

Guidelines and Rules & Regulations for Admission of International Students

Biswa Bangla Biswabidyalay

1. Introduction

Biswa Bangla Biswabidyalay warmly invites international students from across the globe to experience a dynamic and enriching educational journey. Our university offers a diverse range of academic programs across multiple faculties, specialized departments, interdisciplinary centres, and research institutes, catering to postgraduate and doctoral candidates. We take pride in delivering high-quality education driven by innovation, creativity, and critical inquiry.

Situated in the culturally vibrant region of West Bengal, Biswa Bangla Biswabidyalay provides an inclusive and welcoming environment designed to nurture intellectual curiosity, cultural understanding, and global citizenship. International students benefit from exposure to a rich heritage, contemporary educational methodologies, extensive resources, state-of-the-art facilities, and collaborative learning opportunities.

At Biswa Bangla Biswabidyalay, we emphasize holistic development, fostering both academic excellence and personal growth. Our dedicated faculty and supportive administrative staff are committed to guiding international students at every step, ensuring their transition to life on campus and in India is seamless and rewarding.

In addition to rigorous academic pursuits, students have ample opportunities to engage in vibrant campus life, participating in cultural festivals, international symposiums, research forums, community outreach programs, sports, and a range of extracurricular activities that enrich their overall university experience.

For detailed information on our academic offerings, admission procedures, campus facilities, student support services, and updates relevant to prospective international students, please visit our official website: www.bbb.ac.in

2. Who is an International Student?

An “**International Student**” for the purposes of admission at Biswa Bangla Biswabidyalay is defined as:

- **Foreign Passport Holder:** A candidate who holds a passport/citizenship of a country **other than India**.
- **OCI/PIO Card Holder:** A candidate who is an Overseas Citizen of India (OCI) or Person of Indian Origin (PIO), *and* holds a passport of a country other than India. *(Note: There are no quota or preferential seats for OCI/PIO card holders.)*
- **Non-Resident Indian (NRI):** A candidate of Indian citizenship who has completed their qualifying examination from an international board or foreign university. *(NRIs with foreign qualifications are **not** eligible under the “Foreign National” category.)*

Types of International Students: International applicants are further categorized by their previous institution:

a. Foreign Nationals with Last Qualifying Degree from Biswa Bangla Biswabidyalay: Candidates who obtained their last qualifying degree from Biswa Bangla Biswabidyalay can apply for new programs in the same manner as domestic candidates of this University.

b. Foreign Nationals with Last Qualifying Degree from Other Indian Universities: Candidates who obtained their qualifying degree from any other Indian university can apply in the same manner as other non-Biswa Bangla Biswabidyalay (external) candidates.

c. Foreign Nationals with Last Qualifying Degree from International Universities: Candidates who obtained their qualifying degree from a university **outside India**. If selected for admission, such candidates must pay the prescribed **international student fees** as set by Biswa Bangla Biswabidyalay (see Fee structure for international students).

3. Categories of Applicants

International (foreign national) applicants may be admitted to various programs at Biswa Bangla Biswabidyalay under the following categories:

- **Self-Financed (Non-sponsored) Applicants:** Those who bear **their own educational expenses** without any external sponsorship.
- **Applicants with Scholarships:** Those who have **scholarship support** from an external organization or government. *(For example, scholars funded by the Indian Council for Cultural Relations (ICCR) or other sponsoring agencies.)*

4. Basic Eligibility

The basic academic qualifications required for international applicants are generally the same as those for Indian students applying to the respective program. Key points include:

- The **qualifying degree and subjects** must be equivalent to the eligibility requirements of the program applied for (as per the University's admission rules and regulations). For instance, a candidate should have the necessary background in the relevant subject for the program they seek admission to.
- Certain criteria (e.g. year of passing, cut-off marks, entrance test requirements, age limits, specific subject combinations) **may be relaxed for foreign nationals** at the University's discretion.
- **Ph.D. Programs:** International applicants seeking admission to Ph.D. programs are **exempted from entrance tests** such as RET/NET/SET/GATE or similar, which are normally required for Indian applicants. Admission decisions for Ph.D. will primarily be based on the candidate's research proposal and academic credentials, provided minimum eligibility criteria are met.
- **English Proficiency:** Candidates **must be proficient in English**, as English is the medium of instruction and examination at Biswa Bangla Biswabidyalay for all academic programs.

Note: The decision of the respective Departmental Committee regarding a candidate's eligibility is **final**.

5. Application Process

The application process for international students varies slightly based on the category of the applicant (self-financed or scholarship-sponsored). All applicants are encouraged to start the process well ahead of the admission deadlines. Below are the steps for each category:

5.1 Self-Financed (Non-sponsored) Applicants:

Self-financed international applicants must apply through the **designated email address for international admissions** (as provided on the University website or admissions portal). In the email application, the candidate should include:

