

INTERNATIONAL STUDENT ADMISSION POLICY

Study in India (SII) Portal – UGC Compliant Framework

1. Purpose and Scope

The Apollo University (TAU) is committed to promoting the internationalization of higher education and providing a transparent, merit-based and student-friendly admission process for international students.

This Policy governs the admission, registration, academic progression, immigration compliance and related support services for international students seeking admission to undergraduate, postgraduate, doctoral and other approved academic programmes of The Apollo University.

The Policy shall be implemented in accordance with:

- Applicable University Grants Commission (UGC) regulations and guidelines
- Government of India and Ministry of Education directives
- Study in India (SII) Programme and SII Portal requirements
- Applicable immigration and visa laws and regulations
- Applicable statutory/professional regulatory requirements
- The Apollo University Act, Statutes, Ordinances, Regulations and admission policies, as amended from time to time.

Wherever there is a change in applicable law, regulation or Government directive, the latest applicable provision shall prevail.

2. International Affairs and Compliance Mechanism

The **Directorate of International Affairs (DIA)** shall be the nodal administrative unit of the University for international student admissions and support.

The Directorate shall:

1. Provide information and guidance to international applicants
2. Coordinate applications received through the **Study in India Portal** and other authorized channels
3. Verify academic and identity documents
4. Coordinate eligibility/equivalence requirements
5. Facilitate the admission and offer-letter process

6. Coordinate with the competent University authorities for final admission
7. Facilitate visa-related documentation
8. Maintain records of international students
9. Coordinate Study in India Portal and immigration compliance
10. Provide orientation and student-support services
11. Coordinate, wherever required, with FRRO/FRO and other competent authorities.

The University shall designate a **Study in India Compliance Officer/Nodal Officer** as required under applicable Government/UGC directions. UGC has specifically directed HEIs admitting foreign students onboard on the SII Portal and appoint a Compliance Officer.

3. Categories of International Students

For the purpose of admission and administration, the University shall recognize the following categories, subject to applicable Government/UGC provisions:

3.1 Foreign Students

A foreign student is a person who is not an Indian citizen and holds a valid foreign passport.

3.2 Non-Resident Indians (NRI)

NRI applicants may be considered for admission in accordance with applicable University, Government, regulatory and Study in India provisions.

NRI status and eligibility shall be determined on the basis of the documents prescribed by the Government/University.

3.3 Persons of Indian Origin / Overseas Citizens of India

PIO/OCI applicants shall be considered in accordance with the applicable Government of India, UGC and immigration provisions prevailing at the time of admission.

3.4 Other Categories

Any other category specifically recognized by the Government of India, UGC or Study in India Programme shall be dealt with in accordance with the applicable provisions.

4. Study in India Portal – Mandatory Registration

All foreign students seeking admission to The Apollo University shall comply with the

Study in India Portal requirements applicable to the relevant academic year.

With effect from Academic Year 2025–26, UGC has directed that registration of foreign students seeking admission to Indian HEIs for all courses, including

short-term and long-term programmes, on the Study in India Portal is mandatory.

UGC has further

stated that a foreign student shall not be granted a student visa without registration on the SII Portal.

Accordingly:

1. The applicant shall register on the Study in India Portal
2. The applicant shall obtain the required **SII ID**
3. The applicant shall apply for the desired programme/institution through the prescribed SII process
4. The University shall process the application in accordance with SII requirements
5. The applicant shall comply with all documentation, eligibility and admission requirements.
6. The SII ID shall be used for subsequent visa and immigration-related processes wherever applicable.

The SII Portal provides the integrated process covering registration, programme selection, application, offer letter, visa and e-FRRO/FRRO processes.

5. Eligibility for Admission

- International students shall satisfy the **same academic eligibility standards prescribed for the relevant programme**, subject to applicable UGC, statutory and professional regulatory requirements.
- The eligibility criteria published by The Apollo University for the relevant programme shall apply.
- International applicants shall possess qualifications equivalent to the minimum entry qualification prescribed for the programme.
- The University shall determine recognition/equivalence of foreign qualifications in accordance with the **UGC (Recognition and Grant of Equivalence to Qualifications obtained from Foreign Educational Institutions) Regulations, 2025**, and/or through the competent authority or mechanism prescribed by UGC from time to time.
- The Study in India Portal also provides that specific eligibility criteria may vary by institution, programme and discipline and that students must satisfy the entry requirements prescribed by the individual institution.

5.1 Undergraduate Programmes

Applicants shall have successfully completed the equivalent of the Indian 10+2/Intermediate qualification from a recognized institution and shall satisfy the subject and minimum-mark requirements prescribed for the particular programme.

