

**SHIVAJI UNIVERSITY, KOLHAPUR**  
**Admission Notification for International Students 2024-2025**

Shivaji University, invites applications from international students to various courses for the academic year 2024-2025. The application form is available on website at <https://www.unishivaji.ac.in/Iacell/International-Affairs-Cell>) The students are requested to fill the online application form and upload all the necessary documents (Refer to the list of documents required) for admission to UG/PG/Ph.D programs Please visit the university homepage for more details pertaining to the courses available. Admission will be granted based on the eligibility and merit. Mere submitting the application does not warrant admission. International Affairs Cell and Happy to assist and Welcome you.

**Important Dates for Submission of Applications**

Last date for Submission of application: July 15<sup>th</sup> 2024. For further details please contact:

Office: International Affairs Cell  
Shivaji University, Kolhapur  
E-mail: [oiac@unishivaji.ac.in](mailto:oiac@unishivaji.ac.in)  
Tel: 0231-2609428

Check List: Certificates and documents required to be submitted by all candidates along with this form while seeking admission to various programmes of study.

- a) Duly attested copies of Junior, Senior School Certificate, Bachelor's Degree, Master Degree etc. and all mark sheets/transcripts.
- b) Candidates who have passed the qualifying examination from a foreign university should submit all the relevant information/documents which may justify the equivalence of their qualifications.
- c) Mark-sheets/Degrees in a language other than English should be got translated into English language and a copy of the same duly attested be attached along with the original document. You must carry your original certificates/documents at the time of reporting/joining. Please note that this is the mandatory requirement otherwise your admission will be cancelled and the University will not be responsible for this.
- d) A Character Certificate from the Head of the Institution last attended
- e) Details of Personal Bank Account
- f) A certificate from the Bank of the applicant to the effect that sufficient funds are available in the account of the applicant to sustain his/her studies in India for the duration of the programme.
- g) Copy of Passport
- h) Medical Insurance document(s). Candidate are required to submit medical insurance documents for the duration of the programme at the time of admission/registration.
- i) Intent letter/Statement of Purpose
- ii) Medical certificate to be produced from authorized/recognized Government Hospitals.
- j) Candidates seeking admission for research programs Applications for research programs will be accepted throughout the year but the admission would be granted only at the beginning of each academic year.
- k) Complete application along with the essential attachments be compiled as a single PDF file and email the same to Office of International Affairs Cell, Shivaji University, Kolhapur 416004, Maharashtra, India. Office E-mail: ([oiac@unishivaji.ac.in](mailto:oiac@unishivaji.ac.in)).

SHIVAJI UNIVERSITY INTERNATIONAL AFFAIRS CELL

PROCEDURE, RULES AND REGULATIONS AND APPLICATION FORM FOR

FOREIGN NATIONAL SEEKING ADMISSION TO REGULAR FULL TIME PROGRAMMES

Dear Students,

Thank you very much for your interest to study at Shivaji University, Kolhapur, (MS) India. I welcome you to the lush green and sprawling campus of Shivaji University, Kolhapur which has created an ideal place for learning. It is premier leading center of teaching, learning and research. Besides academics, the university offers extracurricular activities for sports, NSS & NCC etc. The university has an active Student Welfare Department. The Shivaji University, Kolhapur campus is very vibrant with full of academic activities like National, International Conference, Seminars, Symposia and sports competition at National levels. Shivaji University, Kolhapur courses are certainly helping students to get exposure to different domains of knowledge through their active participation. Shivaji University, Kolhapur is making effort to build up fertile & creative models and nurturing human resources with epitome of high ethics & social conduct. I hope you will feel proud of being associated with Shivaji University, Kolhapur and make Shivaji University equally proud with your excellent academic achievements.

Dr. S. B. Sadale.

Director, International Affairs Cell (IAC)

Shivaji University, Kolhapur (MS) India.

Email: [dir.iac@unishivaji.ac.in](mailto:dir.iac@unishivaji.ac.in)

## A. Procedure for Admission to Shivaji University, Kolhapur :

Thank you very much for your interest to study at Shivaji University, Kolhapur. Please note that your signature comes as undertaking as part of process and it is mandatory to follow all the rules and regulation laid down by the University from time to time. The entire admission process is online therefor please mention your contact number and email address while filling the application form. It is compulsory to maintain the same email address and telephone number throughout and during the application process. Any inconvenience or loss of communication due to incorrect Email address will be responsibility of the applicant. No excuse or complaint in this regard would be entertained. All International Students should strictly follow the procedure. Admission will not be accepted for those who refuse to follow the rules. Please note that provisional admission does not guarantee final admission to course. The admissions will be granted based on the merit and the number of seats available for the said course. Your admission will be confirmed only on reporting to the University and Department with original documents, your eligibility form is filled and eligibility is cleared by verifying the documents (academic and visa stay documents). Acquiring appropriate visa is the responsibility of the student and reporting without appropriate visa will not be considered for enrolment.