- **Cover Letter/Email:** A brief cover note indicating the program and department they are applying to, and stating that they are seeking admission as an international student.
- **Curriculum Vitae (CV):** A concise CV attached (or in the email body) detailing the applicant's **personal information** (Name, Nationality, Date of Birth, contact details), **academic qualifications** (names of institutions attended, degrees obtained, major subjects, and year of graduation), and the **program of interest** at Biswa Bangla Biswabidyalay. The CV should also include the **passport number** and any other relevant information about the applicant's academic or professional background.
- **Scanned Documents:** Attach **scanned copies** of the following **required documents** (in PDF format, if possible):
 - a. **Passport Pages:** Biographical pages of the passport (showing the photograph, personal details, and passport validity) – passport must be valid for at least 6 months beyond the intended admission date.
 - b. **Proof of Date of Birth:** Birth certificate or any government-issued document indicating the date of birth.
 - c. **Academic Transcripts and Certificates:** All mark sheets/transcripts and degree certificates for the examinations passed (high school, undergraduate, and postgraduate, as applicable).
 - d. **Curriculum/Syllabus:** The detailed syllabus or curriculum of the **last qualifying examination** (especially if the degree is from a non-Indian university), to facilitate equivalence verification.
 - e. **AIU Certificate:** An equivalence certificate from the **Association of Indian Universities (AIU)**, if available/applicable, to establish that the foreign qualification

is equivalent to the corresponding Indian qualification. *(This can often be obtained after admission, but if the candidate already has one, it should be provided.)*

f. **Medical Fitness Certificate:** A recent medical certificate stating that the candidate is physically fit. (A general fitness certificate from a registered medical practitioner is sufficient.)

Once the application email with all attachments is sent, the University's International Admissions Office will confirm receipt and proceed with the evaluation process (preliminary verification of documents).

5.2 Applicants with Scholarships (e.g., ICCR-sponsored):

International applicants who are **sponsored by scholarships** (such as those applying through the Indian Council for Cultural Relations - ICCR, or other government-sponsored schemes) should **follow the application procedure prescribed by the sponsoring agency**. Typically:

- Such candidates will apply through the **ICCR online portal** (or the relevant agency's portal) by submitting all required details and documents there.
- The application, once routed to Biswa Bangla Biswabidyalay (the candidate's choice of institution), will be forwarded to the concerned department for consideration.

Important: Scholarship-sponsored candidates should ensure they meet the eligibility criteria of both the sponsoring agency and Biswa Bangla Biswabidyalay. They must also adhere to any additional instructions given by the sponsoring agency (for example, ICCR's guidelines) regarding the application and visa process.

6. Selection Criteria

The selection process for international applicants involves evaluation at multiple levels to ensure that the candidates meet academic standards and other requirements. The criteria and procedure differ slightly for self-financed students and those applying through scholarship schemes:

6.1 For Self-Financed (Non-sponsored) Applicants:

- The University's **International Student Admissions Office** will first review the application and then forward the complete application dossier to the **respective Head of the Department** for academic evaluation.
- The Head of the Department (HoD) will conduct a preliminary verification of the academic records and may arrange an **interview** (this could be conducted online via video conferencing or in person, depending on feasibility). The interview will typically assess the candidate's academic background, subject knowledge, and motivation for the program.
- The **Departmental Committee** will make a selection decision based on academic merit, qualifications, and performance in the interview (if conducted). Other academic documents and reference letters (if any) may also be considered.
- The HoD will forward the Departmental Committee's **recommendation** for admission to the International Student Admissions Office (through the Faculty Secretary or appropriate administrative office).
- The International Student Admissions Office will compile the results and present the recommended candidates to the competent authority of the University (and/or the Vice-Chancellor) for final approval.
- Upon the Vice-Chancellor's approval, the University will process an **Equivalence Certificate** (confirming that the candidate's previous degree is recognized and equivalent as required). This equivalence clearance is obtained from the Office of the Registrar of the University.
- After completing the above steps, the University will issue a **Provisional Admission Letter** to the selected candidates. This letter is contingent upon the candidates fulfilling any remaining requirements (such as visa, original document verification on arrival, etc.) and is needed for visa application purposes.

6.2 For Applicants with Scholarships (e.g., ICCR candidates):

- Applications submitted through the **ICCR (or other sponsoring agency) portal** will be directed to Biswa Bangla Biswabidyalay's nodal officer or **Compliance Officer** for international admissions. The University will receive the candidate's details and documents via the portal.
- The application, along with all supporting documents, is forwarded to the **respective Head of the Department** for evaluation (similar to the self-financed process). The

HoD will verify academic records, and although an interview may not always be required for ICCR nominees, the department may choose to interact with the candidate if needed (coordinated via the ICCR/local embassy).

- The Departmental Committee reviews the scholarship candidate's credentials and sends its **recommendation (in the prescribed format)** to the University's ICCR Compliance Officer or designated nodal officer.
- The University's Compliance/Nodal Officer will then seek formal approval of the recommended candidates from the Vice-Chancellor through the appropriate channels.
- Once approved, the University will upload the **provisional admission offer** on the ICCR portal (or inform the sponsoring agency accordingly). The ICCR (or sponsor) will then communicate the admission offer to the student.
- The **Provisional Admission Letter** for the selected candidate will be issued (often via the ICCR portal or email) and will detail any post-arrival formalities to be completed. The admission remains subject to fulfilment of all required formalities after the student's arrival, as per ICCR guidelines and University rules.

Note: In all cases, **final admission** is granted only after the student arrives and completes the required verification and registration formalities (see *Formalities of Post-Arrival* below). The University reserves the right to reject or defer admission if any discrepancy is found in the provided information or documents during the verification process.

7. Number of Seats

Biswa Bangla Biswabidyalay allocates a certain number of **additional seats for international students** in its programs, in accordance with norms set by regulatory authorities:

- Up to **15% supernumerary seats** may be created in each **Undergraduate or Postgraduate program** specifically for international students. These seats are **in addition** to the regular intake of Indian students and **will not affect** or convert into seats for Indian applicants. (*If the international seats remain vacant, they **cannot** be filled by Indian nationals.*)
- For **Ph.D. programs**, up to **2 additional seats per supervisor** (or per department, as applicable) may be allotted for international candidates. These doctoral seats for

foreign scholars are also supernumerary and cannot be converted to regular (Indian) seats if not filled.