5.2 Postgraduate Programmes

Applicants shall possess a recognized bachelor's degree or equivalent qualification in the discipline prescribed for the programme and shall satisfy the minimum academic requirements specified by the University.

5.3 Doctoral Programmes

Applicants shall possess a recognized postgraduate degree or equivalent qualification satisfying the University's Ph.D. Regulations and applicable UGC requirements.

Admission to Ph.D. programmes shall be governed by the University's prevailing Ph.D. Regulations, including provisions relating to entrance examination, interview, exemption and other applicable requirements.

6. Equivalence of Foreign Qualifications

Applicants holding qualifications awarded outside India shall provide appropriate documentary evidence regarding the recognition/equivalence of their qualifications as required.

Where equivalence is required, the University shall follow the procedure prescribed by UGC or another authority recognized/authorized for determining such equivalence.

The University may require:

- Academic transcripts
- Certificates/diplomas
- Grading scale
- Course details
- Accreditation/recognition information
- Official translations where documents are not in English
- Equivalence/recognition documentation prescribed by the competent authority.

The UGC's 2025 Regulations provide the current framework for recognition and grant of equivalence to qualifications obtained from foreign educational institutions.

7. Age Requirement

The minimum age and other age-related requirements prescribed for the relevant programme by The Apollo University shall apply to international applicants.

Where a programme is governed by a statutory/professional regulatory authority prescribing a specific age requirement, the applicable regulatory requirement shall prevail.

No separate age relaxation shall be presumed solely based on foreign nationality unless specifically provided under applicable rules.

8. English Language Proficiency

Where English is not the medium of instruction of the qualifying programme, the University may require evidence of English-language proficiency. Depending upon the programme and applicable requirements, the University may accept recognized English-language qualifications or conduct an appropriate assessment.

The requirement may be waived where the applicant has completed the qualifying programme through English-medium instruction and provides acceptable documentary evidence.

9. Documents Required

Applicants shall submit documents prescribed by the University and Study in India Portal, which may include:

1. Valid passport
2. Recent passport-size photograph
3. SII ID
4. Academic certificates and mark sheets/transcripts
5. Proof of date of birth
6. Proof of nationality
7. Equivalence/recognition certificate, wherever required
8. Transfer/leaving certificate, wherever applicable
9. Migration certificate, wherever applicable
10. English-language proficiency evidence, wherever applicable
11. Medical/fitness certificate, where prescribed
12. Documents relating to sponsorship/financial support, where required

13. Documents relating to OCI/PIO/NRI status, where applicable;
14. Any additional documents prescribed for the specific programme or by a statutory/regulatory authority.

Documents not issued in English shall be accompanied by an authenticated English translation wherever required.

10. Admission Procedure

The admission process shall ordinarily follow the sequence below:

Step 1 – SII Registration

The applicant shall register on the Study in India Portal and obtain the required SII ID.

Step 2 – Programme Selection and Application

The applicant shall select the desired programme(s) and institution(s) and submit the application with the required documents.

Step 3 – Eligibility and Document Verification

The University shall verify the applicant's eligibility, academic documents, identity and other required records.

Step 4 – Equivalence Verification

Where required, equivalence/recognition of foreign qualifications shall be obtained in accordance with applicable UGC provisions.

Step 5 – Admission Decision

Subject to satisfying all applicable requirements, the competent authority of the University shall issue the appropriate admission/offer letter through the prescribed process.

Step 6 – Visa

The admitted student shall apply for the appropriate Indian visa through the competent Government of India channel, using the admission/offer documentation and SII ID as applicable.

Study in India provides the process for students to use their SII ID and offer letter for the visa process.

Step 7 – Arrival and Reporting

The student shall report to The Apollo University within the prescribed period and complete physical/online reporting and admission formalities.

Step 8 – Final Admission

Final admission shall be confirmed after:

- Verification of original documents
- Completion of required admission formalities
- Satisfaction of visa and immigration requirements
- Payment of applicable fees
- Completion of medical/fitness requirements, where applicable
- Completion of any programme-specific requirements

11. Visa and Immigration Compliance

- International students shall obtain and maintain the visa/status appropriate to their programme and comply with all applicable immigration requirements.
- For regular full-time academic programmes, students shall hold the appropriate student visa as prescribed by the Government of India.
- For research/doctoral programmes, the visa category applicable to the student's programme and research activity shall be determined in accordance with prevailing Government of India requirements.
- The University shall not admit or permit continuation of study where the student's immigration status does not permit the relevant academic activity.
- The Study in India Portal states that student visas are applicable to regular full-time UG, PG, Ph.D. and other formal programmes at recognized Indian institutions.

12. FRRO/FRO / Immigration Registration

International students shall comply with all applicable registration and reporting requirements prescribed by the Government of India.

