



## Indian Council for Cultural Relations

### Admission process for academic year 2021-22 Guidelines for Universities

#### Processing applications of foreign students on A2A Portal of ICCR Scholarship

1. Foreign students will apply for admission in Indian Universities/ Institutes with award of ICCR Scholarship through A2A Portal (<http://a2ascholarship.iccr.gov.in>)
2. No physical application of foreign students will be considered by ICCR
3. No applications for MBBS/BDS / any medical courses / Casual Doctorate will be accepted by ICCR
4. The application of foreign student submitted online on A2A Portal of ICCR Scholarship will directly be received by University. Each applicant on A2A Portal will have option of applying in 5 different universities of his/her choice. Each University / Institute will be provided with ID and password to login their page on A2A scholarship portal. In case of any clarification, University / Institute shall contact ICCR Regional Office.
5. University will scrutinize the applications and only those applications which are complete in all aspects shall be process. Incomplete applications shall be rejected. Universities should also issue rejection letter for applicant (s) not found eligible for admission. If found eligible, university/institute will upload the admission acceptance letter on A2A portal. Decision of universities in accepting students should be uploaded and communicated on A2A Portal which will go to concern Indian Missions. **In case students is accepted for admission, Universities must ensure NOT TO CONTACT foreign applicant till the award of scholarship is confirmed by Indian Mission/ ICCR.**
6. In case University desires to communicate with any applicant (clarifications for academic/admission documentation purposes), a provision of 'Dialogue Box' is provided on each applicant's page opened by university on A2A Portal. University / Institute will type the message in the Dialogue Box which will be delivered to student's registered email. Copies of message will also be endorsed to ICCR and concerned India Mission for reference.
7. It may please be noted that selection of foreign students for award of scholarship will be done by concerned Indian Mission based on availability scholarship slots.
8. Once students accept iCCR scholarship, student acceptance letter will be sent to the universities.

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**On physical reporting of foreign students at University**

1. Student will report his arrival plans to International Student Advisor's office.
2. Temporary transit accommodation to each foreign student may be provided at university campus. Details of transit accommodation may be communication to students so that, on arrival student have complete postal address alongwith mobile or telephone numbers, E-mail address etc. of place of transit accommodation.
3. Receiving of students on arrival in India should be ensured by University through fellow students studying in university of if not depute someone to receive the students. Newly arriving students should be aware of the contact number (s) of person deputed to receive. Facebook, Social Media link of universities should be shared with the prospective students.
4. On arrival, assistance in completing admission procedure at university should be facilitated by ISA Office
5. **University should ensure opening of Bank Account through PFMS of the student in one of nationalized banks of India / Bank in which university / institute have account.** It is important to mention that payment from ICCR will be released only in student's bank account. No cash transaction will be made.
6. Foreign students should be facilitated to apply online for issuance of "Residential Permit" / Reporting at FRRO. In case of change of accommodation, change in residential address of should be updated/ informed to FRRO and ICCR.
7. Upon completion of admission formalities, Joining Report alongwith bifurcated fees structure of entire course of each student should be issued by ISA to student and ICCR Regional Offices. ICCR can release university fees only after receiving Joining Report.
8. It may be noted that ICCR will pay to university only tuition and other compulsory fees. Other fees such as security deposit, any refundable fees, hostel electricity charges shall not be paid by ICCR. University shall collect it from student.
9. Hostel fees will be paid by student directly to university.
10. No dues of hostel fees should be completed by student. ICCR will not be liable to pay pending dues of student after departure of student.

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