



APPLICATION FORM FOR INTERNATIONAL STUDENTS
(For Academic Session 2013-2014)

Please Read Terms & Conditions under Section 5 &6 before completing form and ensure that the form is completed correctly.

SECTION 1 : PRELIMINARY DETAILS



- 1) Please fill up the form in BLOCK LETTERS
- 2) Tick on preference of your course from the below list offered by Gujarat Technological University

- | | |
|--|--|
| <input type="checkbox"/> Diploma in Engineering | <input type="checkbox"/> Diploma in Pharmacy |
| <input type="checkbox"/> Bachelor in Engineering | <input type="checkbox"/> Bachelor in Pharmacy |
| <input type="checkbox"/> Master in Engineering | <input type="checkbox"/> Master in Pharmacy |
| <input type="checkbox"/> Master in Business Administration (MBA) | <input type="checkbox"/> Master in Computer Application (MCA) |
| <input type="checkbox"/> Master in Applied Management (MAM) | <input type="checkbox"/> Master in Technology Management (MTM) |
| <input type="checkbox"/> Master in Pharmacy Management | <input type="checkbox"/> Doctor of Philosophy in _____ |

Please write down preference of your Specialization from above selected course.

- 1) _____
- 2) _____
- 3) _____

OFFICE USE ONLY

Check list: Complete incomplete, details:.....

Application Received by: Date:

Comments.....



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SECTION 4 : ACADEMIC/ PROFESSIONAL DETAILS

Academic Records: (Starting from Xth Std./Secondary / Matriculation Onwards)

Name Of Examination	Name of School/College/University	Year of Passing	Percentage /Grade	Major Subject

Please give details of any English Language qualifications you have obtained e.g. IELTS or TOFEL

Name Of Examination	Date of Examination	Year of Passing	Result

WORK EXPERIENCE (IfAny) :

Name Of Organisation	Designation	Tenure		Duties Performed	Address & Contact No.
		From	To		

Language Proficiency (Check all that apply)

S(Speak) R(Read) W(Write) F(First Language) H(Spoken at Home)

	S	R	W	F	H
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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SECTION 5 : DOCUMENTS TO BE ENCLOSED

Documents to be enclosed:

1. Recent Passport Size Photographs (10 nos.)
2. Original Mark Sheets and Certificates of All Passed Examinations (5 sets),
Of 10+2 / Intermediate /Senior Secondary/Higher Secondary/Pre - University Mark sheet &
Certificate with 5 sets of Photo copies, (*In-case of admission Under Graduate Program*)
OR
Of Bachelor or Graduate Mark sheet & Certificate with 5 sets of Photo copies (*In-case of admission
Under Post Graduate Program*)
OR
Of Post Graduate Mark sheet & Certificate with 5 sets of Photo copies (*In-case of admission under
Doctoral Program*)
3. Certified copies (English translated) of the Marks/ Grade Sheet of the AllQualifying Examination till
now. (5sets)
4. Birth Certificate or an Examination Certificate Showing Date of Birth (5 sets)
5. Original Passport along with 5 set of Photo Copies / Citizenship Card in case of students from Nepal
or Bhutan,
6. Copy of Letter Showing Award of Scholarship from Indian Embassy of Country of Origin with 5
Photo Copies,
7. Student Visa along with 5 set of Photo Copies,
OR
All Previous Visa (If the Student is in India from previous Study in any Indian Institute or
University)
8. Student's Affidavit form (5 nos.)
9. Proof of NationalityStatus of Student/ Parents/ Sponsor
10. Residential Permit (RP) with required necessary changes from FRO (in case of the students who are
in India),
11. Medical Fitness Certificate to be availed from Sola Civil Hospital, Ahmedabad.
12. Recommendation letter from the Dean or appropriate authority from home university



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SECTION 6 : TERMS & CONDITIONS

DISABILITY AND MEDICAL CONDITIONS AFFECTING STUDIES

Do you consider yourself disabled as defined by the Disability Discrimination Act, i.e. do you have a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities as well as your study?

No Yes

If yes, Provide details _____.

