

International Students

At Ansal University, we celebrate the great diversity and globalism of our university, its faculty and students, we are excited that you are considering Ansal University for your higher education. Office of International Affairs will be your first contact; students are admitted at the beginning of academic year commencing in July/August. Online registration starts December every year. We invite you to explore what it is like living and studying on our green and clean campus at Gurgaon, Haryana – India.

Admission starts here –

Step:1 - International Student Category:

- **NRI** - A student who has studied his/her qualifying examination (equivalent to the 10+2 of India) from a school or college (outside India) will be considered as NRI students.
- **SAARC** – A student who has completed the qualifying examination outside India and holds passport from Afghanistan, Bangladesh, Bhutan, India, the Maldives, Nepal, Pakistan and Sri Lanka.
- **Foreign Nationals** – A student who has completed the qualifying examination outside India and holds a foreign passport will be considered in this category.
- **OCI** – Overseas citizen of India – A student who has studied the qualifying examination abroad holding a foreign passport and has a OCI card issued by Indian missions abroad.

Step:2 - know more about the eligibility criteria:

A. Under Graduate Applicant:

Undergraduate admissions are based on merit and grades obtained in the qualifying examination (equivalent to the 10+2 examinations of India). Students who have appeared for their 10+2 or equivalent examination and awaiting final results are also eligible to apply subject to their passing before commencement of the program.

B. Post Graduate Applicant:

International students seeking admission to PG programs should have Under Graduate degree equivalent to Indian Graduate Degree. Students who have appeared for their Graduate or equivalent examination and awaiting final results are also eligible to apply subject to their passing before commencement of the program.

C. PhD Applicant:

Students must have a Master's Degree or equivalent in a relevant discipline with a minimum of 55% marks or equivalent grade.

Note:

- Students having compartments in their final results are not eligible for admission.
- Each program has specific eligibility criteria; please check the respective program information for the same.
- The admission to the program is subject to fulfilment of the specific eligibility criteria.
- It is the responsibility of the student to ascertain whether they possess the requisite qualifications for admission.
- Completion of the application and payment of the application fee does not mean acceptance of eligibility.
- Final eligibility for admission will be decided by Ansal University office of International Affairs after submission of all the required documents.

Step:3 - Language requirement:

It is essential for International students to have good proficiency in spoken and written English, as all our programs are taught in English, you are required to provide evidence of passing the qualifying in English.

Have IELTS 6.0 with no sub-score below 5.5 or TOEFL (paper) 550, TOEFL (computer) of 213 or TOEFL (IBT) of 79 scores. Exam results should not be more than two years old. OR
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Candidates without the above pre-qualifications will have to enroll either for Intensive Certificate course in English Language (Full Time) conducted from March to May each year.
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Step:4 - Qualification recognition:

Admissions are in conformity with the guidelines set by the Association of Indian Universities and the Statutory Bodies of India like the All India Council for Technical Education, Bar Council of India, etc.

Only candidates who have the requisite qualification from foreign universities or Boards of Higher Education accredited and recognized by the Association of Indian Universities (AIU), Govt. of India, New Delhi are eligible to apply at Ansal University for admission.

If required, candidates will be asked to obtain the 'eligibility certificate/equivalency certificate' from Association of Indian Universities (AIU), New Delhi on the given below address.

Click on: Recognized Boards & Universities
Association of Indian Universities
AIU House, 16 Kotla Marg,
New Delhi – 110 002
Tel. No. +91 – 11 – 23230059
Fax No. +91 – 11 – 23232131
Email: info@aiuweb.org

Step:5 - Program specific requirement:

Sushant school of Art and architecture	Sushant school of Design	Sushant school of Hospitality management
Sushant school of Business	Sushant school of Law	Sushant school of Engineering and Technology
Sushant school of Health Sciences	Sushant school of Planning and Development	

Step:6 Online / offline Application Process (Bachelors / Masters / PhD):

