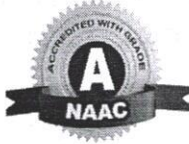




SWAMI VIVEKANAND
SUBHARTI
UNIVERSITY
UGC Approved Meerut



AN ISO 21001: 2018 ORGANIZATION

OFFICE OF THE REGISTRAR

Gp Capt M Yakoob

M-in-D (Retd.), M.Tech.

REGISTRAR

registrar@subharti.org

Ref. No.: U-87(i)/SVSU/2026/4472

Dated: 05.06.2026

International Student Admission Policy

I am directed by the Competent Authority to convey that the **International Student Admission Policy** has been approved. A copy of the policy is enclosed herewith for your perusal and necessary dissemination among the concerned stakeholders.

This is issued with the approval of the Competent Authority.

Yakoob
05.06
2026
Gp Capt M Yakoob
Registrar

Enclosure: As above

To:

All Heads of Institution/Principal of Colleges/Directors/Department Heads

Copy forwarded to information of:-

1. Hon'ble Vice-Chancellor
2. Chief Executive Officer
3. Executive Officer
4. Pro Vice-Chancellor
5. Guard File

Yakoob
05.06
2026
Registrar



0121 6678000

Subhartipuram, NH-58, Delhi-Haridwar Bypass Road, Meerut-250005 (U.P.) INDIA



International Student Admission Policy,
Amended (2026)

SWAMI VIVEKANAND
SUBHARTI
UNIVERSITY
UGC Approved Meerut



**INTERNATIONAL
STUDENT ADMISSION
POLICY**



Sl. No.	Particulars	Description
1	Policy Number	U-87/SVSU/2016/1197
2	Policy Structure	The policy governs admission, discipline related matter, cancellation guidelines and fee for International Students.
3	Scope of the Policy	To define the procedure for the admission of International students to various courses provided by “Swami Vivekanand Subharti University” based on General Guidelines issued by the University Grants Commission (UGC), Association of Indian Universities (AIU) and Statutory / Regulatory directives issued from time to time by the Government.
4	Policy Status	Original
5	Originated By	Vice-Chancellor’s Office
6	Reviewed By	Director, Internal Quality Assurance Cell (IQAC), Swami Vivekanand Subharti University, Meerut
7	Effective Date of Policy	11/04/2016
8	Approving Authority	The Academic and Executive Council, Swami Vivekanand Subharti University, Meerut
9	Amendment Number	U-87(i)/SVSU/2018/34 U-87(i)/SVSU/2019/3083 U-87(i)/SVSU/2022/
10	Effective Date of Amended Policy	24/04/2018 20/05/2019 30/10/2022 01/07/2026

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INTERNATIONAL STUDENT ADMISSION POLICY

1. Introduction:

This policy establishes the standardized governance structure for international operation and defines the procedure for the admission of International students to various courses provided by Swami Vivekanand Subharti University. It aligns institutional actions directly with the mandates of India's National Education Policy (NEP) 2020, the University Grants Commission (UGC) guidelines for internationalization of higher education and the global diplomatic frameworks of the Ministry of External Affairs (MEA) and Ministry of Home Affairs (MHA), Govt. of India.

The execution of the policy ensures compliance across three distinct layers of administrative synchronization:

- **Intra departmental alignment:** Execution within the department.
- **Inter departmental integration:** Collaboration across SVSU's constituent colleges, registration and campus services.
- **External stakeholder's management:** Oversight of educational consultants, regulatory bodies, and diplomatic channels.

2. Regulatory Alignment Framework:

a. National Education Policy (NEP) 2020 mandates:

Internationalization at home: Promote a globalized campus environment by facilitating credit transfer systems, introducing flexible entry/exit options for international students and faculty exchange programs.

b. Global Research Collaborations:

Actively promote and fund joint research initiatives, training programs, and dual-degree pathways with top-tier international higher education institutions (HEIs).

c. Cultural Hub Creation:

Establish SVSU as a global centre for Indian knowledge system, languages, and holistic heritage, aligning with NEP 2020 vision of reclaiming India's historical role as a Vishwa Guru.

d. UGC directives on internationalization:

Office of the International Affairs (OIA) model:

The ISGR office serves as SVSU single-window clearance cell for all international affairs, fully meeting the infrastructural and administrative requirements set by the UGC.

e. Supremacy Seat Management:

Coordinate the allocation of the 25% supremacy seats reserved exclusively for international students across eligible undergraduate and post graduate programs, ensuring professional courses (such as Medical, Dental and Nursing) strictly adhere to their respective national commission caps.