These provisions ensure that admitting international students does not reduce opportunities for Indian students, while also allowing the University to increase diversity on campus. All admissions, however, are subject to the availability of faculty and resources in the department.

8. Provisional Admission

After a candidate has been selected for admission (through the processes outlined above in Section 6), a **Provisional Admission Letter** will be issued in Favor of the candidate. This letter is an official document from Biswa Bangla Biswabidyalay and will contain:

- The **name of the program/department** to which admission is offered,
- Any **conditions** that need to be fulfilled (for example, submission of original documents, payment of fees, etc.), and
- Instructions regarding the next steps, including guidance on student visa application (the letter will be needed for obtaining an appropriate visa).

The provisional admission letter will be issued only **after** the candidate's recommendation is approved by the Vice-Chancellor of the University. Candidates should note that this letter is *conditional* and the admission will be confirmed (finalized) only upon completing all requisite formalities after arriving at the University. Students are advised to keep multiple copies of the provisional admission letter for visa and travel purposes.

9. Applying for a Visa

International students who receive the provisional admission letter must then apply for an appropriate **Student Visa** (or Research Visa for Ph.D. scholars) to study in India. Key points regarding the visa process include:

- The **Provisional Admission Letter** issued by Biswa Bangla Biswabidyalay is a mandatory document for the visa application. The student visa must be **endorsed in**

the name of “Biswa Bangla Biswabidyalay” (as the admitting institution) and for the specific course/program that the student will be joining.

- Applicants should contact the **Indian Embassy/High Commission** or the Indian Visa Application Centre in their home country for the student visa process. They will need to submit the admission letter along with other required documents (passport, photographs, financial proof, etc.) as per Indian visa requirements.
- Information on visa categories and requirements can be found on the Government of India’s official visa website or the portal of the Ministry of External Affairs. Students should ensure they apply under the correct visa category (usually “*Student Visa (S)*” or “*Research Visa (R)*” for Ph.D. students) and mention the name of the University correctly to avoid any issues.
- It is advisable to apply for the visa well in advance, as processing times can vary. The visa duration should cover the **whole duration of the study program** or at least one year (with extensions to be obtained in India, if necessary).
- **Important:** The student **must not travel to India on a Tourist Visa** for the purpose of education. Admission will **not** be granted if a student arrives on a tourist visa. Always ensure you have the appropriate student/research visa before traveling.

Once the visa is obtained, students should inform the University (International Students’ Office) about their expected date of arrival and make sure to report to the University upon arrival (see Section 10 below).

10. Formalities of Post-Arrival

Upon arriving in India and at Biswa Bangla Biswabidyalay, international students are required to complete certain **post-arrival formalities** before they can formally begin their academic program. These steps are essential to validate the admission, fulfil legal requirements, and integrate the student into the University system. **After arriving**, an international student must complete the following steps:

1. **Reporting to the University:** Report to the **International Students’ Office** at Biswa Bangla Biswabidyalay campus as soon as possible after arrival (and no later than the date specified in the admission letter). At this office, you will register your arrival.

You may be asked to fill out an **Arrival Reporting Form** providing your local contact address, phone number, and other details.

2. **Student Visa Verification:** Present your **Passport and Visa** to the International Students' Office for verification. It is crucial that your visa correctly indicates "*Biswa Bangla Biswabidyalay*" as the institution. The officials will make copies of your passport and visa for University records.
3. **Document Verification:** Submit your **original academic documents** for verification. This includes previous degree certificates, transcripts/mark sheets, birth certificate, and any other documents that were requested in your admission offer. The University officials will check the authenticity and equivalence of these documents. You will also need to submit **photocopies** of all these documents (self-attested, or attested by a notary/competent authority) which the University will keep on file.
4. **Medical Examination:** All international students are required to undergo a **medical fitness examination** at the University's designated health centre or a certified hospital. This examination ensures that you meet the health requirements and have no serious communicable diseases. After the check-up, you must obtain a **Medical Fitness Certificate** and submit it to the International Students' Office.
5. **Equivalence Certificate:** If not already obtained, you will need to get an **Equivalence Certificate** from the Office of the Registrar of the University for your last qualifying degree. This process verifies that your foreign degree is recognized and considered equivalent to the corresponding Indian qualification. University officials will guide you through this process; it typically involves submitting copies of your transcripts/degree to the Registrar's office for evaluation and receiving the clearance document.
6. **Financial Undertaking:** Submit a **financial undertaking** form or affidavit. This is a declaration that you have sufficient financial resources to cover your tuition fees and living expenses for the duration of the course. You may need to provide proof such as bank statements, scholarship award letters, or sponsor's letters. This undertaking is kept in your record to ensure the University that you won't face financial difficulties while enrolled.
7. **University Registration:** Complete the academic registration process with the University:
 - Fill out the University Registration Form (if not already done online) with all your personal and academic details.

