ The Fee Structure for casual students is the same as for Regular Students.

Students desirous of Casual Application are also required to complete the Online Application Form.

22. Distance Education (School of Open Learning)

Foreign Nationals from Nepal/ Tibet/ Bhutan or holding PIO/ OCI card or who are currently working in Delhi can apply for School of Open Learning (S.O.L).

For detailed information regarding course and eligibility, please visit: <https://sol.du.ac.in/index.php>

23. Engineering and Medical Programmes

This office does not have any role in admission to Engineering and Medical Programmes in University of Delhi. If you are holding a Foreign Nationality/ Citizenship, you may contact <https://www.studyinindia.gov.in/>

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