

2018-19

For Office Use Only

Application no. IC/Adm.2018-19/

काशी हिन्दू
विश्वविद्यालयBANARAS HINDU
UNIVERSITY

AN INSTITUTION OF NATIONAL IMPORTANCE ESTABLISHED BY AN ACT OF PARLIAMENT

Paste recent
passport size
photograph duly
signed by the
candidate
across photo**International Centre****Application Form for other-than-Indian-Nationals for the Session 2018 - 2019**

COURSE APPLIED FOR

(UG / PG /Diploma / Certificate/ Ph.D./

Processing Fee* Details

Name of Bank

Bank Draft No.

Date

Amount

*Processing fee: INR. 3000/- for students of SAARC countries & 6000/- for students of non-SAARC countries (though a Bank Draft drawn in favour of Registrar, Banaras Hindu University or transfer electronically to account No. 10654904247 (#) and attach receipt. Candidates wishing to pay Processing Fee in US\$ must pay amount equivalent to INR on day of application.

Section I. Personal Details

Name of Candidate

(use block letters): Mr. / Ms.

Sex

M

F

Married / Unmarried

Date of Birth:

DD /MM/YYYY

Nationality:

Name of Spouse:

Passport Details:

Passport No.

Place of Issue:

Date of Issue:

DD /MM/YYYY

Date of
Expiration:

DD /MM/YYYY

Country of residence

 FN NRI PIO Child of Indian worker in Gulf or SEAC** country (please enclose details)
Section II. Family Details

Father's Name:

Nationality:

Mother's Name:

Nationality:

Address for
correspondence

(use block letters):

PIN / ZIP

Phone

+

Mobile

Fax

e-mail:

Permanent Address

(use block letters):

PIN / ZIP

Phone

+

Mobile

Fax

e-mail:

Section III. Qualifying Examination Details as per your specific Course Information Brochure
 I have examined the relevant course, eligibility requirements and duration of course from the Information Bulletin 2018-19

Name of the Examination:

Grade / % of marks:

Examining Board / University:

Language of Instruction:

Instructions

1. This application form is valid only for the academic session 2018-2019.
2. This form must be signed by the applicant in original.
3. Incomplete forms are not accepted.
4. Request for change of Course / Subject is not permitted after application is submitted.
5. Application Fee is non-refundable.
6. Application fee must be attached to application form at time of submission.

Signature of the Candidate

** South East Asian Countries

(#) please see website (www.bhu.ac.in.<internationalcentre) for detailed information

Section IV. Educational Details						
MUST attach certified copies of all mark sheets/grade sheets and certificates. If originals are not in English, then English version of all documents should also be attached after certification by competent authority. Grade Conversion Formula from the Institution is required if marks are not awarded as percentage.						
Examination Passed	Name of University/ Institution	Year of passing	Marks			Subjects
			Obtained	Max.	% age	
10 th Level						
10 + 2 Level						
Bachelor Degree 10+2+3 Level						
Master Degree 10+2+3+2 Level						
Other Degree						

Section V. Other Details

Mother Tongue:		Languages Known:			
Knowledge of English: (attach Certificate of Proficiency in English)	Read: Good / Fair / Poor	Write: Good / Fair / Poor	Speak: Good / Fair / Poor		
Have you previously studied or been admitted to BHU: Yes / No	Course:		Period:		
Result:	Passed / Failed / Other (specify details):		Enrollment no.		
Whether currently studying in BHU: Yes / No	Course:		Faculty:		
Present Occupation/Employment, if any: (Please attach a certificate from Employer)					
Organization & Address	Position	Period	Nature of duties	Salary per month*	
				*equivalent to INR	

Section VI. Additional Information if Seeking Admission for Ph.D. Course (Application must be routed through the respective Embassies/Mission in India).

Topic of Proposed Research (Pl. attach synopsis)					
Research Publications (attach details)	No. of Publications	National		International	
Professional Experience (attach details)	Period:	Institution			
Note: Candidates shall be considered for admission to PhD Courses at BHU subject to fulfilling all eligibility (including English Proficiency Certificate of TOEFL with minimum 70 score or IELTS with minimum 6 bands) and logistical requirements AND <i>only if the degree possessed by them entitles them for enrolment / admission to the Ph.D. Courses in their own countries.</i>					

DECLARATION

With my signature, I hereby certify that

1. The particulars given in this application form are true and authentic to the best of my knowledge and belief.
2. I have read and understood the instructions, and I accept the terms of application.
3. I intend to return to my native country after completion of the course.
4. In the event of my admission to the University, I shall pay the required fees and charges as outlined and that I will not ask for any financial assistance to BHU or waiver in fee/charges during the tenure of my study.
5. I will abide by the rules, regulations and policies of the Government of India and Banaras Hindu University.
6. I accept that Banaras Hindu University has the right to reject my candidature at any time, if any information is found false / fake / wrong at any stage.