- Pay the **registration fee** (if applicable) at the University's finance office or as directed.
 - You will then be issued a **University Registration/Enrolment Number** and possibly an identity card. Keep the fee receipt and registration acknowledgment for your records.
8. **FRRO Registration:** As per Indian government regulations, most foreign students on student visas must register with the **Foreigners Regional Registration Office (FRRO)** within 14 days of arrival in India. The University will assist you with FRRO registration, which typically includes:
- Filling out online forms on the FRRO portal (or Ministry of Home Affairs portal) with your visa and passport details, Indian residential address, and University admission details.
 - Visiting the FRRO office (for our region, it is likely in Kolkata) with required documents: passport, visa, University admission letter, proof of residence, and passport-sized photographs. University officials may provide guidance or necessary letters for this process.
 - Obtaining the **FRRO Registration Certificate/Residential Permit** which will state that you are registered as a foreign student in India. (This document is important and you should keep it safe; it may be needed for future visa extensions or at the time of final departure.)
9. **Form-C Submission:** If you are staying in a hotel or any temporary accommodation on arrival, the hotel/hostel is required to submit a **Form-C** to the local police/FRRO about your stay. If you directly move into University housing, the University will handle this reporting. Ensure that the Form-C is submitted as it is a legal requirement for foreigners. (Usually, this is done by the host – hotel or hostel – but confirm that it has been done.)
10. **Course Registration & Department Allotment:** Report to your **Department/Faculty** after completing the above steps to meet the Head of the Department or course coordinator. You will:
- Receive confirmation of your **course enrolment** (subjects, course timetable, etc.).
 - If applicable, get information on your **academic advisor** or supervisor (for postgraduate/Ph.D. students).

- If the University has multiple campuses or colleges, you will receive your **Campus/Department allotment letter** indicating where you will be studying. (Since Biswa Bangla Biswabidyalay is a unitary university, you will mostly be at the main campus, but department allotment confirms your specific academic unit.)
- The International Students' Office or department will provide your **Final Admission Letter** upon verification that all prior steps are completed. Keep this letter for your records.

11. **Orientation Program:** Attend the **Orientation/Induction Program** organized for new international students (and other newcomers). This program will introduce you to the University's facilities, rules, student services, and cultural aspects. It is a great opportunity to meet faculty members, administrative staff, and fellow students. The orientation will cover important information about academic calendars, grading systems, student support services, and extracurricular opportunities. International students will also receive guidance on adjusting to life on campus and in West Bengal, including information about local culture and language (Bengali).

12. **Accommodation Arrangements:** If you have applied for on-campus housing and have been allotted a hostel seat (see Section 12 on Accommodation), you should:

- Complete any remaining **hostel registration** forms and submit required documents (photos, a copy of passport/visa, etc.) to the hostel office.
- Pay the **hostel accommodation fee** and security deposit (if not already paid) to confirm your room.
- Once fees are paid, you will be shown to your room and given relevant information (hostel rules, points of contact, etc.).
- If you are living **off-campus**, you must provide your local address and contact details to the International Students' Office and update them if you move. It's also recommended to familiarize yourself with the campus commute and local area.

13. **Fee Payment:** International students are required to pay their tuition fees and any other applicable fees in a timely manner. At the time of or immediately after arrival, you should:

- Visit the University's accounts/finance office to pay the **prescribed tuition fee** (and any other charges applicable for international students, such as development fees, etc.) for the first semester/year. Fees are to be paid **in**

Indian currency (INR), as per the conversion rate or instructions given. The University will provide methods for payment (bank transfer, demand draft, digital payment, etc.).

- Ensure you obtain **official receipts** for all payments made. These receipts may need to be shown for confirming your enrolment and for future reference. Keep copies of all fee receipts safely.

By completing all the above post-arrival formalities, an international student's admission is formally confirmed. The student will then be fully registered and eligible to attend classes. University staff will be available to assist at each step. Students are encouraged to ask for help or clarification at the International Students' Office if they face any difficulties during these formalities.

11. List of Documents

Throughout the application and admission process, international students will be required to produce various documents. Below is a consolidated list of documents that an **international applicant must submit** at different stages (application, admission, and post-arrival). It is advisable to prepare multiple sets of photocopies of these documents for convenience:

- **Proof of Identity and Nationality:** Passport (valid passport with personal details and photograph). This serves as the primary identification and nationality proof.
- **Proof of Date of Birth:** Birth Certificate or equivalent official document (some passports also list date of birth, but a birth certificate may be needed for confirmation).
- **Academic Credentials:** Certificates and final **transcripts/mark sheets** for all previous educational qualifications:
 - High school completion certificate (for undergraduate applicants) or equivalent 12-year schooling certificate (10+2 system or as applicable in your country).
 - Bachelor's degree certificate and transcripts (for postgraduate applicants).
 - Master's degree certificate and transcripts (for Ph.D. applicants).
- **Proof of English Proficiency:** (If applicable) Test scores or certificates for IELTS/TOEFL or any English proficiency test, *if the University has specified a*

requirement for those who did not study in English-medium institutions. (This is optional and based on University's requirement.)

- **Research Proposal:** (For Ph.D. applicants only) A research proposal or statement of purpose, not exceeding 5000 words, outlining the intended research topic, objectives, methodology, and references. This should be submitted at the time of application for doctoral programs.
- **Financial Support Evidence:** Proof of adequate financial support:
 - Bank statements, scholarship award letters, sponsorship letter, or affidavit of financial support demonstrating that the student has sufficient funds for tuition and living expenses (see Section 13 for details).
 - If self-financed, a bank statement or bank letter verifying funds; if sponsored, a letter from the sponsor confirming coverage of costs.
- **Medical Certificate:** A recent medical fitness certificate indicating overall health status. Some programs may require immunization records or an HIV test report as per government norms for foreign students – candidates will be informed if any such specific medical document is needed.
- **Visa and Travel Documents:** (Post-Admission) Student Visa stamped in the passport, and copies of the visa and passport information pages for University records.
- **Passport-size Photographs:** Recent photographs (with specifications as required, e.g., passport size with white background). Typically, around 6-8 copies may be required for various forms and ID cards.
- **AIU Equivalence Certificate:** If available, an equivalence certificate from the Association of Indian Universities for the last degree earned outside India. (This can sometimes be obtained after enrollment if needed, but having it earlier can speed up admission formalities.)