Do you have any medical condition, temporary or permanent, which we should be notified of as it may significantly affect your attendance? This means any condition which is likely to lead to 25 (twenty five) % as missed classes during the length of the course, and includes any illness that though you do not have at present you are aware, you are likely to get at some point in the foreseeable future. Examples include: recurrent illnesses (such as hay fever, severe back problems, etc.) conditions resulting in occasional severe illness (such as sickle-cell anemia) and conditions likely to produce occasional illness sufficient to cause absence from classes (such as, and including, pregnancy).

No Yes

If yes, Provide details _____.

TERMS AND CONDITIONS & UNIVERSITY REGULATIONS

The student, by signing this application form, agrees to abide by the university's regulations and policies, which are displayed in the university prospectus and on the university website as updated from time to time. An abbreviated summary of the main points of relevance to applicants follows as under.

STUDENT RESPONSIBILITIES

1. All applications must be accompanied by all the above listed documents along with a non-refundable registration fee of the course. Overseas students must also provide the evidence of their financial ability to pay the course fees and India living expenses. The documentation required must be clear, legible and where necessary translated into English language by an approved translator.
2. On arrival in the India, students will be assessed by the University academic staff for ability to follow their chosen course successfully. The university may require the student to complete an access course or undertake remedial classes before joining their course, if necessary. Applications for exemptions will be assessed by and granted at the discretion of the university. Any exemptions granted will be subject to the conditions applying to that exemption. The decisions of the University on access and exemptions are final. The student agrees to follow any access course or remedial course that may be required if it is found that the student does not in fact have the level of knowledge and/or skills required to follow the course and which the student's entrance qualifications suggested he had.
3. Students are required to attend all lectures, take all tests and submit on time, assignments set by their tutors: failure to do so may result in re-sits, which may in turn affect the student's duration of studies, fees, completion, etc. The university may also withdraw sponsorship, or not continue sponsorship, of a student whose attendance or punctuality is unsatisfactory. It is the student's responsibility to apply for and register with relevant academic or professional bodies where applicable and to enter for any



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external examinations. Students must comply with the rules and regulations of relevant external bodies. Overseas students must follow a full-time weekday course for the duration as prescribed in the teaching and study scheme for the semesters as per the academic calendar and comply with all other immigration regulations and laws. Students must abide by all University regulations as amended and updated from time to time.

4. Simultaneously, the International Students need to comply with all other weekend courses and projects as part of their chosen courses and subjects time to time. Unfulfilling this may lead him / her to have backlogs in that particular subject/s.
5. Under the University's Disciplinary Regulations students may be expelled for grossly improper conduct, including the provision of false or forged documentation in their application, or any conduct that interferes with the well-being of other students, staff or the reputation of the University, or which interferes with the university's ability to meet its obligations to UGC / AICTE or other relevant bodies. Students will be required to pay for any damage they cause to the premises and/or property of the University, or property in the care of the University, or their accommodation arranged by the University. Students will be required to pay any charges incurred by them under University financial regulations (see below). No refund of fees will be granted to expelled students and they will remain liable for any extant fees and charges.
6. Students must notify the University promptly of any change to their Indian address and/or telephone number or any other contact details, and of any reason for absence, such as sickness.
7. Should you wish to provide additional details please use separate sheets. Enclose the necessary documents in support of your application as listed in the above section 5.