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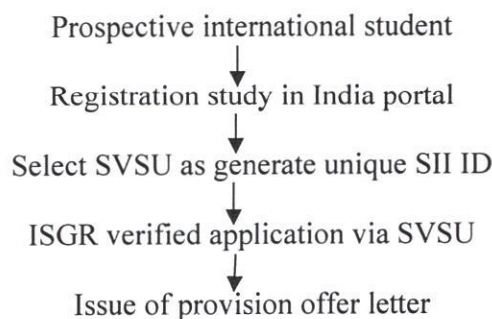
- f. Alumni Trading and Network:
Maintain a dedicate international alumni cell to monitor the career trajectories of foreign graduates, engage them as institutional brand ambassadors and provide regular reports to the UGC portal.
- g. Ministry of External Affairs (MEA) and Ministry of Home Affairs (MHA) compliance:
Study In India (SII) Alignment: Enforce the mandatory registration of all foreign application on the Ministry of Education and MEA’s centralized study in India portal. No international admission will be processed without a valid, verified SII, ID.
- h. Immigration Data Tracking:
Ensure absolute compliance with the Foreign Student Information System (FSIS) portal under the MHA. The Director ISGR serves as a primary administrative authority responsible for Form-S (Arrival Report), Form-C (Hostel Accommodation Report) and Form-T (Termination of Course R

3. Admission Procedure & General Rules:

Admission of all the international students will be done through the International Students & Global Relations Office. Following procedure will be followed.

- A. Study In India (SII) Portal Mandate for prospective students:** To ensure complete integration with the government of India’s centralized single-window system, all prospective international students seeking admission to SVSU must strictly utilize the study in India portal.

This portal streamlines the journey from application to visa clearance, making it a non-negotiable step in the **university’s admission work flow.**



B. Mandatory registration and SVSU identification:

- a. **Pre-condition for engagement:** Every prospective international student must register online via the official government of India SII portal before any formal processing can began at SVSU.
- b. **Generation of unique SII, ID:** Upon registration, the portal generates a unique SII ID for the applicant. Prospective students must choose Swami Vivekanand Subharti

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University as their preferred higher education institute and select their desired discipline from the approved SVSU program prospectus listed on the portal.

- c. **Institutional verification:** The concerned admissions section within the ISGR office will log into the SVSU partner dashboard on the SII portal to track, review, and evaluate application mapped to the university.
- d. **Visa integration via the SII ecosystem: The single-window visa link:** Indian diplomatic mission (embassies and high commission) globally utilize the SII platform to verify student credentials. A prospective student's application for an Indian student visa will only be expedited by a valid SII, ID.
- e. **Visa invitation issuance:** Once SVSU accepts the student on the dashboard and fees are finalized, the ISGR office shall generate the official visa invitation letter containing the students unique SII ID. This tight synchronization ensures clearance by immigration authorities under the ministry of external affairs.

C. Documents required for admission of International Students

I. **Visa:** All the international students will require a student visa endorsed to this university for joining full time program. No other endorsement is acceptable. Students wishing to join a research program will require a research visa endorsed to Swami Vivekanand Subharti University. The visa should be valid for the prescribed duration of the course. *Visa is not required for students of Bhutan & Nepal.*

II. Eligibility

- (a) **Qualifications:** The qualification/degree provided by International applicant should be in equivalence to the degree awarded at that level by the Indian Universities. Only applicant having qualification recognized as equivalent by the University Grant Commission (UGC) & Association of Indian Universities (AIU) are eligible for admission in a particular course of study as per University & related Statutory Body norms applicable from time to time. When required a reference will be made to UGC to check the equivalence.
- (b) A candidate should have completed 17 years of age on or before 31st December of the year of admission. There will be no bar on upper age unless specified by any of the Statutory Body i.e. UGC, MCI, DCI, INC, AICTE, etc. or the Swami Vivekanand Subharti University for admission in a particular program of higher education.
- (c) Under this category, only the students who have studied and passed the qualifying examination from a school located in foreign country shall be considered.
- (d) *If a Foreign student's home country education council / board / University doesn't have a provision to issue a Migration certificate in that case the student will submit an undertaking to the University regarding the same and the University will also not issue the Migration certificate to the candidate in return. A claim by students that their country / council doesn't issue migration*

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certificate will be verified by the Director-ISGR from their Embassy / Government before taking undertaking from a student.

