

	<i>For Office Use only</i>	Application no. IC/Adm...../	Paste recent passport size photograph duly signed by the candidate across photo
	<b>SIDDHARTH UNIVERSITY KAPILVASTU</b> Siddharth Nagar-272202, U.P.(India) Website: <a href="http://www.suksn.edu.in">www.suksn.edu.in</a> Email Id: <a href="mailto:registrar@suksn.edu.in">registrar@suksn.edu.in</a>		

### International Cell

A location Form for other-than-Indian-Nationals for the Session .....

<b>COURSE APPLIED FOR</b> UG / PG/ Ph.D./ Diploma / Certificate							
Processing Fee* Details	Name of Bank		Bank Draft No./ Transaction id		Date		Amount

\*Processing fee: INR. 3000/- for students of SAARC countries & INR 6000/- for students of non-SAARC countries (though a bank draft drawn in favour of Finance Officer, Siddharth University, Kapilvastu, Siddharth Nagar or transfer electronically in INR. to account No. 35865492908, IFSC No. SBIN0016439 and attach receipt.

#### Section I. Personal Details

Name of Candidate Mr. /Ms. (use block letters).					Sex	M	F
					Married / Unmarried		
Date of Birth.	DD /MM/YYYY	Nationality:		Name of Spouse:			
Passport no./ Citizenship no. for Nepal/ Bhutan :					Place of Issue:		
Date of Issue.	DD /MM/YYYY	Date of Expiration	DD /MM/YYYY	Country of residence			
<input type="checkbox"/> FN <input type="checkbox"/> NRI <input type="checkbox"/> OCI/PIO <input type="checkbox"/> Child of Indian worker in Gulf or SEAC** country (please enclose details)							

#### Section II. Family Details

Father's Name:					Nationality:		
					Nationality:		
Address for correspondence (use block letters):							
PIN / ZIP		Phone	+		Mobile		
Fax	e-mail:						
Permanent Address (use block letters):							
PIN / ZIP		Phone	+		Mobile		
Fax	e-mail:						

#### Section III. Qualifying Examination Details as are our specific Course Information Brochure

<input type="checkbox"/> I have examined the relevant course, eligibility requirements and duration of course from the Information Bulletin .....			
Name of the Examination (last course attend)		Grade / % of marks.	
Examining Board / University:		Language of Instruction.	

#### Instructions

1. This application form is valid only for the academic session .....
2. This form must be signed by the applicant in original.
3. Incomplete forms are not accepted.
4. Request for change of Course / Subject is not permitted after application is submitted.
5. Application Fee is non-refundable.
6. Application fee must be attached to application form at time of submission.

**Signature of the Candidate**

\*\*South East Asian Countries (#)

please see website ([www.suksn.edu.in](http://www.suksn.edu.in).<International Cell) for detailed information

## Section IV. Educational Details

MUST attach certified copies of all mark sheets/grade sheets and certificates.

if originals are not in English, then English version of all documents should also be attached after certification by competent authority.

Grade Conversion Formula from the Institution is required if marks are not awarded as percentage

Examination Passed	Name of University/Institution	Year of passing	Marks			Medium of Instruction /Teaching	Subjects
			Obtained	Max.	% age		
1 0 <sup>th</sup> Level							
10 + 2 Level							
Bachelor Degree 10+2+3 Level							
Master Degree 10+2+3+2 Level							
Other Degree							

## Section V. Other Details

Mother Tongue:		Languages Known.				
Knowledge of English: (Attach Certificate of Proficiency in English)	Read: Good / Fair / Poor	Write. Good / Fair /Poor		Speak. Good / Fair / Poor		
Have you previously studied or been admitted to SUK: Yes / No	Course.	period				
Result.	Passed / Failed / Other (specify details):	Enrolment no.				
Whether currently studying in SUK: Yes / No	Course.	Faculty				

Present Occupation/Employment, if any (Please attach a certificate from Employer)

Organization & Address	Position	Period	Nature of duties	Salary per month*
				*Equivalent to INR

## Section VI. Additional Information if Seeking Admission for Ph.D. Course (Application must be routed through the respective Embassies/Mission in India)

Topic of Proposed Research (Pl. attach synopsis)					
Research Publications (attach details)	No. of Publications	National		International	
Professional Experience (attach details)	period:	Institution			

**Note:** Candidates shall be considered for admission to PhD Courses at SUK subject to fulfilling all eligibility (including English Proficiency Certificate of TOEFL with minimum 70 score or IELTS with minimum 6 bands) and logistical requirements AND only if the degree possessed by them entitles them for enrolment / admission to the Ph.D. Courses in their own countries.