Date: _____

Place: _____

SIGNATURE OF THE CANDIDATE

CHECKLIST for Enclosures along with Application Form (Put mark)

<input type="checkbox"/>	I have checked the Eligibility Criteria for admission to the course to which I have applied.
<input type="checkbox"/>	All columns are completed, correctly in this application form.
<input type="checkbox"/>	Application form has been signed on lower right corner of both pages AND across photograph.
<input type="checkbox"/>	Grade Conversion Formula from the Institution is attached, if marks are not awarded as percentage.
<input type="checkbox"/>	English version of all Certificates and documents are certified by a competent authority and are attached.
<input type="checkbox"/>	Certificate of Proficiency in English from the Institute last attended (For Ph.D.: TOEFL or IELTS) attached.
<input type="checkbox"/>	Processing fee is attached as <u>Bank Draft</u> in favour of REGISTRAR, BANARAS HINDUNIVERSITY.
<input type="checkbox"/>	Photocopies of Passport Identification Page and Visa are attached.
<input type="checkbox"/>	Photocopies of Certificate for Proof of Age and Qualifications attached.
<input type="checkbox"/>	For PhD students only: An official document must be attached stating that the degree possessed by the candidate entitles enrolment / admission to Ph.D. Course in his/her own country.
<input type="checkbox"/>	Candidates from Iran are required to submit the No Objection Certificate issued by the Embassy of Islamic Republic of Iran in India for granting admission in the University.

SIGNATURE OF THE CANDIDATE

IMPORTANT DATES:

Last date to receive completed applications in International Centre	30 th April, 2018
Tentative dates for reporting at International Centre, BHU for beginning the course:	
(a) Undergraduate, Postgraduate	23 rd July – 31 st July, 2018
(c) All Full-time and Part-time Diploma and Certificate courses	22 nd August–31 st August, 2018

Applications for PhD Course and Short-Term Affiliations can be made at any time of the year. Admission to PhD Course is done twice in an academic year: March and September (*January and July for Agriculture*). Accordingly, candidates are required to report in the month required for admission counseling by the respective Faculty.

N.B.: For eligibility requirements, and degree or examination equivalence requirements, please refer to the UET/ PET/ SPECIAL COURSES STUDY / RET Information Brochures and Ph.D. Ordinances on the BHU website, www.bhu.ac.in

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Course offered:				Course duration:			
Department:				Faculty / Institute:			
VISA type:		VISA number		Issued at:		on:	
Additional Charges	Amount:	Rs./ \$:		DD No.		dated	
Receipt No:		Date:		Received by:			
Course fee Details	Receipt no.			Date:		Amount:	
Checked by:				Approved by:			
Submit completed Application form to: International Centre, C/3/3, Tagore House, Banaras Hindu University, Varanasi 221005, INDIA. For any information e-mail/call us at: email: internationalcentrebhu@gmail.com OR intcent@bhu.ac.in , Phone & Fax: +91-0542 2368130, 2307639. Visit us at www.bhu.ac.in							

FOR STUDENT'S

Dear Student,

Upon receiving an eligibility letter for admission from BHU, you must complete any and all necessary formalities in your country, as per your country's rule for students studying abroad and procure a **Student Visa**.

If you are a PhD student, you must obtain a **Research Visa** from the Indian Embassy in your country. PhD students who are OCI, MUST obtain approval for Ph.D. research studies through a Letter of Permission from the Ministry of Home Affairs, Government of India.

You should enroll preferably within one month of admission, but must enroll within the period of eligibility, usually within the following two terms after receiving admission.

Once you have your visa/approval letter, you are required to report IN PERSON, not by email or letter, to the International Centre of Banaras Hindu University in Varanasi to complete the remaining paper work. For hassle-free registration process, please carry the following documents **IN ORIGINAL (and make several photocopies of each)**:

1. Eligibility letter for Admission, issued by Banaras Hindu University
2. Proof of Age / PASSPORT with copies / Passport size photographs
3. Marksheets/Certificates/Transcripts of Academic records; Migration/Transfer Certificate, as issued by the institution last attended
4. A certificate issued by the Institution/College, last attended regarding Proficiency in English (**For Ph.D.: TOEFEL with minimum 70 score or IELTS (minimum 6 bands)**).
5. Valid Appropriate Student Visa or Research Visa stamped into Passport, OR Letter of Permission for OCIs. Please note that the Visa endorsement should be specifically for Study and acceptable to Banaras Hindu University.
6. For Nepal & Bhutan nationals only: Citizenship Certificate (in absence of Visa), duly countersigned by the Consular Wing of the Mission of India in the respective country (AND in case of PhD Admission, a NO OBJECTION LETTER from the Mission.
7. For Iran nationals: NOC from the Islamic Republic of Iran in India (in addition to the Visa issued by the Indian Embassy abroad)

After your documents are verified by the International Centre, you are required to undergo a medical **HIV test**. Please note that currently if you are found HIV-positive, the Government of India usually will not allow admission.

After the HIV Test is completed, the International Centre will issue you a **Certificate of Clearance** which you will then carry to your concerned Faculty/ Department for verification of your original academic records, entries and signature made in the Application form etc. Once the department completes all necessary formalities, they will issue an **Admit Card** for provisional admission.

Please come to the International Centre with the Admit Card and Bank Draft towards Additional charges to complete necessary formalities and obtain instructions for paying your fees.

You must deposit the Tuition and University Fees for the Academic Year specific to your course and Faculty, within three days of issue of the Admit Card, failing which admission shall be cancelled. The fee must be deposited during the fixed window of admission for your Course/Faculty; **late admissions cannot be accepted**. Upon payment, you will receive an original Fee Receipt.

Report to the concerned Dean/Head/Coordinator/Principal, alongwith the fee receipts immediately for entering your name in the records of the Course/Faculty. Obtain Identity Card, complete it and get it signed by your Dean/Head/Coordinator/ Principal. Day Scholars must obtain a signature from the City Delegation. You must carry the Identity Card with you at all times as a student.

Next, you must have to enroll yourself with the University for which please go online to the website of BHU, complete the Registration and Enrolment Form. Uploading a photo .jpg and all necessary information, print it, obtain a signature from your concerned Dean/Principal/Head/Coordinator/Principal and submit to the Office of the Controller of Examinations. They will issue an **Enrolment Number** to you within 3-5 days after checking your records. Enter that number into your Student's Identity Card.

Further, you may avail the **library, medical computer WiFi and hostel facilities** (subject to its availability) **etc.** by applying at the respective Units of the University.

As an international student at BHU, you MUST register with the Varanasi FRO (Foreigners Registration Office) within ten days of admission.

Complete Online Form C-Arrival Report of Foreigner, obtain Bonafide Student's Certificate from your Faculty/Department/ School and Warden of the Hostel (in case hosteller) and **submit it to the International Centre for Online Registration**.

Report to the Senior Superintendent of Police and FRO, located at Kotwali Premises, near G.P.O. Visheshwarganj, near Maidagin, Varanasi as stipulated in your Passport, along with Form C, your BHU paper work, letter of admission, Fee Receipt Identity Card and Bonafide Student's Certificate issued by the concerned faculty/department and **duly countersigned by the International Centre**.

By accepting admission as a student of BHU, you agree that you will:

- ✓ abide by the guidelines issued periodically by the Government of India and/or the Banaras Hindu University
- ✓ deposit University fee at the appropriate times annually during the entire duration of your course
- ✓ fulfill the attendance requirements for class and for appearing at all examinations
- ✓ take any absence from BHU only **after prior intimation and permission** from the concerned Head/Dean (and Regional Officer, for ICCR Scholars)
- ✓ obtain extension for the period of your Student/Research Visa as needed, and notify any changes to the concerned Head/Dean/Coordinator/Principal and **to the International Centre** immediately

As a student of BHU, you agree that you will NOT:

- ✗ engage or involve yourself in any political or other controversial activities;
- ✗ join any activities prejudiced against the interest of your own country or against India;
- ✗ participate in any activities that may embarrass relations between India as your host country & any foreign country

NOTE on Academic Integrity: Admissions are provisional and subject to verification of the original with copies of mark sheets, certificates and other documents, by the respective Dean of Faculty /Head of Department/ Coordinator/Principal, through the respective Committees involved with admission. Genuineness of the document(s) must be satisfied for obtaining admission.

Provisional admission may be cancelled at any time during the entire period of the concerned course of study, if at any stage it is detected that the applicant provided fake or forged certificates or documents, indulged in any act of misconduct/ indiscipline/ moral turpitude, OR concealed any other relevant information at the time of seeking provisional admission. Such applicant is liable for prosecution by the Government of India and will be debarred from admission to any courses at BHU in the future.