- III. Mandatory equivalence certificate:** To safeguard the academic standards of the university and prevention post admission legal or regulatory fictions, SVSU enforces a strict academic equivalence protocol for all foreign degrees, diplomas and secondary school certificates. The evaluation of foreign qualification must strictly comply with the university grant commission the designated body by the Ministry of Education, Govt. of India to issue equivalence certificate. **It is the responsibility of students to take equivalence certificate.**

No international students shall be granted final, unconditional admission into any undergraduate or post graduate program at SVSU without a valid UGC & AIU equivalence certificate.

School level (for UG admissions): The foreign board examination passed by the candidate must be recognized by the UGC & AIU as equivalent to the 12th grade Senior School Certificate if Indian Boards (CBSE/ICSE/State Boards).

University level (for PG and Ph.D. admissions): The degree regarding foreign institution must be recognized, accredited or approved by the appropriate authority in its home country. The course duration, credit structure and mode of delivery must map seamlessly to UGC standards & AIU.

4. Processing Timelines and Conditional Windows:

Provisional Phase: Foreign candidates who have applied for a UGC equivalence certificate but have not yet received, he/she may be granted provisional admission based on credentials mapping and SII documents verified by ISGR.

The 60 days compliance: A maximum window of 60 days from the formal date of campus on boarding is granted to the student to submit their physical UGC equivalence certificate to the office of ISGR.

Automatic Cancellation: if a student fails to provide the equivalence certificate within stipulated 60 days, if the UGC formally rejects the equivalence of their foreign qualification, the provisional admission stands automatically cancelled. **The University holds no liability for tuition for forfeiters resulting compliance features by the student or the empaneled consultants.**

5. Comprehensive Student Lifecycle and Administrative Flow:

To maintain institutional compliance, the three coordination layers must integrate smoothly across every phase of the international student's lifecycle.

Phase-1: Global Recruitment and Inquiry Handling (January to July)

- ISGR will launch global promotional drives, manage admission queries via interdepartmental confirmation of international seat allocation (up to 25% as

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per UGC norms and as per respective regulatory norms) to respective constituent college deans.

- ISGR shall instruct empanelled agencies (consultants) to assist prospective students with the step-by-step SII registration process.

Phase-2: Eligibility Verification and conditional offer letter (within 3 working days of application)

- ISGR will pull application directly from the SVSU admin panel on the SII portal, evaluate foreign credentials, and issue a provisional admission offer letter mapped to their unique SII ID.
- ISGR office will coordinate with the Deans concerned and central admission cell to verify the applicant's qualifications against UGC equivalency standards.
- ISGR office will instruct the candidate or consultant to process the direct registration fee and initiate formal online UGC equivalence certificate application.

Phase-3: Visa issuance and travel coordination (Pre-Arrival Window)

- The ISGR will generate and issue the official visa invitation letter bearing the students SII, ID enabling Indian consulate abroad to verify and issue the official student visa.
- ISGR will notify the finance office to track foreign remittances and alert campus security of incoming arrivals.
- ISGR will instruct external Consultants to verify that the issued student visa specifically is in reference to SVSU as the host university before travel.

Phase-4: On Arrival in Campus:

1. ISGR will organize mandatory medical screening clearance checks (eg. yellow fever, typhoid, ebola virus etc.) and lead the 60 days. Countdown for UGC equivalence certificate.
2. Living in the Campus in Hostel is mandatory unless otherwise permitted by the competent authority. Place student in designated hostels via chief warden/senior warden, enroll students in mandatory Hindi language communication classes to support local integration.
3. After the student reports for admission, statutory registration with FRRO, Meerut should be done within 14 days of arrival. The ISGR office will send the information to F.R.R.O. Meerut. The student will also report to FRRO in Meerut in person.
4. Report will be sent to FRRO on each occasion the student leaves the Hostel / University. The ISGR office will continue to play the role as a coordinating agency between the foreign students and F.R.R.O. for periodic reporting.

