



University of Mumbai

No.-DSDIB/ICD/2021-22/2

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 2017-18. 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]) in Arts, Commerce and Science faculties at all affiliated/recognized colleges/institutions and University Departments of the University of Mumbai through a Single Window System. 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. **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 to Arts, Commerce and Science faculties.**

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 31, 2021.**

Dr. Samir Kulkarni

Director,

Innovation, Incubation and Linkages,
University of Mumbai

Dr. Sunil Patil

Director,

Department of Students' Development,
University of Mumbai

Mumbai – 400032

April 16, 2021

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)

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) / Overseas Citizen of India (OCI)

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).

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.

SAARC Students

SAARC citizen means a student holding passport/nationality of Afghanistan, Bangladesh, Maldives, Bhutan, Pakistan, Sri Lanka and Nepal) including people of Indian origin who have acquired the nationality of SAARC countries.

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; (OR)
- (3) If he/she has completed higher secondary school education (10th or 12th or Graduation) from outside India

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

- 1) No Affiliated / Recognized College / Institute and/any University Department will be permitted to admit international students (FR, FS, PIO, OCI, NRI [Appendix-1]) in Arts, Commerce and Science faculties directly.
- 2) All international students (FR, FS, PIO, OCI, NRI [Appendix-1]) interested to seek admission in Arts, Commerce and Science faculties at University of Mumbai will apply to the link, **mu.admissiondesk.org** available on website of the University of Mumbai (**www.mu.ac.in**) and pay Eligibility Fees.
- 3) Edulab Educational Exchange Pvt. Ltd. will scrutinize the received applications from international students and send the scrutinized applications to the Department of Students' Development.
- 4) The Department of Students' Development will forward these applications to the Eligibility Section of the University of Mumbai.
- 5) The Eligibility Section will issue Prima Facie Letter of the eligible students and forward it to the Department of Students' Development.
- 6) The Department of Students' Development will issue Provisional Admission Letter to the eligible students and communicate them through E-mail.
- 7) The students who receive the Provisional Admission Letter will send the Willingness Letter and Admission Processing Fees.
- 8) The Committee constituted by the Hon'ble Vice-Chancellor will allot the college to the students as per their merit and Department of Students' Development will send the Letter of Intimation to the Colleges/Institutes/Departments.
- 9) 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.
- 10) 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**
- 11) The College/Institute/Department or their Management does not have any right to reject the admission communicated by Department of Students' Development. It is mandatory 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.
- 12) 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.
- 13) The Department of Students' Development will send the fees structure to the student and student will pay the admission fees on the portal

- 14) After payment of fees the Department of Students' Development will send Confirmation Letter of Admission to the Colleges/Institutes/Departments.
- 15) **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 Department of Students' Development will not be responsible for the same.**
- 16) The College/Institute/Department must send 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**
- 17) The Department of Students' Development will send Fees of students directly to the account of College/Institute after receiving Confirmation Letter of Admission and Enrollment of students at University of Mumbai.
- 18) Also, no Affiliated / Recognized College / Institute and/any University Department will be permitted to admit international students coming from ICCR directly in Arts, Commerce and Science faculties. 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.
- 19) The College/Institute/Department must complete the process of FRRO/FRO within 07 days from the date of joining of the international student/s 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.
- 20) 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.
- 21) For the admission of students directly to Second or Third year, 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 the 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**

- 1) All international students (FR, FS, PIO, OCI, NRI [Appendix-1]) interested to seek admission at in Arts, Commerce and Science faculties University of Mumbai must approach to the link, **mu.admissiondesk.org** available on website of the University of Mumbai (www.mu.ac.in).
- 2) 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 on the portal. **The Eligibility Fees will not be refunded to the student under any circumstances.**
- 3) The Department of Students' Development, University of Mumbai will send the documents of the students to the Eligibility Section of the University of Mumbai.
- 4) In some cases the student will be informed through an email to obtain the Equivalence Certificate from Association of Indian Universities (AIU), New Delhi. It is the responsibility of the student to obtain such Equivalence Certificate.
- 5) The Eligibility Section will issue Prima Facie Letter of the eligible students and will forward it to the Department of Students' Development.
- 6) The Department of Students' Development will issue Provisional Admission Letter to the eligible students and communicate them through an E-mail.
- 7) The students who receive the Provisional Admission Letter must proceed towards paying the Admission Processing Fees of \$1150 online on the portal. **The Admission Processing Fees will not be refunded to the student under any circumstances.**
- 8) Each student will have an option of choosing minimum 5 (Five) 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.
- 9) The Committee constituted by Hon'ble Vice-Chancellor 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.
- 10) Student must pay the Admission Fees mentioned in the Final Admission Letter online on the portal. **The fees will be refunded to the student as per the guidelines issued by the University time to time.**
- 11) 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.

- 12) 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.
- 13) Once the student has completed the FRRO process he/she needs to upload the copy of the same along with the resident permit on the website.
- 14) Student also needs to upload Medical Report (Including physical fitness, blood investigation report, flu tests, etc.) from Physician/Doctor on the website/portal.
- 15) 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, Edulab Educational Exchange Pvt. Ltd. will provide the assistance to the international students in finding the place for accommodation.
- 16) For any query, a student should email us on **international.admission@mu.ac.in**