

**ST. ANDREW'S COLLEGE OF ARTS, SCIENCE & COMMERCE**  
**St. Dominic Road, Bandra (W), Mumbai 400 050.**

Applying in the Minority / Open Merit/ Sports/Reserved Category  
(All Students except BA/ BCOM Inhouse)

**FYBA / FYBCOM / FYBMS/FYBMM/ FYBSC (IT)/FYBAF/ FYBBI AND**  
**FYBSC(HS) ADMISSION SCHEDULE 2018-19**

The following is the schedule for the above mentioned First Year Degree admission for the academic Year 2018-19.

**IMPORTANT:** -

1) It is mandatory to apply online and take a print out of Pre-Enrollment University admission form ([mum.digitaluniversity.ac](http://mum.digitaluniversity.ac)). Students must also fill up College online Admission form and take a printout <http://admission.onfees.com/login?instituteld=364>

2) Incorrect and Incomplete information will lead to cancellation of admission.

3) College Prospectus is available on the college website.

**Note 1:**Non-Indian Passport Holders must do their admission directly through **Single Window System at Mumbai University Fort Campus**. Please refer to University Circular attached. Please do not apply online for admission.

**Note 2:** Procedure for Provisional Eligibility Certificate for students coming from any other Board/ University other than the Maharashtra H.S.C. Board (e.g. CBSE, ICSE, NIOS, etc.) and having Indian passports will be done at the time of admission to this college. **NRI students to follow NOTE 1 above.**

**Note 3:** Students applying from Foreign Boards like IGCSE and IB etc. and having Indian passports should obtain a Provisional Eligibility (Prima- Facie) letter from the University of Mumbai before submission of their forms.

**Note 4:** The Reservation Policy prescribed by the Government of Maharashtra will be followed.

|   |   |                          |
|---|---|--------------------------|
| Fill up Pre-Enrollment University online admission form at <a href="http://mum.digitaluniversity.ac">mum.digitaluniversity.ac</a> (helpline no.8411860004)<br>And<br>Fill up St. Andrew's College online admission forms at <a href="http://admission.onfees.com/login?instituteld=364">http://admission.onfees.com/login?instituteld=364</a><br><b>+91 9773914915 (Helpline No.)</b> | Friday, 01 <sup>st</sup> June 2018<br>to Tuesday 12 <sup>th</sup> June 2018 | (upto 12.00 Noon)        |
| First Merit List (on <a href="http://www.standrewscollege.ac.in">www.standrewscollege.ac.in</a> )   | Tuesday, 12 June 2018   | 5.00 p.m.                |
| Verification of Documents and Online payment of fees  | Wednesday, 13 June 2018 to Friday 15 June 2018                              | 9.30 a.m. to 12.00 noon. |
| Second Merit List   | Friday, 15 June 2018  | 5.00 p.m.                |
| Verification of Documents and Online payment of fees  | Monday, 18 June 2018 to Wednesday, 20 June 2018                             | 9.30 a.m. to 12.00 noon. |
| Third & Final Merit List  | Wednesday, 20 June 2018   | 5.00 p.m.                |
| Verification of Documents and Online payment of fees  | Thursday, 21 June 2018, Friday, 22 June 2018 and Monday, 25 June 2018       | 9.30 a.m. to 12.00 noon. |

Date: 31 May 2018

Dr. (Ms). M. B. Fernandes  
PRINCIPAL



# University of Mumbai

No.-REG/ICC/2017-18/5



## CIRCULAR

The University of Mumbai has decided to admit all international students (FR, FS, PIO, OCI, NRI [Appendix-1]) through a Single Window System from the Academic Year 2018-19. Edulab Educational Exchange Pvt. Ltd., has been identified by the University as the Service Provider to provide all the services pertaining to admission of international students (FR, FS, PIO, OCI, NRI [Appendix-1]) at all affiliated/recognized colleges/institutions and University Departments of the University of Mumbai through a Single Window System. The Edulab Educational Exchange Pvt. Ltd. will be responsible for providing all type of assistance to international students (FR, FS, PIO, OCI, NRI [Appendix-1]) who wish to seek admission at the University of Mumbai. Henceforth, no affiliated/recognized colleges/institutions and University Departments of the University of Mumbai be permitted to admit international students (FR, FS, PIO, OCI, NRI [Appendix-1]) directly.

Dr. Sunil Patil, Director, Department of Students' Development and University Information Bureau and Foreign Students' Advisor, University of Mumbai (Contact No.: 022 22042859) has been assigned the duties of co-ordinating entire admission process of international students on behalf of University of Mumbai while Mr. Pratik Gandhi, Chief Executive Officer, Edulab Educational Exchange Pvt. Ltd. (Contact No.: 022 26879696, 26879697) will act as Students Co-ordinator to facilitate admission process.

