

GENERAL INSTRUCTIONS TO APPLICANTS

1. Six complete sets of application forms are to be submitted to the Indian Mission.
2. Candidate should clearly mention the course and University to which he/she is seeking admission. **The applicants are advised to go through the “University Handbook” available with our Mission before giving these details.**

NOTE:ICCR would not be able to entertain a subsequent change in course of study or University once admission of a scholar is confirmed and the scholar has arrived to join the course.

3. Certified copies of all documents should be accompanied with English translations. A syllabus of the last qualifying examination should be enclosed with application.

NOTE:

- a. **Students applying for doctoral/ post doctoral courses should include a synopsis of the proposed area of research.**
- b. **Students wishing to study performing arts should, if possible, enclose video/ audio cassettes of their recorded performances.**
4. Candidates must have adequate knowledge of English.
5. ICCR will not entertain applications which are sent to ICCR directly by the students or which are sent by local Embassies/High Commissions in New Delhi.
6. Priority will be given to students who have never studied in India before.
7. No application will be accepted for admission to courses in MBBS/MD or Dentistry/Nursing.
8. Candidates may note that Indian universities/educational institution are autonomous and independent and hence have their own eligibility criteria which have to be fulfilled. Please also note that acceptance of application by the University is also not a guarantee of admission. A scholarship is awarded only when admission is confirmed by ICCR.
9. Student must carry a proper visa. Students should ensure that they get the correct visa from the Indian Embassy/High Commission. Government of India guideline stipulate that if a scholar arrives without proper visa and his/her actual

admission at the University/Institute does not materialize, he/she will be deported to his/her country.

10. Before departing for India the scholars should seek a full briefing from the Indian Diplomatic Mission in their country about living conditions in India/the details of scholarship/the type and duration of the course to which he/she is admitted. Scholars should inform the Indian Embassy/High Commission of their travel schedule well in advance so that ICCR can make reception and other arrangements for them.
11. **Scholars are advised to bring some money with them to meet incidental expenditures on arrival in India.**
12. The scholars who are awarded scholarships should bring with them all documents relating to their qualification **in original** for verification by the respective college/university at the time of admission.

Formalities to be completed on arrival

Upon arrival in India all scholars should register themselves with local FRRO within 7 days or within the stipulated time as directed by the Indian High Commission/Embassy concerned while issuing visa. After registration, students are required to obtain Resident Permit within 90 days.

Admission formalities

- Students should ensure that the Institutes forward their Joining Reports to the ICCR immediately after they join their courses, duly signed and stamped by College's Authorities, to enable ICCR to remit Tuition Fees/Other Compulsory Fees and other admissible dues at an early date.
- Due care should be taken by the students while filling up column nos. 9 & 14 of Joining Report regarding duration (year and month) and break – up of tuition fees, as Council is not mandated to pay any caution money/security deposits/uniform fee etc. These fees, if any, may be paid by the students directly, and any refundable deposits would be refunded to them on completion of their respective courses by the concerned Institute/College. The Council gives scholarship upto declaration of result. Due care should, hence be taken while filling up column no.9 of the Joining Report, in consultation with the college authorities so that the period includes the declaration of results as well as the stay required for collection of provisional certificate after the final exams.

Payment Criteria for stipend, house rent and contingent allowance.

- Amount payments made under scholarships are given in Annexure – III.

- The Scholarship commences from date of arrival in India. Living allowance and house rent is paid on pro-rata basis in advance for 3 months in cash by ICCR HQs/Regional Offices. Further payments is released on receipt of joining report and is paid monthly/quarterly through the SBI account/University concerned.
- Miscellaneous expenditure such as mess charges for those staying in hostels have to be met by the scholar from his stipend or personal resources.
- Contingent allowance is given every year only until the end of the course to meet expenditure on purchase of books, stationery etc. It is not given during any extension period which may be sanctioned for a particular student. For Ph.D scholars, the contingent grant is given for a maximum of five years.
- In case of Ph.D scholars, the scholarship is for a maximum of five and a half years, (inclusive of extension/viva voce) or for the total duration of research (until the submission of the thesis) plus six months for viva voce, whichever is earlier.
- For continuation of scholarship payments, all scholars must submit annual progress reports and copy of valid Resident Permit.
- Ph.D scholars travelling outside the country for data collection are eligible to draw 2 months stipend for the ex-India period **only once during their scholarship tenure**, subject to the necessary certificate from their supervisor and invitation of host organization and advance approval of the Council well in advance. All travel expenses are to be borne by the scholars themselves.
- Progress Report, along with certified copy of mark-sheet, must be submitted every semester/annually to ensure continuation of scholarship by the Council.
- The stipend and HRA will be paid only up to the declaration of result/receipt of provisional certificate and **not upto the issuance of degree by the Institute/University.**
- No stipend is released during ex-India period but house rent is released for a maximum period of two months.
- Hostel accommodation is not guaranteed and is an exception rather than an assured facility. The accommodation allowance (HRA) that ICCR gives allows 2 to 3 students to “chum up” and share a small flat. Please note that prior approval of Council is required for continuation of HRA beyond the initial three months period. ICCR will only pay hostel fees and not mess charges or security deposits/caution money.
- If a scholar is hospitalized in India for a period of one month or longer, the scholar’s living allowance will be reduced by 50%.