Online Application	Complete the application without missing any detail.
<i>Apply online</i>	<p>Before applying online, please ensure the following:</p> <ul style="list-style-type: none"> ➤ I have checked my Category ➤ I have checked my Basic Eligibility Criteria ➤ I have checked the recognition of my Board ➤ I have checked important dates ➤ I have checked required documents ➤ I have checked the payment instructions <p style="text-align: center;">Admissions Apply 2020</p>
Application Fee (Nonrefundable)	At the time of application student has to pay below mention fees: Pay online \$50
<i>Modes of payment (Online)</i>	<ul style="list-style-type: none"> ➤ SWIFT Transfer for international students & NEFT/RTGS/IMPS transfer for Nepal and Bhutan nationals. ➤ Retain the transaction receipt you will have to upload the same along with online application. ➤ You can make the payment by using an International Credit / Debit Card.
<i>Upload Documents</i>	<ul style="list-style-type: none"> ➤ 10th or equivalent Final Mark sheet. ➤ 10+2 or equivalent Final Mark sheet. <p>(Both – front and back side of the mark sheet have to be uploaded. If the content in the marks sheet is not in English, then the certified English translated version must also be submitted in addition to the native language certificate.</p> <p>Note: On declaration of the board results the candidate must upload the final result immediately. If the final board result is not uploaded immediately, the application will not be considered.</p> <ul style="list-style-type: none"> ➤ Valid Passport copy. Front and Back page. ➤ IELTS Score Card/ Proof of IELTS Registration. (Not applicable for NRI students) ➤ Proof of Payment - Application Fee <p>If you are paying fee by SWIFT/NEFT/RTGS Transfer, Upload scan copy transaction.</p>
	<ul style="list-style-type: none"> ➤ Pay requisite application

<p style="text-align: center;">Off line application</p>	<ul style="list-style-type: none"> ➤ Fill all details required and submit the same to admission office with: ➤ Copies of Previous marks sheets ➤ Copy of Passport ➤ IELTS Score Card/ Proof of IELTS Registration. (Not applicable for NRI students) ➤ Proof of Payment - Application Fee <p>Send to –</p> <ul style="list-style-type: none"> ➤ The Director of Admissions, Ansal University, Sector 55, Golf Course Road, Gurgaon – Haryana, India. ➤ Phone: 1800 270 5520, 0124 475 0400, 0124 475 0501 ➤ Use only DHL, FedEx, Speed Post Only. With acknowledgement due service. <p style="text-align: center;">Admissions Apply 2020</p>
<p>Application Fee (Nonrefundable)</p>	<p>At the time of application student has to pay below mention fees: Pay offline \$50</p>
<p><i>Modes of Payment (Offline)</i></p>	<ul style="list-style-type: none"> ➤ Pay cash at the cash counter obtain receipt. Produce the same at the admission office to obtain application. ➤ You may also make online transfer, show proof of payment to account office obtain receipt, produce the same at the admission office to obtain application.
<p><i>Note:</i></p>	<ul style="list-style-type: none"> ➤ You will get SWIFT and NEFT/RTGS/IMPS bank details in Payment windows tab. ➤ Retain fee payment receipt for future reference. Only Xerox copy required at the time of admission. ➤ It is mandatory for all the students to make all the payment in USD. Except Nepal and Bhutan. ➤ Student will have to bear all applicable transaction charges or card payment charges. ➤ The applicant must attach the SWIFT/NEFT/RTGS/IMPS transaction copy to on line registration portal or copy to be sent along with offline application.
<p>For Non English speaking</p>	<p>Intensive Certificate course in English Language (if applicable): \$150 (Non Refundable)</p>

Step 7 - Documents verification and evaluation:

When online/offline application reaches Ansal University along with the payment of Application fee and all the required documents, Ansal University will verify uploaded documents and check the requisite qualifications for admission. Application will be forwarded to the Admission Committee for Evaluation.

A final verification of all original documents will be done at the time of joining.

Please Note: Foreign National students will pay the application fee along with the administrative fee after the receipt of pre offer letter.

Step:8 Selection Process

The Admissions Committee will carefully review your application and the supporting documents you provide. If shortlisted, you will be invited for further evaluation. There will be 3 outcomes for your application – **offer, waitlisted, regret**. The Admissions Committee will intimate you of the final decision by email provided by you. The Committee decision will be final.

Step:9 Student Visa:

- Ansal University will issue a “Provisional Admission Letter” only to the foreign national students who require the Student Visa.
- This letter is issued only after receipt of admission charges, Refundable security deposit and payment of first semester Tuition fee.
- Applicant can use this letter as a supporting document while applying for students’ visa at the Indian Mission in home country.
- All the international students will require a ‘Student VISA’ endorsed to this institution for joining full time courses.
- No other endorsement is acceptable. Upon obtaining the visa student is required to scan and send a copy to Office of International Affairs.
- For student registering for M.Sc/M.Phil/ PhD program will have to obtain prior security clearance from the Ministry of Home Affairs and the approval of Department of Higher Education, Ministry of Human Resource Development, Government of India and this must be on the student visa/research visa endorsed to this institution.
- The visa should be valid for the prescribed duration of the course.
- Visa may be obtained after issuing Provisional Admission Letter

Step:10 - Reporting to University:

- On confirmation of the receipt of fee payment, applicant will be considered as ‘Provisionally Admitted’ to Ansal University. Subsequently, we will send the letter regarding the formalities to be completed at the time of reporting.
- Student provisionally admitted must report to Ansal University Office of International Affairs on the dates mentioned in the mail/prospectus to complete the reporting formalities.
- Kindly check the Ansal University website for specific reporting dates.