Where registration is required, the student shall complete the applicable **e-FRRO/FRRO/FRO** process within the prescribed period.

The Study in India Portal currently specifies registration with the concerned FRRO/FRRP within **14 days of arrival** for students falling under the applicable registration requirement.

The University shall provide reasonable administrative assistance to international students in completing applicable immigration formalities.

13. Admission Capacity

- International student admissions shall be made within the permissible capacity prescribed by UGC, Government of India and other applicable statutory/regulatory authorities.
- Where international students are admitted against **supernumerary seats**, such admissions shall comply with the applicable UGC guidelines and prevailing Government regulations.
- The University's academic and regulatory requirements shall continue to apply irrespective of the nationality of the student.

14. Programme Change / Transfer

Requests for change of programme, institution or academic status by international students shall be considered only where such change is permitted under:

- UGC regulations/guidelines
- Study in India requirements
- Applicable immigration/visa regulations
- Statutory/professional regulatory requirements and
- The Apollo University's academic regulations.

No programme or institutional transfer shall be treated as automatically permissible. Prior approval of the competent authorities shall be mandatory wherever required.

15. Fees and Financial Requirements

- International students shall pay the applicable tuition, examination, hostel and other University fees prescribed for the relevant programme/category.
- Fees may be revised by the University from time to time in accordance with applicable approvals and regulations.
- Where required by the Government of India or Study in India authorities, students shall provide evidence of adequate financial support for their study and stay in India.

16. Medical Fitness and Health Requirements

International students shall comply with medical and health requirements prescribed by the University, Government of India or applicable statutory authorities.

The University may require a medical fitness certificate or health screening at the time of admission or subsequently where necessary.

17. Orientation and Student Support

The Directorate of International Affairs shall facilitate an orientation programme covering:

- Academic regulations
- Student code of conduct
- Campus facilities
- Academic support
- Health and safety
- Accommodation
- Anti-ragging requirements
- Grievance Redressal Mechanisms
- Emergency contacts
- Immigration/visa compliance
- Cultural integration and student support

The University shall endeavor to provide a safe, inclusive and supportive environment for international students.

18. Discipline and Code of Conduct

International students shall comply with:

- The Apollo University Act, Statutes, Ordinances and Regulations;
- Academic Guidelines.
- Examination Regulations.
- Student Code of Conduct.
- Anti-Ragging Regulations.
- Applicable UGC and Statutory Requirements.
- Applicable Laws of India.

The same academic and disciplinary standards applicable to students of the relevant programme shall apply to international students.

19. Examinations and Award of Qualifications

International students shall be governed by the same academic, examination, evaluation and progression requirements applicable to students enrolled in the corresponding programme, subject to any specific statutory/regulatory provisions.

Degrees, diplomas and certificates shall be awarded in accordance with the University's approved academic regulations and applicable UGC/statutory requirements.

20. Maintenance of Records and Reporting

The University shall maintain appropriate records of international students, including:

- SII ID
- Passport and identity details
- Admission and enrolment records
- Academic qualifications
- Visa/immigration details
- Registration details
- Programme and academic status
- Completion/withdrawal records.

The University shall furnish information to UGC, Study in India, Government of India, immigration authorities and other competent authorities whenever required.

UGC has also directed HEIs to comply with applicable requirements for reporting information relating to incoming foreign students under the current immigration framework.

21. Grievance Redressal

International students shall have access to the University's established grievance redressal mechanisms.

The Directorate of International Affairs shall provide assistance in directing international students to the appropriate University authority for resolution of academic, administrative, accommodation or other grievances.

No international student shall be discriminated against on the basis of nationality, race, language, gender, disability or other protected status, subject to applicable law and University policy.

