

Indian Council for Cultural Relations
Azad Bhavan, I.P. Estate, New Delhi – 110 002

ANNEXURE - I

Guidelines for Missions

1. Six complete sets of application forms (properly tagged) to be submitted (one set may be retained by the Mission and five are required to be sent to ICCR). Special attention may kindly be made in respect of tagging of the sets.
2. Applications should be properly filled-up and sent with complete supporting documents. The Missions should carefully scrutinize applications prior to forwarding them.
3. Candidates should clearly mention the course and university to which he/she is seeking admission (he can consult the “Universities Handbook”).
4. Certified copies of all documents should be accompanied with English translations; a syllabus of the qualifying examination should be enclosed with the application.

NOTE: Students wishing to study performing arts should enclose Video/Audio cassettes of their recorded performances wherever possible.

5. Candidates nominated should have fluent knowledge of English.

The Mission should take care to scrutinize applications prior to forwarding them and verify the knowledge of English of the applicant. The Mission is required to certify so in the application form. For this purpose, Mission may conduct English Test on the basis of model Test Paper sent to all Missions earlier.

6. The Mission is the final authority in forwarding the list of nominations for processing by ICCR. **(Please do not forward more than 50% extra application against the allocated slots).**
7. In case of nominations by the local government a representative of the Mission must be associated while deciding the list of candidates whose nominations are to be forwarded to ICCR. Additionally, the Mission should either invite nominations directly through advertisement or through notices put up in its diplomatic premises. ICCR will not entertain applications which are sent to ICCR directly by the students or which are sent by local Embassies/High Commission in New Delhi.

No request will be entertained for accommodation of self-financing students, against unutilized slots.

Priority will be given to students who have never studied in India before. Students who have formerly studied on ICCR Scholarship should be given second preference.

8. **No candidate should be nominated for MBBS/BDS and courses related to medicine.**

9. Candidates should be informed that Indian universities/educational institutions are autonomous and independent and hence their own eligibility criteria. Forwarding of applications is thus not a guarantee of admission. A scholarship is awarded only when admission is confirmed by ICCR.
10. Mission should issue the appropriate visa only when the Council communicates confirmed admission for a particular student. Scholars for structured under-graduate and post-graduate courses should be issued Student Visas.

Ministry of Home Affairs/Government of India guidelines stipulates that if a scholar arrives without the proper visa and his actual admission at the university/institute is not materialized, he/she will be deported to his/her country for the required change in visas.

11. Before their departure for India the scholars must be adequately briefed by our Mission about living conditions in India/the details of Scholarships the type and duration of the course to which he/she is admitted.
12. ICCR would not be able to entertain a subsequent change in course of study or university once admission of a scholar is confirmed and the scholar has arrived to join the course.
13. Hostel accommodation is not guaranteed and is exception rather than an assured facility. The small accommodation allowance that ICCR gives, allows 2 to 3 students to “*chum-up*” and share a small flat. It is important that the students are aware of this situation.
14. Scholars should be advised to carry some money to meet some incidental expenditure on arrival.
15. The Embassy should ensure that the student is sufficiently briefed about the terms and conditions of the scholarship.
16. All intending candidates must obtain a certificate that they are free from AIDS prior to their departure for India. Even in India, the applicant would have to go for AIDS test before the admissions is finally given to overseas scholars. In case any of the nominees is found HIV positive in India the scholar will be repatriated immediately and the Council would not bear any expenses on this account.
17. According to the new rules, all students seeking admission to M.Phil/Ph.D and higher course now require Research Visa instead of Student Visa. The procedure for getting the approval for a Research Visa is quite tedious and can take more than 6 months. The students must apply in the enclosed proforma and submit the application in 6 copies. Mission must note that it is quite impossible to covert a Student Visa into Research Visa once a student is as already in India. It is better to keep a student waiting in his/her country while their request for a Research Visa is being processed rather than hastily send the student to India on some other visa.

We are emphasizing on this as we have seen such tendency on the part of some Missions.

NO APPLICATIONS WILL BE ACCEPTED AFTER 28TH FEBRUARY 2011 FOR PROCESSING.