All affiliated/recognized colleges/institutions and University Departments of the University of Mumbai and the students who wish to seek admission at the University of Mumbai must follow the procedure given in the Appendix-2 and Appendix-3 respectively. The last date of admission is July 15, 2018.

Mumbai - 400032  
March 03, 2018

  
Dr. Dinesh Kamble  
Registrar

To,  
All Principals/Directors of Colleges Affiliated to University of Mumbai, Recognized Institutes of the University of Mumbai and Heads of the University Departments



## Definitions of Foreign Students

(Reference: [www.mea.gov.in/faq-overseas-indians.htm](http://www.mea.gov.in/faq-overseas-indians.htm))

### Foreign Students (FR / FS)

Foreign Student (FR / FS) means student holding passport issued by foreign countries including people of Indian origin who have acquired the nationality of foreign countries.

### Persons of Indian Origin (PIO)

Person of Indian Origin (PIO) means the person who is the citizen of other countries (except Pakistan and Bangladesh) who at any time held an Indian Passport, or who or either of his/her parent or any of his/her grandparent was a citizen of India by virtue of provisions of the Constitution of India or Section 2 (B) of Citizenship Act, 1955 (Act No. 57 of 1955).

Person of Indian Origin (PIO) means a foreign citizen (except a national of Pakistan, Afghanistan, Bangladesh, China, Iran, Bhutan, Sri Lanka and Nepal) who at any time held an Indian passport Or who or either of their parents/ grand parents/ great grand parents was born and permanently resident in India as defined in Government of India Act, 1935 and other territories that became part of India thereafter provided neither was at any time a citizen of any of the aforesaid countries (as referred above); or who is a spouse of a citizen of India or a PIO.

### Overseas Citizen of India (OCI)

A foreign national, who was eligible to become citizen of India on 26.01.1950 or was a citizen of India on or at anytime after 26.01.1950 or belonged to a territory that became part of India after 15.08.1947 is eligible for registration as Overseas Citizen of India (OCI). Minor children of such person are also eligible for OCI. However, if the applicant had ever been a citizen of Pakistan or Bangladesh, he/she will not be eligible for OCI.

### Non-Resident Indians (NRI)

Non-Resident Indians (NRI) as defined in Income Tax Act, 1961 with the following clarifications: An individual is Non-Resident, when he/she is "not a resident" or who is "not ordinarily resident". A person is treated as "not ordinary resident" when any of the following conditions is satisfied.

(1) If he/she has not been resident in India in nine out of ten preceding years; (OR) (2) If he/she has not been in India for a period of 730 days or more during the preceding seven years.

Note: Cut-off date to decide the NRI status is last date of the preceding financial year.



## Instructions to Affiliated / Recognized Colleges / Institutions and University Departments of the University of Mumbai

- No Affiliated / Recognized College / Institute and/any University Department will henceforth be permitted to admit international students (FR, FS, PIO, OCI, NRI [Appendix-1]) directly.
- All international students (FR, FS, PIO, OCI, NRI [Appendix-1]) interested to seek admission at University of Mumbai must approach to the link ([mu.admissiondesk.org](http://mu.admissiondesk.org)) available on website of the University of Mumbai ([www.mu.ac.in](http://www.mu.ac.in)).
- The Edulab Educational Exchange Pvt. Ltd. will scrutinize the received applications from international students and send the scrutinized applications to the Department of Students' Development.
- The Department of Students' Development will forward these applications to the Eligibility Section of the University of Mumbai.
- The Eligibility Section will issue Prima Facie Letter of the eligible students and forwarded it to the Department of Students' Development.
- The Department of Students' Development will issue Provisional Admission Letter to the eligible students and communicate them through E-mail.
- The students who receive the Provisional Admission Letter will send the Willingness Letter and Admission Processing Fees to Department of Students' Development and Finance and Accounts Officer, University of Mumbai respectively.
- The Department of Students' Development will allot the college to the students as per their merit and send the Letter of Intimation to the Colleges/Institutes/Departments.
- The College/Institute/Department must nominate one Senior Faculty as Head, International Student Admission Process to monitor the process of admission of international students. He/she will also co-ordinate the process with the University.
- The College/Institute/Department should send the information about Head, International Student Admission Process (Name, email and mobile no.), seats available, year-wise fees structure, course contents and Acceptance Letter to the Department of Students' Development within three days on the e-mail, [international.admission@mu.ac.in](mailto:international.admission@mu.ac.in)
- The College/Institute/Department or their Management does not have any right to reject the admission communicated by Department of Students' Development. It is compulsory to the Colleges/Institutes/Departments to accept the admission of International Students (FR, FS, PIO, OCI, NRI [Appendix-1]) without considering merit of their domestic students or their cut off marks of merit list.
- The College/Institute/Department must give the admission as per 15% quota for each course in addition to the sanctioned intake of seats granted by the University of Mumbai.
- The Department of Students' Development will send the fees structure to the student and student will pay the admission fees to Finance and Accounts Officer, University of Mumbai.



