

**Office of Alumni Affairs and International Relations**  
**IIT Kharagpur**

**COMPLETE PROCESS FLOW OF ENGAGING WITH INTERNATIONAL STUDENTS AT IITKGP**

*Draft updated 28.09.18.*

**Definitions:**

**APPLICANT:** An interested foreign national or research scholar intending to visit IITKGP (i) on long stay for a degree, (ii) part of a dual degree program, or (iii) on short stay for coursework or project work not leading to a degree.

**STUDENT:** The successful Applicant becomes a STUDENT upon enrollment in appropriate (i) degree program or (ii) coursework/research not leading to a degree.

**ACTIVITY:** Details of degree program, or coursework/project/research not leading to a degree, to be taken up at IITKGP

**MENTOR:** A faculty member of IITKGP who is given the role of faculty advisor or research advisor to STUDENT

**DURATION:** Specific semester(s) or other duration to be spent at IIT KGP for intended ACTIVITY. (i) For degree programs, relevant rules to be followed. (ii) For dual masters/doctoral programs, specific agreements to be followed. (iii) For short term visits not leading to a degree, total duration not to exceed one year, i.e., at most two consecutive semesters with the intervening summer / winter term.

**HOME INSTITUTION:** Foreign institution where STUDENT is currently enrolled for a degree program (applicable for short-term visit Applicants)

**HOME INSTITUTION ADMINISTRATOR:** Dean or Chairman/Head of Dept or Faculty Advisor or equivalent at HOME INSTITUTION who is authorized to monitor STUDENT'S academic progress (applicable for short-term visit Applicants).

Sl#	STAGE	Degree Program (Master's/ Doctoral) Applicants	Whether applicable for Dual doctoral/ master's students with comments	Whether applicable for Non-degree applicants (Short term visitors) with comments
1.	<b>EXPLORATION</b>	Applicant contacts Dept/Center/School showing interest in pursuing academic activities at IITKgp. If OIR is contacted first, applicant is referred to relevant D/S/C.	No. Applicant directly contacts D/S/C or potential supervisor.	Yes
2.	<b>EVALUATION</b>	(a) Applicant fills up pre-application form	No. Special DDP form is used.	Yes. <b>except: pre-app form is ND type</b>
		(b) OIR verifies pre-app for completeness	No	Yes
		(c) OIR sends pre- application form, scans of all relevant docs, 'Departmental Recommendation Form (DRF)', evidence of funding (if any) to Dept/Center/School.	No	Same as Degree program applicants, <b>except: pre-app forms and Dept. Recommendation forms are ND type</b>
		(d) D/C/S evaluates the application. If found eligible, D/C/S contacts the applicant and conducts an detailed interview (in-person or on-line)	No	Same as Degree program applicants; <b>except interview is optional</b>
3	<b>APPROVAL</b>	(a) If applicant is found acceptable, HoD/C/S assigns mentor to applicant, sends recommendation (DRF) to Dean IR and Dean UG/PG	Yes.	Yes
		(b) If Dean UG/PG approves, OIR sends offer letter to Applicant including MHRD form, requesting supporting documents and information (e.g. passport, nearest Indian Consulate etc.) with copy to HoD/C/S, Fac. Adv./mentor, Dean UG/PG, Registrar. [**For citizens of "special category" countries, OIR requests Registrar for special clearance from GoI before sending offer letter.]	Yes.	Yes
		(c) Upon acceptance of offer letter, for citizens of other than "special category" countries, OIR requests Registrar for clearance from GoI.	Yes.	Yes

Sl#	STAGE	Degree Program (Master's/ Doctoral) Applicants	Whether applicable for Dual doctoral/ master's students with comments	Whether applicable for Non-degree applicants (Short term visitors) with comments
		(d) OIR sends invitation letter to Applicant copied to Fac. Adv/mentor , HoD/S/C, Registrar, Dean IR, Deans UG/PG, Indian Consulate	Yes.	Yes
4	<b>PREPARATION TO ARRIVE</b>	(a) OIR asks applicant to intimate visa details and date of arrival at IITKgp, and awaits details	Yes.	Yes
		(b) Upon receiving details, OIR informs Dean UG/PG, Academic Section, HMC, BCRTH, ERP, D/C/S of incoming student. OIR also arranges (at cost) for airport pickup if requested.	Yes.	Yes
5	<b>POST ARRIVAL</b>			
		On arrival at the campus the STUDENT reports to OIR. a) OIR verifies his/her passport, visa, etc. b)OIR guides STUDENT on all immigration (incl. FRO registration), banking, official and campus life related matters. c)OIR connects STUDENT to MENTOR and IRC student members. d) OIR informs HMC and BCRTH e) OIR hands over STUDENT to Academic Section	Yes.	Yes. Additional: OIR informs home institution of student's arrival
		a) Following successful verification of immigration documents by <u>OIR</u> , <u>Academic section</u> (AS) undertakes verification of academic documents necessary for intended ACTIVITY by the STUDENT. b) <u>ERP</u> opens link to STUDENT for fees payment, registration, and other details.	Yes	

SI#	STAGE	Degree Program (Master's/ Doctoral) Applicants	Whether applicable for Dual doctoral/ master's students with comments	Whether applicable for Non-degree applicants (Short term visitors) with comments
		c) After fees are paid, <u>AS</u> issues STUDENT'S <b>Roll No.</b> and ' <b>Smart card/ID card</b> ' d) <u>HMC</u> issues <b>accommodation</b> and <b>Medical Book</b> . e) BCRTH evaluates health and immunization record of STUDENT, makes recommendation. f) The STUDENT registers for courses and/or research as per offer letter. <u>MENTOR</u> approves the same or any deviation from the original plan. g) STUDENT initiates ACTIVITY.		
6	<b>ENROLLMENT AND ACTIVITY</b>			
		a) At the end of the semester/course/project/ <b>grades</b> are entered in ERP. b) If ACTIVITY is complete: <ol style="list-style-type: none"> <li>i) Student submits "<b>no dues</b>" certificate from Halls/library etc. to AS.</li> <li>ii) <u>Academic Section</u>: Reviews and verifies the documents; Dean UG/PG, Dean AA&amp;IR and OIR are copied by <u>ERP</u>.</li> <li>iii) AS initiates process of award of degree for degree students</li> <li>iv) AS issues STUDENT his/her '<b>Completion letter</b>' and</li> </ol>	Yes. DDP rules apply	<u>HoD</u> certifies that ACTIVITY is completed in <u>ERP</u> .  Performance report/transcript is issued. No degree certificate is issued  <u>OIR</u> : informs HOME INSTITUTION ADMINISTRATOR that ACTIVITY is complete and officially sends them the <b>performance</b>

SI#	STAGE	Degree Program (Master's/ Doctoral) Applicants	Whether applicable for Dual doctoral/ master's students with comments	Whether applicable for Non-degree applicants (Short term visitors) with comments
		'performance report' for non-degree students		report.
7	<b>COMPLETION AND EXIT</b>	a) OIR arranges an appointment with the local FRO for completion of 'exit permission' formalities b) OIR updates <b>S-Form/C-form</b> online as per Bureau of Immigration of India before STUDENT leaves campus. c) <u>OIR</u> records exit of STUDENT from campus.	Yes	Yes
		d)		