Step:11 - At the time of Reporting:

Medical Test	International students will have to undergo a medical examination at the recommended Medical center. After undergoing medical test submit the report of the Medical Test to office of International Affairs.
Payment Confirmation	Collect the confirmation of Fee payment details from Accounts Department. Pay the balance amount if any.
Eligibility Formalities:	<ul style="list-style-type: none"> ➤ The clearance of the Eligibility is an essential factor for admission to any program of Ansal University (AU). ➤ The admission will be provisional till the clearance of the same.

	<ul style="list-style-type: none"> ➤ Submit all the necessary documents mentioned above as per the category. ➤ Few documents which are not possible to be submitted at the time of reporting must reach at AU latest by 31st August. ➤ Students who fail to submit the documents within the stipulated date will not be allowed to appear for the semester I examination. ➤ Such Student may have to forfeit the all fee and may lose an academic year or face cancellation of admission.
Documents Submission	Submission & Verification of all the required documents must be in originals, students are advised to carry all original documents along with 2 sets of self-attested photocopies.
Foreign National / OCI Card holders	<ul style="list-style-type: none"> ➤ Mark sheet of 12th Std./ equivalent ➤ Semester wise/ Year wise Bachelor Degree Mark sheet ➤ Passing/ Provisional/Degree Certificate of the University ➤ English Proficiency Test Result (IELA/IELTS) ➤ Migration certificate in original (in case graduation from an Indian University) ➤ Transfer certificate in original (in case graduation from an Indian University) ➤ Change of Name Certificate by Govt. Gazette (if applicable) ➤ Equivalence Certificate (if applicable) ➤ Experience Certificate (if applicable) ➤ Passport (original for verification only) ➤ OCI Card (only for OCI students) ➤ Citizen card (only in case of Nepali nationals) ➤ Valid VISA (applicable for Foreign National except Nepal & Bhutan students) ➤ Valid Residential Permit (applicable for Foreign National except Nepal & Bhutan students) ➤ Medical Report and undertaking* ➤ Anti-Ragging Affidavit by Student* ➤ Self-Declaration undertaking by Student * ➤ Self – Declaration Undertaking by Parent*
Documents required from NRI:	<ul style="list-style-type: none"> ➤ Mark sheet of 12th Std./equivalent ➤ Semester wise/ Year wise Bachelor Degree Mark sheet ➤ Passing/ Provisional/Degree Certificate of the University ➤ Migration certificate in original (in case graduation from an Indian University) ➤ Transfer certificate in original (in case graduation from an Indian University) ➤ Change of Name Certificate by Govt. Gazette (if applicable) ➤ Equivalence Certificate (if applicable)

	<ul style="list-style-type: none"> ➤ Experience Certificate (if applicable) ➤ Passport ➤ Gap certificate (applicable for students with the gap of one year or more) * ➤ Medical Report and Undertaking* ➤ Anti-Ragging Affidavit by Student* ➤ Anti-Ragging Affidavit by Parent* ➤ Self-Declaration and undertaking by Student* ➤ Self-Declaration and Undertaking by Parent* ➤ Statement of Finances
Please Note	<ul style="list-style-type: none"> ➤ Ensure you carry all original documents for verification including passport. ➤ Students have to report to Ansal University office of Admissions on the dates mentioned at these timings mentioned. ➤ 10 a.m. to 2 p.m. (from Monday to Friday) Except on public holidays ➤ Kindly check your email or Notice Board of Office of Admission's for specific reporting dates.

Application Tips:

01	<ul style="list-style-type: none"> ➤ For Bachelors we want to review at least 2 years of secondary school records that list subjects you studied and marks received for each subject. ➤ For Masters we want to review at least 3/4 years of Bachelor's degree records that list subjects you studied and marks received for each subject. ➤ For PhD we want to review at least 3/4 year Bachelors and 2 years of Master's degree records that list subjects you studied and marks received for each subject.
02	All transcripts and certificates must be official and must be translated into English. If you have attended more than one school, you should request a separate transcript from each school.
03	Do not send supporting documents until you have sent your application.
04	For offline applications Please do not send materials in plastic covers or multiple envelopes and do not bind application materials together in any way. Lengthy bound documents cannot be included with applications.
05	Do not send copies of individual awards or distinctions. These personal accomplishments should be summarized on one page.
06	Do not send any original documents. At the application stage we require only self-attested copies of the certificates.
07	We will require statement of certification of finances as part of the application process.

Steps to follow