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5. The student will be given a detailed orientation by ISGR office about the culture and law of the land and the regulations of regulating bodies.
6. Though, the medium of study is English but the students will have to learn workable knowledge of Hindi because it is in his/her interest. Classes will be arranged by the University.
7. The ISGR office will also report to the State Government/the Central Government/the Embassy wherever required as per law and if felt necessary by the University.
8. The foreign students will not be required to appear in the entrance examination held for the particular course by the University unless it is under the rules of the statutory body. However, they should fulfill the qualifying criteria as laid down by the University.
9. Only the permitted number of foreign students will be admitted in a particular program as per the regulations laid down by the Central Government / Statutory Bodies / Swami Vivekanand Subharti University .
10. Following the admission of a foreign students in any of the colleges of the University, it shall be the prime responsibility of the Principal/Director/Dean of the institute/college/faculty concerned and the hostel warden to supervise and manage all affairs of the student including disciplinary matters, performance review and payment of their dues to the university etc. as applicable to other students.
11. If the student is absent both from the college and the hostel without any written information even for one day, the matter will be reported to the FRRO and the local police.
12. If the student is absent for seven days or more from the college and the hostel, the matter will be reported to the FRRO, the local police and the concerned Embassy.
13. Any charges towards remittance of fee are to be borne by the student.
14. Registration Fee: US\$ 250 subject to change from time to time.
15. No re-registration / registration fee is required for already existing student / alumni for higher or new courses in the same campus.
16. Registration amount or any other fee once deposited is not refundable in any case.
17. Issuance of provisional offer letter (conditional or unconditional) or any information or guidance or facilitation given by the university should not be construed as confirmation of admission or access to any facility of university unless so specifically informed.
18. The office of the ISGR shall fill mandatory form-s via the FSIS portal using the student's immigration and SII data set. It will coordinate physical verification with FRRO Meerut.

Phase-5: Academic Retention and Mid Term Compliance (ongoing semester operation)

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- a) The Office of the ISGR will secure the finalized physical copy of UGC equivalence certificate, update the student file, track visa expiry timelines, and process visa extension files.
- b) ISGR office shall collect monthly attendance data from the respective Principal or Dean, has any international students falling below the 75% threshold.
- c) The ISGR office will file routine status modifications or change of address with FRRO Meerut if the international student leaves the university hostel accommodation.

6. Change of Course and/or the Institution/University:

- a. An international student who has been granted admission to a particular program shall not be allowed to change the program in between.
- b. **Transfer from Swami Vivekanand Subharti University to another Institution / University is not allowed. The student will be free to get his admission cancelled and can take admission in another Institution / University with the permission of the relevant authority after cancelling of his/her visa issued for this university.**

7. Examination and Award of Degrees & Diplomas:

The procedure for examination, issue of marks sheet, issue of passing certificate and award of degrees will be same as for the Indian students pursuing the same course.

8. Exit Policy:

1. If a foreign student leaves the University without informing the university, the following actions shall be taken:
2. The matter will be reported to his/her Parents, FRRO, the Home & Foreign Ministry of Central Government or any other authority designated by the Central Government for the purpose, the local police, the concerned Embassy as per clause 7(r).
3. If the student does not report to the University within 15 days and University receives no information about his/her where about, the University will send a warning letter to the student for the cancellation of admission. If the student does not respond within the one week, then the Vice Chancellor has the authority to cancel the admission of the student and will send the information to the Student, Parents, FRRO and the concerned Embassy.

