

POLICY GUIDELINES and INSTRUCTIONS FOR ICCR ADMINISTERED SCHOLARSHIP PROGRAMME (FOR APPLICANTS)

The application for opted 5 University/Institute in preferential order has to be applied through A2A Scholarship portal only."

A. ONLINE APPLICATION FORM and RELATED INFORMATION:

1. DOs and DON'Ts of filling applications

- i. All applications will be accepted online through A2A ICCR Scholarship Portal (<http://a2ascholarships.iccr.gov.in>) only.
- ii. Applications will not be accepted physically in Missions/ ICCR/ University
- iii. Applications will not be accepted locally (in India) i.e., no physical application will be entertained.
- iv. Applications should be complete in every detail to avoid rejection of the same by the A2A portal.
- v. **In case of documents available in local language, applicants are requested to upload certified copies of translations of these documents in English. In case of no English transcript, the application will be rejected.**
- vi. Applicants applying for Doctoral / Post-Doctoral courses should submit a synopsis along with the application.
- vii. Applicants wishing to pursue performing arts course should upload the latest Video/Audio/YouTube link of their performance.
- viii. Students who are already pursuing Under Graduate (UG) and Post Graduate (PG) courses in India and intend to pursue further studies and apply for Ph.D after completing UG/PG courses will have to apply afresh through A2A portal to process these applications afresh, as the applications will not be entertained and processed physically.
- ix. ICCR scholarships are meant for admissions only in the Indian State/ Central Universities or colleges affiliated to and recognized by the Indian State and Central Universities from the list available on the Portal.
- x. ICCR does not offer scholarship for admissions in Private colleges or Universities.
- xi. Student has option of **applying in 5 Universities/Institutes of his/her choice in preferential order.**
- xii. In Indian Universities, in order to pursue studies in engineering, science streams, students should have studied Mathematics, Physics and Chemistry in high school. In biology-based science subjects, students should have studied Biology, Physics and Chemistry in high school. In order to avoid rejection from Universities/ Colleges, applicants are therefore advised to make their subject choices carefully and based on the subjects they have studied in high school.
- xiii. For admission in UG level courses, it is compulsory to have 10+2 (=12 years) of schooling. It is therefore necessary that the student applying for UG level courses must complete 12 year of schooling.

- xiv. **List of Universities and lists of courses offered in various universities may be referred to on University websites by the applicants. List is given in the A2A Portal. This is to avoid time delays in processing applications, in case the course desired by an applicant is not available in a particular university. A2A Portal also provides web links of each university and courses offered by them at the time of filling the application and selection of university and courses.**
- xv. Applicants are advised to read all the instructions on the online portal for filling online application and leave no field blank.

2. Selection of Subjects, Courses and Universities

- i. For admission to science/ engineering course, an applicant should have studied mathematics, physics and chemistry at Higher Secondary level to be eligible.
- ii. Applicants should clearly mention the course to which they are seeking admission while mentioning choices.
- iii. For choosing options for Universities, applicants must refer to university websites or list of Universities where ICCR students are currently studying. List of Universities is available on the Scholarship Portal.
- iv. ICCR does not accept applications for Casual Research/ Diplomas/ Short-term courses.
- v. ICCR does not offer scholarship for MBBS/BDS courses.
- vi. Applicants of Ph.D. courses should upload to submit Synopsis (Proposal) of the research work