- For those scholars who are pursuing science courses, the expenditure on laboratory chemicals and other incidental charges are to be borne by the scholars themselves.
- Under the scholarship schemes, expenses on study tour are met by the ICCR only if the . tour proposal is endorsed by the supervisor/teacher or head of the Institution concerned, certifying that the tour is an integral part of or essential to the course of study or training. It is mandatory to take the Council's prior permission before proceeding on tour. ICCR reimburses to and for 3rd AC train fare or the actual bus fare of any state transport (upon production of original receipts), together with the stipulated daily allowance, in addition to the normal stipend. This would be decided depending upon the course/research work the student is involved with.
- If a student decides to return to his/her country before the completion of the course, he/she would not be entitled to a return passage (in cases where ICCR has agreed to pay international airfares). The expenditure would need to be borne by the scholar himself/herself. On returning to his/her country, he/she is required to refund the amount of airfare paid by the Indian Mission for travel to India as well as the scholarship amount paid by ICCR during his/her stay in India.
- ICCR will not pay airfares or any other expenses related to students travelling outside India during vacations or during the duration of the course.

Payment of tuition fees/Registration fees

- All tuition fees, university exam fees and other compulsory fees which are not refundable are paid directly by the Council. All refundable deposits will be paid by the scholar himself/herself.
- If any of the Colleges/Universities/Institutes ask the scholar to pay tuition/other compulsory fees, the student may approach ICCR with the claim.
- If a student pays tuition fees/ other compulsory fees on behalf of ICCR to the College/Institute, he/she is entitled to get reimbursement on submission of the original receipt/voucher etc issued by the University/College/Institute.
- Registration fee/tuition fee etc would not be paid for the extension period unless approved by the Competent Authority.

Reimbursement of Medical Claims

- In case of illness, a student should first visit the University/Institute's clinic for

treatment. The ailing student may, subsequently visit a government hospital or a private hospital on the CGHS/University's panel with the written recommendation of the University's Medical Officer, and only if that particular medical treatment or procedure is unavailable in the university clinic.

- In an emergency situation, students can avail of treatment from CGHS approved private hospitals. In such cases, an emergency certificate is required from the concerned hospital. All reimbursements are made as per approved CGHS rates, even where CGHS facility is not available.
- Student should submit the medical claim to ICCR in the prescribed proforma (available with ICCR HQs/Regional Offices). Medical reimbursement forms must be accompanied by all original vouchers, prescriptions, cash memos for medicines and test reports duly signed by the attending doctors and the International Students Advisors of the University. No claim will be entertained with only the hospital stamp.
- If medical treatment is being availed of outside the state where they are pursuing their studies, reimbursement will be made only if proper procedures mentioned above fulfilled. In any case, travel expenses will not be reimbursed.
- No reimbursement is admissible for expenditure incurred on family members who accompany the scholar to India.
- No reimbursement will be made against expenditure in tonics, dental, artificial aids, spectacles, acne treatment and any other item not covered under CGHS norms.
- All claims to be submitted within one month of the treatment for reimbursement.

Shifting from Hostel to Private Accommodation

- Any student intending to change from hostel to private accommodation should obtain prior permission from ICCR. For this they should first get a "No Objection" and "No Dues" certificate from Hostel/Institute authority and forward the same to ICCR (all in original) alongwith his/her application. Failing to obtain prior permission might entail rejection of their request subsequently. Frequent changes are not allowed.
- **Change from hostel to private accommodation would not be allowed in the middle of the academic session.**
- After shifting, the student must submit the latest residential address to the Council if not submitted before.

Mandatory Attendance

- Students must ensure that they have completed the mandatory attendance as required by that particular University to be eligible to take their exams. The Council will not issue any recommendation letter if the scholar is short of attendance.
- Council would not extend the scholarship period if the scholar is detained/debarred from sitting in the exam due to shortage of attendance.