Please make sure that all your documents bear your name exactly as written in your passport and academic records. Documents must be written in English or be official certified translations approved by the authorities. Kindly read the rules, regulation and conditions carefully before signing and submitting your application and documents. No changes in application form would be allowed once the final application is submitted.

Please write to [dir.iac@unishivaji.ac.in](mailto:dir.iac@unishivaji.ac.in) or [oiac@unishivaji.ac.in](mailto:oiac@unishivaji.ac.in) for any doubts and or questions regarding submission of the application form and the documents.

### Procedure to Submit Applications

1. Please remember that you are supposed to fill the application form carefully and submit all the required documents carefully specified in the application.
2. Kindly complete the online application with your documents uploaded as PDF file.
3. Enclose all required documents as specified in their original form or as certified copies. Documents must be written in English or be official certified translations approved by the authorities.
4. Please submit the hard copy of the online submitted application to International Affairs Cell, Shivaji University, Kolhapur via post within 20 days from the last date of filling and submitting application form.

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participation. Shivaji University, Kolhapur is making effort to build up fertile & creative models and nurturing human resources with epitome of high ethics & social conduct. I hope you will feel proud of

being associated with Shivaji University, Kolhapur and make Shivaji University equally proud with your beneficial excellent academic achievements

Dr. S. B. Sadale.

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#### B. Rules and Regulations :

1. provisional admission letter would be issued with the condition that the final admission letter would be given only after confirmation of the eligibility. Provisional admission letter along with required documents could be used for obtaining appropriate student/research visa from the Indian Embassy in your country. It is to be noted that final admission will be considered and granted only when you report with appropriate visa endorsed for Shivaji University, Kolhapur i.e. for UG and PG Students: Student Visa is required and for Ph. D. Program Research Visa is required. Please note that your admissions will be considered only from the day you report with appropriate visa. Research visa is mandatory for reporting to the University in case of Ph. D. student. It is to be noted that final admission will be considered and granted only when you report with appropriate visa endorsed for Shivaji University i.e. for U.G. and P.G. Student: Student Visa is required and for Ph.D.
2. Certificate of Financial Responsibility (Financial Undertaking Letter) is compulsory to submit to embassy of India in your country for visa and the Xerox of that certificate has to be submitted along with other documents to IAC office.
3. Please note that provisional admission letter does not warrant admission to the said course. On your arrival in India and to Shivaji University, Kolhapur you need to submit and verify your original documents (including your passport, student visa, academic documents) at IAC office for initiating the admission process.
4. International students coming for the first time in India for study and at Shivaji University, Kolhapur should note and verify that their visa is endorsed for Shivaji University, Kolhapur. Admission will not be processed or granted for those with Organization/ Institute other than Shivaji University, Kolhapur. Students transferring from other Universities in India for UG/PG program will have to produce "No Objection Certificate" from last university attended and it is a mandatory requirement.
5. Please note that, for international students migrating/transferring from other Universities in India, it is necessary to produce the Migration Certificate within the two months of reporting to be considered for final admission.
6. Submitting appropriate documents in time is the responsibility of the students and no complaints or excuses will be entertained thereafter, and the University will not be responsible for any losses incurred in

any case and in any form.

7. Please note that, on your arrival in India, it is necessary to complete the registration process in the “Foreigners Registration Office” (FRRO) within 14 days from the date of arrival. IAC will only provide the required documents for the process only on reporting with original documents and verification of the same. University will not be responsible for any delay in reporting to and registration in FRRO, Kolhapur.

8. Usually the academic year is considered from June till May unless otherwise specified, and the courses usually start from July, and thus, it essential to report to IAC by 31st July, 2024.

9. One time full payment of academic annual fees will have to be made at the time of joining or within two months from the beginning of the academic year for enrolled students. Late fees will be applicable for any delay in payment of fees. Please note that, the fees including tuition fees once paid would not be refunded in any case.

10. Procuring medical insurance from the date of reporting till valid period of the course is mandatory and has to be procured within two months from the date of arrival in India.

11. It is mandatory for all the foreign students to strictly follow the rules and regulation stipulated by the University from time to time. Violation of rules and regulations would result in strict action against the concerned student which might lead to cancellation of the admission and no excuses/objection in this matter would be entertained and the student would be responsible for the consequences.

12. It is responsibility of the students to inform and submit the corresponding documents in IAC for change in residence, address, residential permit etc.

13. Prior permission from concerned Guide/ Head of Department and Director, IAC is necessary for student / Research Scholar to visit other city for academic/personal reasons during the academic year. Any discrepancy in the record will be reported to the nearest police station, FRRO Mumbai and respective Embassy for record purpose as per the provisions of the law.