## DECLARATION

With my signature, I hereby certify that.

- 1 The particulars given in this application form are true and authentic to the best of my knowledge and belief.
2. I have read and understood the instructions, and I accept the terms of application.
3. I intend to return to my native country after completion of the course.
4. In the event of my admission to the University, I shall pay the required fees and charges as outlined and that I will not ask for any financial assistance to SUK or waiver in fee/charges during the tenure of my study.
5. I will abide by the rules, regulations and policies of the Government of India and Siddharth University Kapilvastu.
6. I accept that Siddharth University Kapilvastu has the right to reject my candidature at any time, if any information is found false / fake / wrong at any stage.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**SIGNATURE OF THE CANDIDATE**

<b>CHECKLIST</b> for Enclosures along with Application Form (Put	<input checked="" type="checkbox"/>	mark)
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- I have checked the Eligibility Criteria for admission to the course to which I have applied.
- All columns are completed, correctly in this application form.
- Application form has been signed on lower right corner of both pages and across photograph.
- Grade Conversion Formula from the Institution is attached if marks are not awarded as percentage.
- English version of all Certificates and documents are certified by a competent authority and are attached.
- Certificate of Proficiency in English from the Institute last attended (For Ph. D.: TOEFL or IELTS) attached.
- Processing fee is attached as Bank Draft/Transaction id in favour of **FINANCE OFFICER, SIDDHARTH UNIVERSITY, KAPILVASTU, SIDDHARTH NAGAR** or transfer electronically in INR. to account no 35865492908, IFSC. No. SBIN0016439 and attach receipt.
- Photocopies of Passport Identification Page and Visa are attached.
- Photocopies of Certificate for Proof of Age and Qualifications attached.
- For PhD students only: An official document must be attached stating that the degree possessed by the candidate entitles enrolment / admission to Ph.D. Course in his/her own country.
- Candidates from Iran are required to submit the No Objection Certificate issued by the Embassy of Islamic Republic of Iran in India for granting admission in the University.

#### SIGNATURE OF THE CANDIDATE

#### **IMPORTANT DATES:**

Last date to receive completed applications in International Centre	
Tentative dates for reporting at International Centre, SUK for beginning the course: a) Undergraduate, Postgraduate courses b) All Full-time, Part-time Diploma and Certificate courses	

Applications for PhD Course and Short-Term Affiliations can be made at any time of the year. Admission to PhD Course is normally done once in an academic year which is notified every year. Accordingly, candidates are required to report in the month required for admission counselling by the respective Faculty.

N.B.: For eligibility requirements, and degree or examination equivalence requirements, please refer to the UET/ SPECIAL COURSES STUDY / RET Information Brochures and Ph.D. Ordinances on the SUK website: [www.suksn.edu.in](http://www.suksn.edu.in)

<b>For Office use only</b>						
Course offered:				Course duration.		
Department:				Faculty / Institute:		
VISA type		VISA number		Issued at.		on:
Additional Charges	Amount:	INR. Rs		DD No.	dated	
Receipt No:		Date		Received by:		
Course fee Details	Receipt no.			Date.	Amount	
Checked by				Approved by:		

Submit completed Application form to: International Cell, Administration Building NAAC office, Siddharth University, Kapilvastu, Siddharth Nagar-272202, INDIA.

For any information e-mail/call us at: email: [internationalcell@suksn.edu.in](mailto:internationalcell@suksn.edu.in) OR [intcell@suksn.edu.in](mailto:intcell@suksn.edu.in), Mobile No. 6388907627 & 6388907638. Visit us at [www.suksn.edu.in](http://www.suksn.edu.in)

## **FOR STUDENT'S**

Dear Student,

Upon receiving an eligibility letter for admission from SUK, you must complete any and all necessary formalities in your country, as per your country's rule for students studying abroad and procure a **Student Visa**.

If you are a PhD student, you must obtain a **Research Visa** from the Indian Embassy in your country. Ph.D. students who are OCI, MUST obtain approval for Ph.D. research studies through a Letter of Permission from the Ministry of Home Affairs, Government of India. You should enroll preferably within one month of admission, but must enroll within the period of eligibility, usually within the following two terms after receiving admission.