Note: All documents that are not originally in **English** must be accompanied by an official **translated copy** in English, attested by the issuing authority or an authorized translator. During on-campus verification, students must present **original documents**. The University will keep photocopies, and the originals will be returned immediately after verification. Failure to produce the required documents may result in cancellation of admission.

12. Accommodation

Biswa Bangla Biswabidyalay provides **limited hostel facilities** for students. International students admitted to the University can apply for on-campus accommodation, but allotment is subject to availability. Key points regarding accommodation are:

- **On-Campus Housing:** The University currently has a certain number of hostel rooms/seats. Priority for allotment is generally given based on **merit and availability**. International students often get priority for on-campus housing to help them acclimate to the new environment, but this is not guaranteed for all.
- **Application for Hostel:** Students who wish to stay in the University hostel should indicate this at the time of admission (or in the application form if such an option is provided). A separate hostel application form may need to be filled. The allotment is confirmed after payment of hostel fees.
- **Hostel Facilities:** The hostel typically provides basic furnished rooms (possibly shared), dining facilities (canteen/mess), and common areas. Rules regarding entry/exit timings, guests, etc., will be provided in a hostel handbook upon allotment. International students are expected to abide by the same hostel rules as other students.
- **Off-Campus Housing:** Due to limited on-campus capacity, some international students may need to seek **off-campus accommodation**. The University's International Students Cell may assist by suggesting nearby rental options or connecting students with reliable real estate contacts. Areas around Bolpur/Shantiniketan have guest houses and rental apartments that students can consider.
- **Living Off-Campus:** If a student stays off-campus, they must inform the University of their local address. They should ensure that the accommodation is secure and commute to campus is feasible. The cost of off-campus housing will vary, and students should budget accordingly.

Overall, students should make accommodation arrangements **well in advance**. Those granted a hostel seat will receive an allotment letter. Those not in hostels should plan to arrive a little early to find housing. The University strives to support international students in finding a comfortable living arrangement, but the **responsibility ultimately lies with the student** to secure accommodation if hostel space is not available.

13. Proof of Financial Support

All international students must demonstrate that they have the financial means to cover their tuition fees and living expenses in India for the duration of their studies. This is crucial both for University records and for visa requirements of the Indian government. Here's what is expected:

- **During Application:** As part of the application process, a self-financed student should provide an indication of financial capacity (for example, bank statements or a sponsor's letter, as mentioned in Section 11). While applying for a student visa, Indian embassies often require proof of sufficient funds.
- **At Admission:** Admitted international students are required to submit a **financial undertaking or affidavit** at the time of admission/registration. This document, signed by the student (and parent/guardian or sponsor if applicable), should clearly state that the student has adequate funds to pay for tuition, accommodation, and other expenses for the entire period of study.
- **Acceptable Financial Proof:** This could include:
 - Recent **bank statements** (last 3-6 months) showing a balance that is sufficient to cover at least the first year's fees and expenses.
 - A **letter from a bank** or financial institution confirming the availability of funds or sanction of an educational loan.
 - **Sponsorship letter** (if the student is sponsored by someone else, e.g., a parent, relative, or organization) stating the commitment to cover the student's expenses. The sponsor may also need to attach proof of their financial ability.
 - **Scholarship letter** (for those with external scholarships) from the sponsoring agency, clearly indicating what costs (tuition, living, etc.) are covered by the scholarship.
- **Duration of Support:** The proof must indicate support for the **entire duration** of the program (e.g., 2 years for a Master's, 4 years for a Bachelor's, etc., or at least show how subsequent years will be funded if not all upfront).
- **Verification:** The University may verify the authenticity of financial documents. If any provided financial document is found to be fraudulent or insufficient, the University reserves the right to withdraw the admission offer.
- **Implications:** Failure to demonstrate financial support can lead to visa denial by the embassy and/or cancellation of admission by the University. Therefore, students must be prepared to show adequate funds.

In summary, **admitted international students must provide proof of adequate financial support at the time of admission.** This ensures that students can comfortably pursue their studies without interruption. It is also a safeguard for the student's well-being, ensuring they have the resources to live in a foreign country.

14. Scholarship/Financial Aid

Biswa Bangla Biswabidyalay currently **does not offer its own scholarships** or financial aid specifically for international students upon admission. However, international students can seek out scholarships or funding from **external organizations** or their home country governments. Here are some important points:

- **External Scholarships (ICCR and others):** Many international students in India are funded through schemes like the **Indian Council for Cultural Relations (ICCR)** scholarship, which is a Government of India initiative. If you are a recipient of an ICCR scholarship, the ICCR will typically cover your tuition fees, and sometimes provide a stipend for living expenses, as per their terms. The University cooperates with ICCR for such students (e.g., not charging fees directly to the student if ICCR is paying, etc.).
- **Home Country Scholarships:** Students should check if their own country's government or educational ministries have scholarships for studying abroad in India. Sometimes bilateral exchange programs or cultural scholarships exist.
- **International Organizations:** Organizations such as UNESCO, World Bank, etc., or other foundations sometimes fund studies in specific fields. Students who secure such funding should communicate the details to the University.
- **University Support:** While the University doesn't have a direct scholarship for foreign students, it may facilitate certain **on-campus work opportunities** or assistantships in line with Government of India regulations (subject to visa restrictions – note that student visa holders have limitations on work). Such opportunities, if available (like part-time library assistant, lab assistant, etc.), will be communicated after you join. Income from these is generally minimal and meant to provide academic exposure rather than substantial financial support.
- **Tuition Waivers:** The tuition fees for international students are fixed by the University (and generally higher than those for Indian students due to the

supernumerary nature of seats). At present, **no tuition fee waivers** are available for international students from the University's side. All international students (except those with specific Government of India scholarships) are expected to pay the full international fee as applicable.