22. Withdrawal, Cancellation and Refund

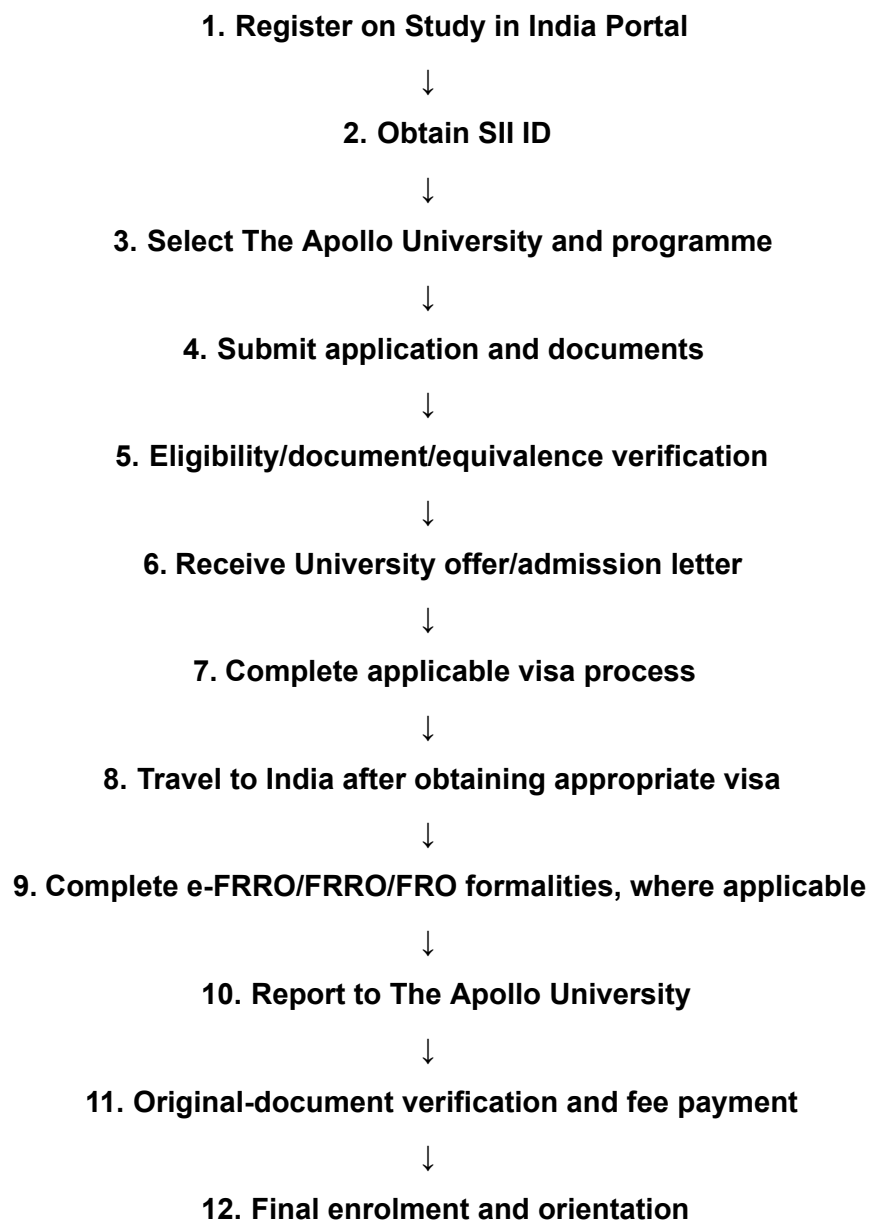
Admission may be cancelled where:

- Eligibility requirements are not fulfilled
- Documents are found to be false, forged or materially misleading

- Immigration/visa requirements are not satisfied;
- The student fails to complete prescribed admission formalities
- Fees are not paid within the prescribed period; or
- The student violates applicable University or Government requirements.

Refunds, wherever applicable, shall be governed by the University's approved fee-refund policy and applicable UGC/statutory requirements.

23. Step-by-Step International Student Journey



The Study in India Portal presently describes the student journey in substantially this sequence, including SII registration, course exploration, application, offer letter, visa and e-FRRO/FRRO registration.

24. Compliance with Changes in Law and Regulations

This Policy shall be reviewed periodically and whenever there is an amendment to:

- UGC regulations/guidelines
- Study in India requirements
- immigration and visa regulations
- Government of India instructions
- professional/statutory regulatory requirements or
- The Apollo University Act, Statutes, Ordinances or Regulations.

In the event of any inconsistency between this Policy and a subsequent statutory/regulatory requirement, the **latest applicable law, regulation or Government directive shall prevail**, and the Policy shall be suitably amended.

25. Authority for Interpretation

The **Vice Chancellor**, or an authority specifically authorized by the Vice Chancellor, shall have the power to interpret this Policy in consultation with the Directorate of International Affairs and other competent University authorities.

Such interpretation shall always remain subject to applicable UGC, Government of India, Study in India, immigration and statutory/regulatory provisions.

Key Regulatory References

1. UGC Guidelines for Admission and Supernumerary Seats of International Students in Undergraduate and Postgraduate Programmes in Higher Educational Institutions in India (2022).
2. UGC Public Notice dated 2 September 2025 – Mandatory Registration of Foreign Students on the Study in India Portal.
3. UGC (Recognition and Grant of Equivalence to Qualifications obtained from Foreign Educational Institutions) Regulations, 2025.
4. Study in India – Eligibility Criteria and International Student Admission Process.
5. Study in India – Onboarding and FRRO/e-FRRO requirements.