3. Medium of instruction and English language proficiency

- i. Medium of instruction is English in all the Universities in India. Applicants should therefore have good knowledge of English to the extent that they are able to fluently speak in English and comprehend lessons in English without any difficulty.
 - ii. While filling the application applicant have to write a in English 500 words essay on one of the topics / subject mentioned in the Portal.
 - iii. There is an optional provision of providing marks obtained in one of English Proficiency Test like TOFEL/ILETS etc. Only the marks obtained in such exams should be filled in.
4. More than one application of one candidate on A2A Portal will disqualify application.
5. It is compulsory requirement of Universities/Institutes for foreign student to have passport to study in India which also include applicants from countries not requiring Passport for travel in India.
6. Passport size photograph of applicant with white background and visibility of both the ears should be uploaded.
7. The application once submitted by student will directly go to selected Universities/Institutes through A2A Portal.
8. The application will be scrutinized by the respective universities/institutes for eligibility of admission of applicant in the applied course and stream.
9. Indian Universities/Educational Institutes are autonomous and independent bodies and have their own eligibility criteria. It is, therefore, for the students to satisfy themselves about the course chosen and the confirmation given by the Universities. Their admission is provisional till the time universities satisfy themselves of the authenticity of requisite documents from the students. If on arrival, it is found that the student does not possess the required original documents on the basis of copies of which the admission has been finalised, the students will themselves be responsible for the consequences including denial

of admission by the Universities and shall be sent back. ICCR will not bear cost on such student's return airfare. The student should bring the following documents:

- (i) Original documents relating to their qualifications for verification by the respective College/University.
 - (ii) English Translation of the documents in original.
 - (iii) Certified copy of the syllabus of the last qualifying examination.
 - (iv) Valid passport with appropriate visa. Student visa for undergraduate/post graduate and research visa for Ph.D. Students.
10. **Admission of student on the basis of eligibility from one or more than one university does not guarantee award of scholarship.** Indian Mission in each country will decide on the award of scholarship to applicant and letter of award of scholarship will be issued to student. For award of scholarship the decision of Indian Mission is final and any query regarding it should be taken up with them.
11. It may be noted that the admission remains provisional till the time universities verify the authenticity of original documents. If original documents are not found in order on which provisional admission has been granted by university, the admission offer will be revoked and the student will have to return to their country at their own cost. Once the scholarship is being considered, Indian Mission will issue offer of admission with award of scholarship for acceptance of applicant. Applicant will have 7 days time to accept / reject the offer. In case applicant wishes to accept the offer, an automated acceptance letter has to sign digitally by the student and submitted for further process.
12. After submitting the acceptance applicant should approach Indian Mission for issuance of appropriate Student / Research Visa with the required document and letter of award of scholarship.
13. Once the Visa is granted, a copy of the visa should be uploaded by the applicant on A2A Portal.
14. Pre-departure formalities :
- (i) Booking of tickets:-
 - (a) Missions while booking or advising the students to book tickets may ensure that there is sufficient gap between the timings of the connecting flights (5 to 6 hrs) so that there is enough time to complete the transit formalities particularly in view of the Covid-19 induced restrictions and delays thereof. There have been instances when the students have missed their connecting flights due to insufficient layover. Another important point which needs to be taken care is with regard to the allowed baggage limits. There may be difference of baggage allowance in domestic and international flights. Students must be advised to carry the baggage equivalent to the limit of the lower category. In any case, ICCR will not pay any amount on account of baggage other than the domestic airlines baggage allowance.
 - (b) Immediately on purchase of ticket the student should upload his Travel details on the A2A portal to enable ICCR's Regional Office make necessary arrangement for reception at airport. Mission shall send information to the concerned RO about the travel details. Missions are requested to fully explain Covid Protocol / requirements such as RT-PCR test/ quarantine requirements.
 - (c) Student to carry with him/her amount equivalent to about US\$ 400 or 350 Euro) i.e., at least equivalent to Rs. 30,000/-) to meet immediate expenses.
 - (ii) Students is advised to get themselves registered within Foreign Regional Registration Office within a period of 14 days.

- (iii) Students should understand the terms & conditions of the scholarship scheme particularly about the mandatory requirement of procuring medical insurance policy for a value (Sum assured) of not less than INR Rs. Five lakhs. As per the latest ICCR guidelines, medical insurance is compulsory for the students at their cost. Students may buy medical insurance in their country or on their arrival in India. It is upto the students to chose the insurances package.
15. Travel arrangement should be completed and 'Travel Details' should be filled in by the applicant on A2A Portal. An email should also be sent to the International Student Advisor of the University endorsing copy to ICCR Regional Office for arranging reception on arrival in India. This should be done atleast 10 days prior to departure to India so that transit accommodation and detailed coordinates of concerned persons are informed to student. It is to ensure that student traveling to India must be in touch with ICCR Regional Office and University.
 16. On arrival, student should buy a Mobile Sim-Card. A welcome kit shall be handed over to student. The kit will contain detailed addresses, email, mobile no. of RO, ISA, FRRO, city guide booklet, financial norms of ICCR sponsored Scholarship Schemes, account opening and any other relevant information as deemed appropriate by RO.
 17. Facilitate completion of admission formalities.
 18. Student should register themselves with Foreign Regional Registration Office within a period of 14 days.
 19. Immediately on their arrival students will have to open an account for which bank opening form and a letter from ICCR Regional Office / University concerned recommending immediate opening of bank account at the nearest branch of State Bank of India.
 20. It is important to note that student will not be paid any money in cash or otherwise till the bank account is opened. Therefore student must carry minimum money as advised above to meet initial expenditure. 3 months advance stipend/ scholarship through PFMS will be released once bank account is opened and registered by ICCR in PFMS.
 21. After completing the formalities student to fill up the Joining Report in prescribed proforma dully signed by International Student Advisor / Head of Department of University and send along with the fees structure for the entire duration of course (to be provided by ISA / HoD of university/ institute). While filling up the JR, it is advised to fill the details related to date of birth, nationality, course, college details, registration number etc with utmost care.
 22. The Joining report should be uploaded by student on A2A Portal. Except for Advance Stipend no other money will be released till the JR is received to ICCR Regional Office.
 23. ICCR will organize Orientation Programme for newly arriving students within the first week of the arrival. Cultural immersion programme shall be organized by Regional Office in due course.
 24. ICCR has a What's App group for foreign students and shall remain in touch on a regular basis.
 25. Student should ensure that regular half yearly progress report/result of semester exams alongwith certificate of attendance issued by HoD/ ISA of University/ Institute and the valid medical insurance policy should be submitted to ICCR Regional Office for smooth release of stipend etc.
 26. Residential address should be informed to ICCR Regional Office and FRRO compulsorily. In case of change of accommodation the new address should also be conveyed to ICCR RO and FRRO.

27. Student will have the option either to stay in Hostel or private house accommodation. However, ICCR will pay either admissible House Rent or admissible Hostel fees. Mid-term shifting from Hostel to private accommodation or visa-versa shall not be entertained in financial terms by ICCR. Please read the financial terms and conditions of ICCR.
28. ICCR has a right to bring in change in the policy as well as Financial Terms of scholarship and implement it as and when it is felt so by ICCR under intimation/dissemination of decision through popular medium of Regional Office to which every student has to abide.
29. No student shall indulge themselves in criminal/anti-social activities. In case of rustication from University, the scholarship will be barred.
30. Scholarship shall be disbursed on the basis of regular progress of the student. In case student fails in examination and do not get promoted to next level of study/programme, the scholarship will be discontinued. No scholarship shall be paid for clearing backlog. There is a special provision for this under Afghan Scholarship Schemes.
31. The scholarship tenure cannot exceed for the period of 3 weeks after declaration of result.
32. The tenure of scholarship for regular Ph.D. student is 3 years. It should be an endeavour of each research student to complete the dissertation work within 3 years of regular Ph.D. study tenure. However, in any case, ICCR as per extant norms restrict the maximum period of scholarship upto 5 years. ICCR provides maximum period of 6 months scholarship to defend / Viva Voce the research for Ph.D. students.
33. Student should fill up the Alumni Form available on A2A Portal before leaving India. The will help alumni of ICCR to be in touch for future ICCR activities as well be helpful in future if their children apply for ICCR Scholarship etc.
34. It should be ensured that Bank Account is closed before leaving India. This will ensure security from misuse of the dormant bank account.