- **Financial Aid Office:** International students can seek guidance from the University's admissions or International Students Cell regarding any information on external funding. The University website or notice boards may occasionally post about scholarship opportunities offered by external agencies.

In summary, **plan your finances without expecting University-provided scholarships**, unless you have confirmation of an external scholarship. The onus is on the student to secure and maintain any external funding. Biswa Bangla Biswabidyalay will support by providing any necessary documents (like proof of admission, progress reports, etc.) required by your scholarship provider throughout your study.

15. Medical Insurance

Every international student enrolled at Biswa Bangla Biswabidyalay **must have valid medical insurance coverage** for the entire duration of their stay in India. This requirement is in place to ensure that students have access to proper healthcare without facing financial hardships. Key guidelines regarding medical insurance are:

- **Coverage Requirements:** The insurance policy should cover basic health and hospitalization expenses. Additionally, it is **recommended** (and in many cases required) that the insurance includes a medical **evacuation and repatriation** clause. This means if, due to medical reasons, the student needs to be transported back to their home country or another location, or in the unfortunate event of death, the insurance will cover the evacuation or repatriation costs.
- **Proof of Insurance:** Students may be asked to provide proof of their health insurance during the admission/registration process or soon after arrival. This could be a copy of the insurance certificate or card and details of coverage in English.
- **Insurance Purchase:** Students can purchase an international health insurance plan in their home country that specifically covers them while in India. Alternatively, upon arrival, students might opt for an Indian insurance provider that offers policies for

foreign students. If you haven't purchased insurance beforehand, the International Students' Office can guide you to some Indian insurance companies' student plans. However, it's often easier to get one from home that covers you from the moment you travel.

- **Duration:** The insurance should be valid from your date of travel to India up to the end of your course (or at least for each academic year, renewed annually). Never let your insurance lapse while you are enrolled.
- **Using Insurance:** Keep your insurance card and emergency contact numbers handy. In case you fall ill or have any medical emergency, you can visit the campus health center or any hospital. Many hospitals in India may require upfront payment, so you should be aware of how to get reimbursement from your insurance if direct billing is not available.
- **University Health Facilities:** The University's medical unit provides basic health services, but for major issues or hospitalization, you will rely on external hospitals. Having insurance ensures you can access private healthcare if needed, which can be expensive without insurance.

Mandatory Compliance: Having health insurance is mandatory. International students will not be allowed to register for courses each semester unless they maintain active medical insurance. This is both for the student's own safety and as per guidelines for host institutions taking foreign students. Make sure to submit a copy of your insurance policy or card to the International Students' Office as proof of compliance.

16. Bonafide Certificate

A **Bonafide Certificate** is an official document issued by the University certifying that a student is currently enrolled in a particular program at the institution. International students may require bonafide certificates for various purposes (such as applying for local sim cards, bank accounts, visa extensions, etc.). Biswa Bangla Biswabidyalay issues bonafide certificates to its international students under the following procedure:

- For **students of undergraduate/postgraduate programs (non-Ph.D.)**: The bonafide certificate will be issued by the **Head of the Department (HoD)** in which the student is enrolled and will be **countersigned by the Faculty Secretary** or the Dean of the

respective faculty. This certificate will typically mention the student's name, passport number, course and duration of study, and that he/she is a bona fide (genuine) student of Biswa Bangla Biswabidyalay.

- For **Ph.D. scholars**: The process involves additional academic authorities due to the nature of the program. The bonafide certificate for a Ph.D. student will be prepared by the student's **Supervisor (Research Guide)** and the **Head of the Department**, and then forwarded for countersignature by the **Dean/Faculty Secretary** of the research faculty. In some cases, it may also be endorsed by the Director of Research or equivalent authority if the University has one.
- **Validity and Usage**: The Bonafide certificate is generally valid for the academic year or as specified. Students might need a new one each year or for each specific purpose. Common uses include: applying for a student travel concession, addressing it to law enforcement if required for verification, or other official purposes in India.
- **Request Process**: To obtain a bonafide certificate, the student should request one from their department or the academic section of the University. There may be a simple request form to fill. The student should mention why they need the certificate (for example, "for opening a bank account" or "for visa extension"). The University usually issues the certificate within a few working days of the request.
- **Details on Certificate**: The certificate will be on University letterhead, bear the official seal, and signatures as mentioned. It will include details like the student's enrollment number, course, year of study, and nationality/passport number for identification.

International students should ensure they keep multiple photocopies of the bonafide certificate if they anticipate needing it for various services. However, note that many agencies will require an original copy addressed to them, so students may have to request multiple originals addressed differently (the University can issue duplicates as needed). The bonafide certificate is an important document that establishes your student status in India, so make sure to request it whenever needed.