14. Once admitted for particular course in Shivaji University, Kolhapur, it is the responsibility of the student to maintain the attendance report and make sure the percentage attendance is more than 75% as stipulated by UGC and University rules and regulations. Please note that the Biometric Attendance is compulsory to all the UG, PG and Ph. D. students. It is mandatory to provide monthly attendance of the students and Research scholars to DSP Office, FRRO, ICCR and respective embassies as per the office orders from DSP office and FRRO Mumbai. The attendance will be shared with DSP Office, FRRO Kolhapur, ICCR, concerned department and embassy of the respective countries of the origin of the student. It is important to note that the admission through transfer cases would not be granted in any case and it is mandatory for the students to procure Student Visa for Shivaji University (UG and PG Courses) and Research Visa for Shivaji University (Ph. D. course). The date on which the appropriate Visa (Student/Research Visa) was issued or the date of reporting to the University (whichever is late) with all the valid and attested documents would be considered the joining date and valid student. Vacation period

will be 1 months per year in line with vacations announced in the University. Vacation more than two months will not be granted without valid reason and permission. Admissions will be cancelled for students not following the University rules and those who are absent on campus or vacation for more than 1 months without valid permission.

15. Once an international student has taken admission in a particular College/ Institution he/ she shall not be allowed to change the College/ Institution if the name of that College/ Institution is endorsed/ mentioned in the students visa. In other words, he/ she shall be required to study in the College/ Institution which is mentioned in the student's visa. In special circumstances, an International student seeking a transfer from one college to another must apply to the International Affairs Cell for such a transfer with NO OBJECTION LETTER from the Principal of the College where he/she was originally admitted and an ACCEPTANCE LETTER from the Principal of the college where he/she wishes to join. The student can join the new college only after he/ she is issued a TRANSFER LETTER by the International Centre.

16. Admissions to all the postgraduate courses being offered in the PG Centres have been centralized and admission letters to International Students shall be issued by the Office of the Director, International Affairs Cell. In other words, Principals of affiliated colleges where UG and PG centres are located shall not grant admission to International students directly. An International student wishing to undertake M. Phil./ Ph. D. or any other research degree in the University or any other affiliated college or institute recognized by the University, MUST have prior security clearance from the Ministry of Human Resource Development, New Delhi and MUST BE on "RESEARCH" visa endorsed to Shivaji University, Kolhapur only.

17. All International Students who are already registered under Shivaji University, Kolhapur and want to continue their next degree under Shivaji University, Kolhapur will have to pay eligibility and registration fees.

18. International Students who have passed the qualifying examination from outside of India and require fresh "Students Visa" for admission to various general courses and courses in the Faculties of Management and Pharmaceutical Science. For such students, the admissions have been centralized and it is the office of the Director, International Affairs Cell, which will issue the letter of provisional admission as per the procedure and rules laid down in this regard. Fresh International Students are required to pay registration fees in addition to other fee (Application form and Eligibility fees).

19. International Students who are not registered with the International Affairs Cell shall not be permitted to appear at the University examinations and activities conducted under the University umbrella.

20. Foreign student applicants below the age of 18 years at the time of submitting the application for admission in Shivaji University, Kolhapur must also procure the signature of their parents or legal guardians as parental consent. Admission will not be confirmed without the valid documents and consent from the parents. Tampering/fabricating documents and or producing false documents, is an offense in

India. If found guilty, admission would be cancelled and strict action would be taken on the offender as per the laws of the land.

21. Undergraduate courses (UG programs) are usually organized in affiliated colleges of Shivaji University, Kolhapur. All applications of the foreign student applicants will be processed from the University admission portal. No admission will be granted or eligibility documents processed if the applications are not processed through proper channel. Provisional admission letter for UG/ PG admission will be issued by the IAC office on pre-screening the eligibility and only when the candidate is found provisionally eligible. Processing eligibility application within two months from the date of reporting to College/ University is mandatory to get eligibility clearance from the University office. Any delay in submitting and processing the eligibility application for unprecedented circumstances would be responsibility of the concerned applicant. Late fees will be charged as Rs. 1000 per semester for the number of semester delayed. Foreign students with provisional admission letter from IAC office should contact the respective admitted college for further processing of the documents and completing the admission process and also for FRRO registration and visa extensions.

22. Medical check-up and medical certificate with all relevant test report obtained from authorized and recognized government hospitals should be provided. Medical Certificate from government hospitals regarding to health of international students is compulsory. It is also mandatory to undergo health check-up in India in hospitals prescribed by the University Health Centre on reporting to Shivaji University, Kolhapur. Final admission would be not be granted if found unfit.

23. It is mandatory for all the international students to take the follow up of the Department/ University/ IAC Notices/ Circulars/ Instructions being displayed on the notice boards/ uploaded on the College/ Institution/ University/ webpage from time to time. No excuse or complaints would be entertained in case the student misses any academic activity owing to his gross negligence.

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