9. Discipline:

The international students will abide by all the rules of the Institution and the code of conduct as applicable to Indian students doing same program

In cases of acts of indiscipline by any international student, the following

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rules shall apply for giving punishment:

S.No.	Act of Indiscipline	Fine/Penalty for Each Act of Indiscipline	Competent Authority to take Action
1.	Damage to University property.	USD 100 + replacement of damaged item(s) along with installation/service charges	Concerned Dean / Director / Principal of the Institute.
2.	Possession or use of prohibited substances in the Campus / Hostel	USD 200 and / or suspension for 7 days or more, Information to the parents, FRRO and Embassy in case of Drugs.	Concerned Dean / Director / Principal of the Institute.
3.	Smoking / Chewing Tobacco and spitting in the common areas, hostel or the college.	USD 50 each time.	Concerned Dean / Director / Principal of the Institute.
4.	Misconduct or uncivilized / objectionable / unwarranted behavior/ causing disturbance to others in the Campus.	USD 50-100 each time. + Suspension for 7 days from Campus. Expulsion from the University may be considered if such acts are repeated more than 3 times in a year.	Concerned Dean / Director / Principal of the Institute. However expulsion from the University can be done only by the Vice Chancellor.
5.	Fighting with or assault on another person	USD 1000 each time and other legal action. Expulsion, handing over to police may be considered in serious cases	USD 1000 each time and other legal action. Expulsion, handing over to police may be considered in serious cases.
6.	Absence from class without permission	As applicable to Indian students doing same courses.	Concerned Dean / Director / Principal of the Institute.
7.	Loss of Identity Card.	Fine of USD 10.	Concerned Dean/Director/Principal of the Institute.
8.	Ragging	Action to be taken as per recommendation of the Anti-Ragging Committee	Ant-Ragging Committee of the Department/University/ Information to parents.
9.	Leaving the hostel overnight without obtaining prior permission in writing.	Warning and a fine of USD 10 each time. Repetition of such act thrice, may invite expulsion from the Hostel with an additional	Hostel Warden will take proper action and inform the ISGR. However expulsion from the Hostel can be done only by the Vice Chancellor.

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		fine of USD 100.	
10.	Accommodation of unauthorized guest in the hostel room.	Warning and a fine of USD 25 each time. Repetition of such act thrice, may invite expulsion from the Hostel with an additional fine of USD 100.	Hostel Warden will take proper action and inform the parents. However expulsion from the Hostel can be done only by the Vice Chancellor.
11.	Remaining in the hostel during the class hours without any prior permission.	Warning and a fine of USD 10 each time. Repetition of such act thrice may attract suspension from the college by the principal.	Hostel Warden will take proper action and inform the parents. However expulsion from the College can be done only by the Principal.
12.	Keeping arms and other contraband material etc.	Expulsion from the Hostel / College, and handing over to police.	The Vice Chancellor on recommendation of the Principal
13.	In case of any act of indiscipline which may result into danger to the peace in the University or danger to the security of the Country.	The matter may be reported to FRRO, the Home & Foreign Ministry of Central Government or any other authority designated by the Central Government for the purpose, the local police, and the concerned Embassy. The student may be deported to the parent country after cancellation of admission	The Vice Chancellor of the University.

Note :

- a. Expulsion of any student from the college can be done only by the Hon'ble Vice Chancellor on the recommendation of the Hostel Warden/Principal.
- b. Fee once deposited shall not be refunded in any case of expulsion and the fine incurred shall be payable extra.

10. Non-performance by the student or repeated failures:

4. The Principal/Director/Dean of the institute/college/faculty will appoint any senior alumnus or any faculty member as the mentor of the student who will try to find out the problems and the reasons for non-performance by the student and will try to sort them out.
5. In case the matter is not solved at the level of the institute/college/faculty, the Principal/Director/Dean will inform the ISGR Cell. The Director of

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Institute/College/Faculty concerned and/or the Hostel Warden to take appropriate action.

7. The Principal/Director/Dean of the Institute/College/Faculty concerned and / or the Hostel Warden shall send a copy of the dues to the ISGR Cell, who shall inform the Embassy, recruiting agency, parent of the student. A reminder of the dues shall be sent at least two months in advance from the commencement of the examination or immediately after the last date of the fee deposition whichever is earlier and in the case of non-clearance of the dues the student shall be debarred from the examination, unless otherwise permitted by the Hon'ble Vice Chancellor.

Conclusion

On the points not specifically covered, the decision of the Hon'ble Vice Chancellor of Swami Vivekanand Subharti University will be final. In case there are any differences in the interpretation of rules, decision of the Hon'ble Vice Chancellor of Swami Vivekanand Subharti University will be final.

Note : The above policy may be revised any time by the University.

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2026