- After payment of fees the Department of Students' Development will send Confirmation Letter of Admission to the Colleges/Institutes/Departments.
- It is the responsibility of the College/Institute/Department to obtain Final Eligibility Certificate / PG Registration / Ph.D. Registration and Enrollment of the Admitted Students from the concerned University authorities. The University will not be responsible for the same.
- The College/Institute/Department must send College Share Components of fees structure of the course offered by the students and within three days after the receiving of Confirmation Letter of Admission on the e-mail, **international.admission@mu.ac.in**
- The Department of Students' Development will send College Share Components directly to the account of College/Institute.
- The Engineering, Pharmacy, Management and Architecture Colleges must follow the procedure prescribed by DTE for admission of international students and communicate it to the Department of Students' Development. The Engineering, Pharmacy, Management and Architecture Colleges must complete above procedure after confirmation of their admissions.
- Also, no Affiliated / Recognized College / Institute and any University Department will henceforth be permitted to admit international students coming from ICCR directly. The communication of such students will be intimated to the concerned College/Institute/Department by the Department of Students' Development. The procedure of such admission is also same as prescribed above.
- The College/Institute/Department must complete the process of FRRO/FRO within 07 days from the date of joining of the international student as per the guidelines issued by University Grants Commission, New Delhi, vide its letter no.- D.O.No.F.1-1-2016 dated June 20, 2016.
- The College/Institute/Department must follow the above guidelines for admitting the students for First Year only and for -remaining years of their study College/Institute/Department will give the admission to such students directly.
- The student interested to seek admission directly for Second or Third year then the College/Institute/Department must follow the above guidelines and for remaining years of their study, the College/Institute/Department will give the admission to such students directly.



**Instructions to International Students (FR, FS, PIO, OCI, NRI) .  
Interested to Seek Admission in Affiliated / Recognized Colleges /  
Institutions and University Departments of the University of Mumbai**

- All international students (FR, FS, PIO, OCI, NRI [Appendix-1]) interested to seek admission at University of Mumbai must approach to the link ([mu.admissiondesk.org](http://mu.admissiondesk.org)) available on website of the University of Mumbai ([www.mu.ac.in](http://www.mu.ac.in)).
- Students will have to upload their documents (Academic qualifications, transcripts and details of passport) on the website and pay the Eligibility Fees of \$50 per course online to the Finance and Accounts Officer, University of Mumbai. The Eligibility Fees will not be refunded to the student under any circumstances.
- The Department of Students' Development, University of Mumbai will send the documents of the students to the Eligibility Section of the University of Mumbai.
- In some cases the student will be informed through an email to obtain the Equivalence Certificate from Association of Indian Universities (AIU). It is the responsibility of the student to obtain such Equivalence Certificate.
- The Eligibility Section will issue Prima Facie Letter of the eligible students and will forward it to the Department of Students' Development.
- The Department of Students' Development will issue Provisional Admission Letter to the eligible students and communicate them through an E-mail.
- The students who receive the Provisional Admission Letter must send the Willingness Letter through an email and pay the Admission Processing Fees of \$1150 online to the Finance and Accounts Officer, University of Mumbai. The Admission Processing Fees will not be refunded to the student under any circumstances.
- Each student will have an option of choosing 5 Colleges/Institutes/Departments as an option for each course they want to select in the order of preference 1 to 5. The right of allocation of College/Institute/Department is reserved with the University. No student has right to reject the allotted College/Institute/Department.
- The Department of Students' Development will allot the college to the students as per their merit and send the Final Admission Letter bearing the information of details of allotted College/Institute/Department, fees structure, details of bank account to the students. The student can use the same letter to obtain the Visa.
- Student must pay the Admission Fees mentioned in the Final Admission Letter online to the Finance and Accounts Officer, University of Mumbai. The fees will be refunded to the student as per the guidelines issued by the University time to time.
- Student must communicate the photocopies of receipt of payment of fees issued by their concerned bank and Visa on the email [international.admission@mu.ac.in](mailto:international.admission@mu.ac.in)
- The student must join the allotted College/Institute/Department before the commencement of the term and approach the Head, International Student Admission Process of the allotted College/Institute/Department as mentioned in the Final Admission Letter personally and complete the formalities of the admission at the college/institute/department level.



- The student must approach Head, International Student Admission Process for completion of the process of FRRO/FRO within 02 days from the date of joining of College/Institute/Department as per the guidelines issued by University Grants Commission, New Delhi, vide its letter no.- D.O.No.F.1-1-2016 dated June 20, 2016.
- It is the responsibility of international student to find the place of accommodation. The University and Edulab Educational Exchange Pvt. Ltd. will not be responsible for accommodation of the international students. However, the Edulab Educational Exchange Pvt. Ltd. will provide the assistance to the international students in finding the place for accommodation.
- For any query, a student should email us on [international.admission@mu.ac.in](mailto:international.admission@mu.ac.in)