17. Mandatory Instruction to the Candidate

All international students **must abide by the rules and regulations** of Biswa Bangla Biswabidyalay and conduct themselves in accordance with the University's code of conduct

at all times. This is a **mandatory instruction** and part of the terms of admission. Key points include:

- **University Rules:** Students should familiarize themselves with the University's academic rules (attendance requirements, academic integrity policies, examination rules, etc.) as well as campus rules (library usage, IT policies, etc.). International students are subject to the **same rules** as other students. Ignorance of rules is not an excuse for violations, so when in doubt, seek guidance from faculty or the student affairs office.
- **Code of Conduct:** The University's code of conduct outlines expected behavior, disciplinary offenses, and the disciplinary process. This includes maintaining academic honesty (no plagiarism or cheating), respecting faculty, staff, and fellow students, and not engaging in any form of harassment or discrimination.
- **Local Law Compliance:** Being in India on a student visa, international students are also expected to comply with **all Indian laws**. Any legal offense (criminal activity, drug abuse, etc.) can not only lead to University disciplinary action but also legal consequences including deportation. The University has a zero-tolerance policy towards substance abuse and ragging/hazing; these are expressly forbidden and punishable under law (the University strictly enforces anti-ragging regulations).
- **Cultural Respect:** Students should respect local cultural norms and customs. While the campus is liberal and diverse, being mindful of the host country's culture will help international students integrate better.
- **Periodic Updates:** The University may update or introduce new rules and guidelines from time to time (for example, pandemic-related guidelines, changes in class delivery methods, etc.). International students **must keep themselves updated** by checking official notices on the website or the student notice boards. Compliance with any new guidelines (like health and safety protocols) is mandatory.
- **Consequences:** Violation of University rules or misconduct can lead to disciplinary action, ranging from warnings to suspension or expulsion, depending on severity. In case of any serious violations, the matter might also be reported to immigration authorities as required.

In essence, by joining Biswa Bangla Biswabidyalay, an international student agrees to uphold the integrity and honor of the University and to follow all stipulated

regulations. This ensures a safe, fair, and conducive academic environment for everyone. If you need any clarifications on what is expected of you, contact the Dean of Students or International Students' Office. They can provide the student handbook or specific guidelines that detail all rules and regulations.

18. Authority for Any Changes

The rules and guidelines outlined in this document are subject to revision and clarification as needed. Biswa Bangla Biswabidyalay reserves the right to make changes in the admission guidelines for international students, and the **competent authority for approving any such change is the Vice-Chancellor of the University.** Details on this process:

- In case of any **ambiguity or contradiction** in the interpretation of these guidelines, the matter will be referred to the University administration. The Vice-Chancellor, possibly in consultation with the International Students' Office and relevant committees, will provide a clarification or resolution. Such clarifications will be binding and communicated to the concerned parties.
- If any **addition, deletion, or modification** to existing rules becomes necessary (due to changes in government policy, UGC regulations, or University decisions), those changes will be proposed through the proper University channels (for example, the Academic Council or Executive Council if policy-level changes are required) and the final approval rests with the Vice-Chancellor.
- Changes may include (but are not limited to) adjustments in eligibility criteria, fee structures, processes for admission, or any of the sections mentioned in this document.
- Once approved by the Vice-Chancellor, any change or new instruction will be officially notified — typically via a circular/notification on the University's website or notice board, and through emails to concerned students or applicants if the change affects ongoing admissions.
- International students (and applicants) are advised to periodically check the official Biswa Bangla Biswabidyalay website for any **updates or amendments** to the admission guidelines. The University will strive to keep this document updated, but in case of any discrepancy between this document and an official notification issued later, the official notification (approved by the competent authority) will prevail.

In summary, the Vice-Chancellor of Biswa Bangla Biswabidyalay holds the ultimate authority to approve any changes to the admission rules for international students. The University ensures that any such changes will be made in a transparent manner and communicated promptly, maintaining fairness in the admission process.

19. Communication

For all queries, clarifications, or correspondence regarding international admissions, applicants and admitted students should use the official communication channels of Biswa Bangla Biswabidyalay. The University has designated contacts to assist international candidates at every step. Below are the details for communication:

- **Email Inquiries:** International applicants can send their questions or required application documents to the dedicated email address for international admissions.
 - Email (Primary): isc@bbb.ac.in

(Admissions Office for International Students)
 - Email (Alternate): prabhakar.thapa@bbb.ac.in
(Alternate contact or CC for International Students Cell)
(Note. Responses can typically be expected within 2-3 working days. Always mention your name and intended program in the subject line for clarity.)
- **Phone:** You may contact the University's Admissions Office or International Student Cell via phone during working hours.
 - Tel: **+91- 94345-41498** (University Admissions Office)
 - Tel: **+91- 94345-41498** (International Students' Office helpdesk)
(Note: International callers should use the country code +91 for India. The number is also a whatsapp enabled number. Time zone: Indian Standard Time, GMT+5:30; please call during 10 AM to 5 PM IST on weekdays.)
- **Postal Mail:** If you need to send physical documents or correspond by post, use the University's official address.
 - **Postal Address:**
The Registrar,
Biswa Bangla Biswabidyalay,
Bolpur, Shibpur, Birbhum – 731204,

West Bengal, India.

(Ensure to mention “International Admissions” on the envelope for proper routing. However, email is preferable for faster communication.)

- **Website and Portal:** The University’s official website www.bbb.ac.in have a section for “Admissions > International Students” (or similar), where updates, downloadable forms, and information brochures are available. Important announcements, lists of provisionally selected candidates, and other notices are posted on the **News/Admissions** section of the website. Applicants should regularly check the site for updates or results.
- **In-Person Visits:** If you are in India and wish to visit the campus for inquiries, you may do so. It’s recommended to make an appointment via email beforehand. The International Students’ Cell Office is located [in the Administrative Building]. Visiting hours for student inquiries might be specified (e.g., Mondays and Friday , 10-5 PM).
- **After Admission – Student Queries:** Once enrolled, any issues or support needed (for example, extending your visa, getting documents attested, etc.) can be communicated through the International Students’ Office. Separate contact information or an officer’s name may be provided during orientation for day-to-day assistance.