UNIVERSITY RIGHTS AND RESPONSIBILITIES

1. The University reserves the right to assess applications and to offer admissions or reject applicants as it deems appropriate, in line with course entry requirements and the responsibilities placed on the University by the UGC / AICTE. Accordingly, the University may ask applicants to provide additional information where necessary.
2. The University reserves the right to alter dates, fees and any particulars in published material (in prospectus, brochures, or on the website) without prior notice. The University also reserves the right to vary, amend or introduce regulations, terms, policies and procedures without prior notice, within reason. This does not affect students' statutory rights.
3. The University accepts no legal liability in the case of accidents, illness, loss of or damage to personal effects or mail, or for any damages or accidents to the International Students caused through negligence or otherwise by a third party.
4. The University reserves the right to contract any third party to provide services, including enforcing any terms of this agreement, and to store and share with any parties as appropriate, students' personal information.
5. The University reserves the right to conduct and provide its services from premises within reasonable commuting distance of its current campus or at the campus of any affiliating institutes or colleges.
6. The University reserves the right to initiate the recovery of all outstanding fees or University property from the students, such recovery may require legal action as appropriate.
7. The University will adhere to and implement good practices as advocated by the relevant accrediting and awarding bodies.
8. The University reserves the right to change a student's fee status classification in light of changes in relevant legislation or where the student has withheld relevant information.
9. The University reserves the right to make special arrangements to cover exceptional/extenuating circumstances, at the discretion of the University.
10. The University reserves the right to undertake remedial/disciplinary action with students as appropriate and as defined in the University's student handbook, particularly where students breach the University's



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regulations or those of its external partners and accrediting bodies, or indeed the UGC / AICTE regulations.

FINANCIAL REGULATIONS, REFUNDS AND TRANSFERS

1. Students must pay the full tuition fees to enroll for a specific course. Students are required to re-enroll, and pay fees, at the beginning of each successive year of the course, and are liable on enrolment for the fees for the whole year, and will remain liable unless a refund is granted.
2. Course fees may be paid by installments semester wise at the discretion of the University. Overseas students are not normally eligible for this facility for their first year at the university.
3. The University reserves the right to make the following charges, at the rates detailed in University regulations as updated from time to time:
 - ⇒ Installment payment administrative charges;
 - ⇒ Late payment penalty charges;
 - ⇒ Administrative charges for costs of dealing with missing payments, such as dishonored cheque;
 - ⇒ Administrative charges for refunds;
 - ⇒ Transfer charges for students who have already arrived in the India and who defer their studies to a later session of their course or to another course starting at a later session;
 - ⇒ Accommodation charges including non-refundable deposit of one month rent on accommodation arranged by the university in advance at the student's request;
 - ⇒ late submission penalties, assessment re-takes and any other such charges for additional work incurred by academic staff due to the failure of the student to meet course requirements.
4. Students are contractually entitled under the terms of this agreement to a full refund of all tuition fees paid, minus a refund administrative charge, in the following circumstances:
 - ⇒ if the university is unable to offer an advertised course on the advertised start date or within a reasonable period thereafter;
 - ⇒ if a student applying from overseas is refused a visa and is thus unable to come to the India to take up his/her course of study. Students are eligible for a discretionary full or partial refund of tuition fees, minus refund administrative and other charges, to be granted at the discretion of the university, if they meet the following requirement: that they, through no fault of their own, through circumstances beyond their control, are unable to follow the course.
 - ⇒ Refunds will be granted according to the university's Transfer and Refunds Policy. All applications for refunds, whether contractual or discretionary, must be on the university's refund forms and must have the required documentation attached.
5. Students are advised that the full University regulations, procedures and policies are available on the University website and can be provided upon request.



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SECTION 7 : STUDENT'S DECLARATION

Declaration:

I hereby declare that all the particulars stated in this application form are true to the best of my knowledge and belief. I have read and understood all provisions of admissions and agree to abide by them. In the event of submission of fraudulent, incorrect or untrue information or suppression or distortion of any fact like educational qualification, marks, nationality etc., I understand that my admission/degree is liable for cancellation. I further understand that my admission is purely provisional subject to the verification of the eligibility conditions. I am also aware of the financial obligation of applying to and studying at this University / Institution and I undertake to pay the tuition and other fees payable to the University / Institution and to abide by all rules and regulations of the University / Institution.

Signature of the applicant

Signature of the Parent/ Guardian

Date: _____

Date: _____

Please send completed form to:

Prof. Mitesh Dadhania,
International Students Adviser,

Hard Copy at:
Gujarat Technological University,
Vishvakarma Engineering College Campus,
Nr. Visat Three Roads,
Chandkheda,
Ahmedabad – 382424,
Gujarat,
India

Soft Copy at: Email:
foreignstudentcell@gtu.edu.in
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