Return journey to home country

- Students should leave the country immediately after the completion of their studies. Under normal circumstances, the time gap between completion of studies and final departure should not exceed one month.
- A scholar wishing to travel outside India during the course of study for personal reasons may do so at his/her own expense and with the prior permission of ICCR and the Institute where he/she is studying.

Discontinuation/Cancellation of Scholarship

- Generally ICCR discontinues scholarship payment when a scholar fails in his/her examination. The student is then asked to clear his/her examination as a self financing student, with the clear understanding that ICCR would revive his/her scholarship only after he/she clears the examination successfully within one year. If he/she fails again, the scholarship would be cancelled.
- Scholarship could be cancelled if the scholar fails repeatedly or is involved in exam-malpractices/anti-social activities, or is found violating the terms and conditions of ICCR scholarships.



INDIAN COUNCIL FOR CULTURAL RELATIONS

APPLICATION FORM FOR ICCR SCHOLARSHIPS FOR FOREIGN NATIONALS FOR THE ACADEMIC YEAR 2014-15

Please tick Scholarship Scheme for which application is being made:

- General Scholarship Scheme (GSS; formerly known as General Cultural Scholarship Scheme or GCSS)
- Scholarships under bilateral Cultural Exchange Programmes (CEP Scholarship)
- Scholarships for students from Commonwealth Countries (ICCR's Commonwealth Scholarship Plan)
- Scholarships for students from African Countries
- Scholarships for students from SAARC Countries
- Scholarships for students from Mekong Ganga Co-operation (MGC) Countries
- AYUSH Scholarships to study Indian Traditional Medicine Systems such as Ayurveda, Unani, Siddha & Homeopathy (available for students from all Countries, though priority is given to those from BIMSTEC Countries)
- AYUSH Scholarships to study Indian Traditional Medicine Systems such as Ayurveda, Unani, Siddha & Homeopathy for Malaysian nationals
- Scholarships for Afghan nationals
- Scholarships for Sri Lankan nationals
 - Nehru Memorial Scholarship Scheme
 - Maulana Azad Scholarship Scheme
 - Rajiv Gandhi Scholarship Scheme
- Scholarships for Bangladeshi nationals
- Scholarships for Nepalese nationals (also known as Silver Jubilee Scholarship Scheme)
- Scholarships for Mongolian nationals
- Scholarships for Bhutanese nationals

- Scholarships for Maldivian nationals
- ICCR Cultural Scholarship Scheme (For Dance/Music/Yoga/Art)

For further specifications of each Scheme, may refer to ICCR Website

Please tick one of the following course options: () UG () PG () Ph.D () Ayush

AZAD BHAVAN, INDRAPRASTHA ESTATE, NEW DELHI-110002

Website: www.iccrindia.net

INSTRUCTIONS TO CANDIDATES FOR FILLING THE APPLICATION FORM

- 1 All entries (except the signature) in the application should, be typewritten or handwritten in block letters (capitals).
 - 2 **Six copies of application, duly filled and properly tagged, are to be submitted.**
 - 3 **Each copy should be complete in all respects, with all the required information and all necessary supporting documents, as listed below:**
 - i. A recent passport size photograph (taken not earlier than a year before the date of the application) should be pasted on the application form in the space provided for the purpose. The name should be written on the photograph for purpose of identification.
 - ii. Apart from these six photographs which are to be pasted on the applications, one additional photograph, not pasted to any form, must be supplied.
 - iii. Certified copy of the syllabi, curricula, etc. of courses covered in schools, colleges, universities attended (except the Senior Cambridge, High Cambridge and London General Certificate of Education examination) with full details. Note: If this information is not supplied, your application will not be considered, as this information is required in order to establish equivalency with Indian academic standards.
 - iv. Certified photostat copies of all academic qualifications certificates and marksheets, including those relating to school leaving examination, which are mandatory for the course for which you have applied.
- Note: Please ensure that certified copies of documents showing specific qualifications required for the course of your choice (such as GMAT scores for admission in MBA/TOEFL/IELTS scores for English courses etc.) are also attached. The requirements can be checked from the UGC website / Handbook or from the website of the institution concerned.**
- v. A certificate of physical fitness in the prescribed form.

- vi. Recommendations / character certificates as required under S. No.15 of this form.
- vii. Certified copies of relevant pages of candidate's valid passport (max validity), showing photograph, name, contact details, date of issue, date of expiry and place of issue. (Note: Please ensure that your passport is valid for the duration of the course for which you have applied.)

(ORIGINAL DOCUMENTS SHOULD NOT BE SENT WITH THE APPLICATION AS THESE WILL NOT BE RETURNED TO THE APPLICANT.)