Once you have your visa/approval letter, you are required to report IN PERSON, not by email or letter, to the International Centre of Siddharth University Kapilvastu in Siddharth Nagar to complete the remaining paper work. For hassle-free registration process, please carry the following documents **IN ORIGINAL (and make several photocopies of each):**

1. Eligibility letter for Admission, issued by Siddharth University Kapilvastu.
2. Proof of Age / PASSPORT with copies / Passport size photographs.
3. Marksheets/Certificates/Transcripts of Academic records; Migration/Transfer Certificate, as issued by the institution last attended
4. A certificate issued by the Institution/College, last attended regarding Proficiency in English (**For Ph.D.: TOEFL with minimum 70 score or IELTS (minimum 6 bands)**).
5. Valid Appropriate Student Visa or Research Visa stamped into Passport, OR Letter of Permission for OCIs. Please note that the Visa endorsement should be specifically for Study and acceptable to Siddharth University Kapilvastu.
6. **For Nepali & Bhutan nationals only:** Citizenship Certificate (in absence of Visa), duly countersigned by the Consular Wing of the Mission of India in the respective country (AND in case of Ph.D. Admission, a NO OBJECTION LETTER from the Mission).
7. For Iran nationals: NOC from the Islamic Republic of Iran in India (in addition to the Visa issued by the Indian Embassy abroad).

After your documents are verified by the International Centre, you are required to undergo a medical **HIV test**. Please note that currently if you are found HIV-positive, the Government of India usually will not allow admission.

After the HIV Test is completed, the International Centre will issue you a **Certificate of Clearance** which you will then carry to your concerned Faculty/ Department for verification of your original academic records, entries and signature made in the Application form etc. Once the department completes all necessary formalities, they will issue an **Admit Card for provisional admission**.

Please come to the International Centre with the Admit Card and Bank Draft towards Additional charges to complete necessary formalities and obtain instructions for paying your fees.

You must deposit the Tuition and University Fees for the Academic Year specific to your course and Faculty, **within three days of issue of the Admit Card**, failing which admission shall be cancelled. The fee must be deposited during the fixed window of admission for your Programme /Faculty; **late admissions cannot be accepted**. Upon payment, you will receive an original Fee Receipt.

Report to the concerned Dean/Head/Coordinator, along with the fee receipts immediately for entering your name in the records of the Programme /Faculty. Obtain Identity Card, complete it and get it signed by your Dean/Head/Coordinator. Day Scholars must obtain a signature from the City Delegacy. You must carry the Identity Card with you at all times as a student.

Next, you must have to enroll yourself with the University for which please go online to the website of SUK, complete the Registration and

Enrolment Form. Uploading a photo .jpg and all necessary information, print it, obtain a signature from your concerned Dean /Head/Coordinator and submit to the Office of the Controller of Examinations. They will issue an **Enrolment Number** to you within 3-5 days after checking your records. Enter that number into your Student's Identity Card.

Further, you may avail the **library, medical computer Wi-Fi and hostel facilities** (subject to its availability) etc. by applying at the respective Units of the University.

**As an international student at SUK, you MUST register with the FRO** (Foreigners Registration Office) within ten days of admission.

Complete Online Form C-Arrival Report of Foreigner, obtain Bona fide Student's Certificate from your Faculty/Department/ School and Warden of the Hostel (in case hosteller) and **submit it to the International Centre for Online Registration**.

Report to the FRO, Siddharth Nagar as stipulated in your Passport, along with Form C, your SUK paper-work, letter of admission, Fee Receipt Identity Card and Bona fide Student's Certificate issued by the concerned faculty/department and **duly countersigned by the International Centre**.

By accepting admission as a student of SUK, you agree that you will:

- ✓ abide by the guidelines issued periodically by the Government of India and/or the Siddharth University Kapilvastu
- ✓ deposit University fee at the appropriate times annually during the entire duration of your course
- ✓ fulfil the attendance requirements for class and for appearing at all examinations
- ✓ take any absence from SUK only after prior intimation and permission from the concerned Head/Dean (and Regional Director, for ICCR Scholars)
- ✓ obtain extension for the period of your Student/Research Visa as needed, and notify any changes to the concerned Head/Dean/Coordinator and to the International Centre immediately

### **As a student of SUK, you agree that you will NOT:**

engage or involve yourself in any political or other controversial activities.

join any activities prejudiced against the interest of your own country or against India;

participates in any activities that may embarrass relations between India as your host country & any foreign country

**NOTE on Academic Integrity:** Admissions are provisional and subject to verification of the original with copies of mark sheets, certificates and other documents, by the respective Dean of Faculty /Head of Department/Coordinator, through the respective Committees involved with admission. Genuineness of the document(s) must be satisfied for obtaining admission.

Provisional admission may be cancelled at any time during the entire period of the concerned course of study, if at any stage it is detected that the applicant provided fake or forged certificates or documents, indulged in any act of misconduct/ indiscipline/ moral turpitude, OR concealed any other relevant information at the time of seeking provisional admission.

Such applicant is liable for prosecution by the Government of India and will be debarred from admission to any courses at SUK in the future.