Important: When communicating with the University, always quote your **Application Number or Admission Roll Number**, once provided, and your **full name** as it appears on your passport. This helps in quickly locating your records. Keep copies of all email communications for your own reference. The University strives to assist and respond to all queries from prospective and current international students to ensure a smooth admission and study experience.

20. Fees Structure:

Post Graduate Fees Structure for International Students

1. **Admission Fee:** \$100 (One-time payment upon enrolment)
2. **Semester Fee:** \$300 per semester

Semester Fee (USD)

1	\$300
2	\$300
3	\$300
4	\$300
Total	\$1200

Overall Total (including admission fee): \$1300

Note:

- The Admission fee is payable only once at the time of admission.
- Semester fees are payable at the beginning of each semester.
- The Admission Fee is non-refundable and payable at the time of admission.
- The Admission fees and semester fees does not include hostel fee and food charges.

Ph.D. Admission Fee Structure

Particulars	Amount (USD)	Payment Schedule
Enrolment Fee	\$100	One-time payment at admission
Annual Tuition Fee	\$100 per year	Annual Payment, payable at the beginning of each academic year

Example of Total Fees Payable:

- **Year 1:** Enrolment (\$100) + Annual Tuition (\$100) = \$200
- **Year 2 onward:** Annual Tuition Fee only (\$100 per year)

Note:

- The Enrolment Fee is payable only once at the time of admission.
- The Enrolment Fee is non-refundable and payable at the time of admission.
- Annual Tuition Fees must be paid each academic year before commencement of classes or research activities.
- The admission fees and semester fees does not include hostel fees and food charges.

21. Refund Policy

Biswa Bangla Biswabidyalay follows the guidelines of the **University Grants Commission (UGC)** and the Government of India with regard to refund of fees in case a student decides to cancel their admission or withdraw from the program. The refund policy is designed to be fair and transparent, balancing the student's need for flexibility and the institution's administrative commitments. The key points of the refund policy are as follows:

- **Full Refund (Zero Cancellation Charges):** If an international student withdraws **within the stipulated timeline** defined by UGC for the academic session of admission, the University will refund **100% of the fees** paid by the student. As per recent UGC guidelines, this typically means that if a student cancels admission before a certain cutoff date (for example, up to **October 31** of the admission year for a session starting in the July/August of that year), he/she is entitled to a full refund of any tuition and fees that have been paid. No administrative charges will be deducted in such cases.
- **Partial Refund (With Minimal Deduction):** If a student withdraws after the above full-refund deadline but within the secondary window specified by UGC (for example, by **December 31** of the admission year), the University will refund the fees **after deducting a nominal processing charge**. In line with UGC norms, the deduction shall not exceed **₹1000** (Indian Rupees One Thousand) or an equivalent minimal amount, and the rest of the fees will be returned to the student. This nominal fee is meant to cover processing costs.
- **No Refund (Beyond Deadline):** If the withdrawal is intimidated **after the final cutoff date** for refunds (as per UGC/University notification for that academic session), the student **may not be eligible for any refund** of fees. Typically, once the program has been in session beyond a certain point (or if the student withdraws in the middle or end of the term), no refund is granted, especially if the seat cannot be filled by another candidate.
- **One-Time Charges:** Non-refundable one-time charges (if any) such as admission fee, enrolment fee, processing fee, etc., will not be returned. However, all other components like tuition, hostel fee (if applicable and paid to the University), etc., are subject to the above refund rules.
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- **Procedure to Apply for Refund:**

- The student must submit a **written application** for withdrawal of admission to the Registrar or the International Students' Office as soon as possible, stating the reason for withdrawal. The application should be signed and dated. If the student has not yet arrived on campus, an email from their registered email ID with an attached signed letter may be acceptable to initiate the process.
 - The application for refund will be processed by the University's accounts section. If approved, the refund will be issued via the same method the payment was originally received (for example, reversed to the same bank account or card, or via wire transfer). The student may need to provide bank details for the refund (especially if the original payment was made from an overseas account, for which the University might do an international bank transfer).
 - The University will provide the student with a **refund settlement statement** detailing the amounts being returned and any deductions made as per policy.
- **Timeline for Refund:** The University aims to process all eligible refund requests in a timely manner, typically within **30 days** from the date of approval of the refund application. However, international bank transfers might take additional time due to banking processes.
 - **UGC Guidelines Compliance:** This refund policy is in compliance with UGC D.O. Letter No. **2-71/2022(CPP-II)** and any subsequent guidelines. If the UGC issues updated or special guidelines (for instance, due to extraordinary situations like pandemics or academic calendar shifts), the University will adhere to those. Any changes for a particular year will be notified on the official website admission section.

Note: Students should read the admission offer documents carefully for any year-specific refund information. In case of a dispute regarding refunds, the decision of the University's refund committee (overseen by the Vice-Chancellor or his/her nominee) will be final, in accordance with UGC regulations. Always ensure to communicate early if you intend to withdraw, to maximize the amount of refund you can receive and to allow the University to possibly allocate the seat to another deserving candidate.

Biswa Bangla Biswabidyalay is committed to a transparent and student-friendly admission process. These guidelines are provided to help international applicants navigate the procedures and requirements for studying at our University. We look forward to welcoming students from across the globe and hope to provide an enriching academic and cultural experience.