APPLICATION FORM

Space for recent
passport size
photograph

- 1. Full name (IN BLOCK LETTERS)
(Mr. / Mrs. / Miss)
- 2. Male () Female ()
- 3. Contact details:-
 - i. [Tel:](#)
 - ii. Fax:
 - iii. Email:
 - iv. Postal address:

4. Permanent home address (IN BLOCK LETTERS)

5. Date of birth _____ Nationality

6. Country of residence _____

7. Passport No. _____

i. Date of issue _____ ii. Date of expiry

iii. Place of issue _____

8. Details of Father / Guardian
Name:

Relation (F/G):

Occupation:

Nationality:

Address of permanent:
residence of Father / Guardian

9. Knowledge of proficiency in English

Written	Good ()	Fair ()	Poor ()
)			
Spoken	Good ()	Fair ()	Poor ()
)			

Specify level of examination passed in English and grades obtained.

10. Knowledge of any other language _____

Written	Good ()	Fair ()	Poor ()
)			
Spoken	Good ()	Fair ()	Poor ()
)			
Understand	Good ()	Fair ()	Poor ()
)			

11. Give details, if any

- (a) Proficiency acquired in games, sports & athletics; and
- (b) Part taken in other extra-curricular or social activities

12. State in order of preference the Universities / Institutes in India in which you seek admission:

- 1.
- 2.
- 3.

NOTE: Please refer to “Universities Handbook of India” available with the Indian Diplomatic Mission in your country or go to University Grants Commission (UGC) website at <http://www.ugc.ac.in> Please note that ICCR provides scholarships only for courses in central or state government universities as listed by the UGC, and for courses in deemed universities which have been approved by UGC.

There is no guarantee of admission in your choice of University / Institution. In case of non-availability of a particular course in a particular Institution, the Council will forward the application to other Universities/Institutions where such courses are available.

The Council would try to accommodate the candidates as per their choice of course/institute. However, the Council reserves the right to offer admissions for any course or institution in India even if these are not among the candidate’s preferred choice. While the candidate may decide whether or no to accept such an offer, it may be noted that once accepted, no change in either course or University will be permitted.

13. State in order of preference the courses which you would like to study in India.

- 1.
- 2.
- 3.

NOTE: Candidate should be very specific and clear about the course of study, which he / she wishes to pursue in India. Scholarships are not available to pursue more than one course. Candidate should ensure that the courses listed here are offered by all three of the Universities listed under S.No.12 above. The candidates must refer to the Universities/Institute Website to know the eligibility criteria for the courses of their choice.

14. PREVIOUS EDUCATIONAL QUALIFICATIONS (Fill in all columns which are applicable to you):

Certificate / Degree	Country	Name of School/ University / Board	Year of Graduation	Percentage
School Leaving (equivalent to Grade XII in India)			<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Undergraduate (equivalent to three years course after grade XII in India)			<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Post graduate (Two years' Masters' course after the above mentioned undergraduate or five years' Masters' course after grade XII)			<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
DOCTORAL (Ph.D) (After Masters' Degree)			<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Accepted <input type="checkbox"/> OR Not yet accepted <input type="checkbox"/>

Note: Details of any course in Indian Universities / Institutes which the scholar is currently attending or has attended in past may be given below.

Year	Name of University / Institute	Course

15. Give below the names of two persons who have agreed to testify from their personal knowledge to your character (they must not be related to you and should have direct knowledge of your academic pursuits and attach recommendation letters / character certificates signed by them).

(a) Name _____
Status/ Designation _____
Address _____
E-mail _____

(b) Name _____
Status/ Designation _____
Address _____
E-mail _____

16. Details of close relative (s) or friends, if any, in India.

I. Name _____
II. Relationship _____
III. Status/ Designation _____
IV. Address _____
V. Tel No. _____
VI. E-mail _____

17. Have you travelled or lived in India in the past. If so, mention places visited and dates of such visits.

18. Have you ever availed of ICCR Scholarship earlier? If so, please give full details.

- (i) Year of Scholarship
- (ii) Name of Course
- (iii) Name of the Institute / University
- (iv) Total duration of stay in India on scholarship

19. Any general remarks which you would like to offer (if the space is not sufficient, attach a separate sheet and sign the same).

Date

Place

Signature of Applicant

I hereby declare that the particulars given above are true to the best of my knowledge and belief, that I have understood the terms and conditions of the Scholarship Scheme as given above and in Annexures II and III and hereby undertake to abide by them, and that I also undertake to return to my country after completion of my studies in India.

Signature of Applicant

Indian Council for Cultural Relations
Azad Bhavan, Indraprastha Estate, New Delhi-110002

Financial Terms and Conditions

LIVING ALLOWANCE (STIPEND) (Per Month)	
Undergraduate	5,500
Postgraduate	6,000
M.Phil / Ph.D	7,000
Post-doctoral Fellow	7,500
HOUSE RENT ALLOWANCE (Per Month)	
In Grade 1 cities	5,000
In other cities	4,500
CONTINGENT GRANT (per annum)	
Undergraduate	5,000
Postgraduate	7,000
M/Phil / Ph.D	12,500
Post – doctoral studies	15,500
THESIS AND DISSERTATION EXPENSES (Once in entire duration of course)	
Ph.D Scholar	10,000
For BBA/BCA/MBA/MCA/M.Tech and other course required submission of Project	7,000
MEDICAL BENEFITS	
Under the scheme scholars are expected to seek treatment only at medical centre or dispensary attached to universities / Institutes where they enrolled or in the nearest Government hospital	Bill are settled as admissible according to AMA/CGHS norms

CERTIFICATE OF PHYSICAL FITNESS
(To be filled by a Registered Medical practitioner
in the applicant's country of domicile)

Name of Applicant _____

Sex M/F _____

Marital Status _____

Age _____ Blood _____ Group _____

Nationality _____

Address _____

(City) _____

(Country) _____

Telephone No. _____

Email Address _____

- I. Medical History** (Please give details of any past medical condition which may adversely impact the patient's health at the current time or in the near future).

IA. History of Any Known Illness / Surgery:-

Raised BP - Yes No If, yes – on Regular treatment - Yes No

DM - Yes No If, yes – on Regular treatment - Yes No

IHD - Yes No If, yes – on Regular treatment - Yes No

Stroke - Yes No If, yes – on Regular treatment - Yes No

Kidney Disease:

Chronic Renal Failure – Yes No If, yes – on Regular treatment - Yes No

Any history of Surgery / prolonged hospitalization (more than 2 weeks)

Yes/No; if yes, details of illness / injury / surgery with duration of illness/
treatment

Any history of loss of appetite - Yes No

Any history of loss of Weight - Yes No

Any history of digestive diseases - Yes No

Family History of : DM HT Obesity

Any known Allergy:- If so, is the patient on any medication / precautions?

II. Physical Examination

Medical condition of:-

Height _____ Weight _____ Chest _____

Head _____ Nose _____ Lungs _____

Eyes _____ Pharynx _____ Heart _____

Ears _____ Neck _____ Reflexes _____

Remarks if any:-

III. Medical Examination:- Routine Blood, (including Fasting & P.P), Urine Test and Chest X-Ray and any other test as deemed fit by the Medical Practitioner (to rule out any chronic disease).

IV. Summary

1. I believe this applicant IS / IS NOT physically able to carry on a full course of study, involving long hours of work, in a college or university in India.
2. In my opinion the applicant's health and physical condition in general are:

Excellent

Good

Poor

3. I certify that the applicant is up-to-date on routine vaccinations including, among others, MMR, DPT, Varicella, Hepatitis A & B etc.

4. He / She has no physical condition / ailment which would hinder him from pursuing a full course of study in India. _____()

5. He / She present no evidence of any communicable disease or of any chronic fatigue. _____()

6. He / She does not have any chronic medical condition which requires regular and sustained medical treatment. _____()

NOTE: If answers to 4, 5 and 6 above are positive, please give details in Remarks column below.

REMARKS

Date

Signature

_____ **Address** _____

IMPORTANT:

As a protective measure, those planning to study in India are strongly advised to get vaccinated against typhoid / cholera before coming to India.

Application for Indo-Japan Cultural Exchange Programme

(To be completed in English. Please type or print in block letters.)

Name		Picture 4 cm × 5 cm
(□M · □F)		
Birth (Month/Day/Year)	/ / 19 (age)	
Major in India		
University · Institute in India	Professor :	
Address	〒	
	Phone ()	
Permanent domicile (if different from above)	〒	
	Phone ()	
Present Post (Students should write a school name and grades)		
Education Specify the degrees, diplomas or certificates received. State also on-going study and date for expected degree.		
Term	School · Major	
~	_____	<input type="checkbox"/> on going <input type="checkbox"/> graduate
~	_____	<input type="checkbox"/> on going <input type="checkbox"/> graduate
~	_____	<input type="checkbox"/> on going <input type="checkbox"/> graduate
~	_____	<input type="checkbox"/> on going <input type="checkbox"/> graduate
Work Experience Itemize the experience and periods.		
Research Record (append an attached sheet.) : Itemize the titles of theories and dates.		
Remarks		

* Email:

