RK.UNIVERSITY

Policy Title:	International Admission Policy
Policy No.:	RKUN/17/01/011
Last updated on:	10th July, 2019
Approved By:	Board of Management & Provost (VC), RK University
Applicability of Policy:	All the International Students seeking for admission at RK University and RK University admitted Students.
Policy Purpose:	Provide more clarity, transparency and uniformity to International admission process of the University

Definitions:

a. "University" means the RK University formed as per Gujarat Act no. 25 of 2011 by the Government of Gujarat.

b. "Faculty of Studies" means a group of University schools concerned with a major division.

c. "School" means the Constituent institutes of RK University

d. "Programs" means various programs run by RK University under various Faculty of Studies and Schools.

e. "Policy" means a set of basic principles and associated guidelines, formulated and enforced by the governing body of university, to direct and limit its actions in pursuit of long term goals.

f. "Foreign student" means foreign nationals (validate on the bases of candidate's passport copy), NRI (validate on the bases of Passport copy of Candidate and Resident VISA / Letter from the Embassy) and NRI sponsored (validate on the bases of Passport copy of the Sponsorer, proof of NRI Status i.e. Resident VISA / Letter from the Embassy and Notary affidavit from the Sponsorer).

Policy Background:

RK University is a state private university established and approved by Govt. of Gujarat under Private University act, 2009. According to the Act, University should follow the regulation of Admission and fixation of Fees Act, 2007 of Gujarat Government. With accordance to guideline of the Act and UGC regulations, Admission policy of the University has been drafted to provide more clarity, transparency and uniformity of the University admission process.

Policy Objectives:

Its objectives are to:

i. Ensure that admission process of the University is carried out as per the rules and regulations of admission and fixation of fees act, 2007 of Gujarat Government and UGC Regulations.

ii. To provide clarity, transparency and uniformity to university international admission process.

iii. To provide information for admission cancellation process and refund of paid fees.

Admission Procedures:

1. Apply:

Candidates can apply for any of the programs offered by RK University to the foreign students in any one of the two modes: *Apply online* - Using credit or debit card, paying the fee of USD 50/- or INR 3000/- *Apply offline*:

Fill application details online, download and courier to us along with the fee of INR 3000/- by banker's draft (DD) / Non Resident India cheque in the name of "RK University". DD/NRI cheque towards application fee will be accepted in INR only. The application Fee is non-refundable. Applicants are recommended to use the online mode for quick processing.

2. *Fill the application form:*

Fill up the application carefully without missing any detail. If the marks are not known or not available at the time of filling the application, please indicate "Results are awaited" in the marks/grade field. Candidates whose result/degree are generally released not before June may send the forecast / predicted / term results duly endorsed by the head of their school. The candidate is expected to send the marksheets/transcript to the university as soon as it is available to ascertain the eligibility. It is to be noted that the application will be considered only if the marksheets/transcript are made available to the university within the stipulated date. If the marks sheets of the qualifying examination are not submitted within the stipulated date, RK University will not be responsible for the loss of opportunity to study or future career.

3. *Attach and upload the documents:*

Attach/Upload all mentioned Documents. 10th and 12th / Bachelor / Master's degree certificate along with marks sheet/transcript. Both front and back sides of the mark sheet are to be copied and sent in order to get additional information about the grade equivalence, passing requirements etc. If the content in the marks sheet is not in English, then the certified English translated version must also be submitted in addition to the native language certificate. In case the results have not been released, then the predicted marks/grades or the term result of the qualifying examination must be submitted. Proof of NRI status of the student/ parent/ sponsor Copy of the passport of the applicant (personal details page) Copy of passport of parent /sponsor (personal details page)

If available at the time of application: Eligibility certificate obtained from Association of Indian Universities (AIU).

4. Document submission:

Applicants who have chosen the Apply offline mode, must submit the hard copy of the filled-in application along with necessary documents to: The Executive, Office of International Affairs, RK University, Rajkot-Bhavnagar Highway, Kasturbadham, Rajkot – 360020, Gujarat, India. Tel: +91 9909952030, Mobile: +91 8980724363, e-mail: international@rku.ac.in

5. Acknowledgement:

On receipt of the completed application along with the prescribed application fee, an application number will be allotted and emailed to the applicant. We may request for additional or missing information, if any. Please quote the application number in all your correspondences related to admissions.

6. Provisional Admission:

Based on the predicted scores /term result / final scores, if the eligibility requirements for the program applied for have been found to be satisfied, then the provisional admission letter will be emailed with details of tuition fee and other fees payable. This provisional admission letter is not valid for visa purposes. It is very important that the students who have submitted the predicted / forecasted/ term results must submit the actual marks / grade sheet of the qualifying examination as soon as it is available and has to meet the eligibility requirements for the program. Candidates must produce equivalence certificate obtained from the Association of Indian Universities (AIU), New Delhi (www.aiuweb.org) before the confirmed admission letter is issued.

7. Fee Payment:

The tuition, hostel/ accommodation, registration fee, examination fee and other applicable fees must be paid in US Dollars by electronic transfer only within 15 days from the date of issue of the provisional admission letter (Email). FEES REMITTED MUST BE EXCLUSIVE OF BANK CHARGES. The

university is not responsible for non-delivery of the e-mail for any reasons what-so-ever. The bank details for electronic transfer will be provided in the provisional admission letter.

8. Payment intimation:

Immediately after effecting the wire transfer, fill up all details in the "DETAILS OF THE ELECTRONIC FUND TRANSFER" form, scan and send it to international@rku.ac.in by email. This is mandatory and very important for proper and timely credit.

9. Admission conformation:

Once the (a) full annual tuition fees (b) registration fees and (c) examination fees, for the first year, are received and credited into our account, and on receipt of final mark sheets and all other mandatory documents, the letter of confirmed admission will be sent by email. Please note that the fee has to be paid within the stipulated date and the admission will be confirmed on "Merit-cum-First Come First serve" basis. Failure to pay the full tuition fees will automatically deprive the applicant of the admission opportunity and the university reserves the right to admit other eligible applicants without further notice. RK University will not be responsible for any loss of opportunities or loss/damages arising thereof. The confirmed admission letter may be used by foreign students to apply for student visa, ticketing, insurance and others.

10. Pre-enrolment:

Pre-enrolment is the process of verifying the original certificates and obtaining declarations from the parents/student, on arrival to the campus. The university will send a separate communication detailing the procedure for pre-enrollment, commencement of classes and other information necessary for completing the admission formalities.

Registration:

Students are advised to reach RK University campus at least 2-3 days prior to the commencement of classes and report to the Office of International Affairs to complete the above admission formalities. RK University

admission cell will complete all formalities, enter the relevant details on ERP and create the student's account on ERP. Only after the admission formalities are completed, student will be permitted to move into the allotted hostels.

11. Medical Examination:

Every candidate needs to undergo a medical examination and the report to be submitted to the Office of International Affairs, RK University.

12. Security Registration:

It is a part of the normal mandatory process that within the stipulated time frame of arrival in India, the student has to register his/ her name with the police in the Foreigner's Registration Office (FRO) / Foreigner's Regional Registration Office (FRRO). The time frame may vary from 24 hours to 14 days of arrival depending on the country of origin. The applicable immigration processing fees and other related expenses have to be additionally borne by the student.

Eligibility:

To get an admission in any discipline program of RK University, applicant must fulfil the below mentioned eligibility criteria. They should have cleared TOEFL with 213 in CBT or 550 in paper-based test or a band of 6.5 in IELTS. Evidence of required academic performance must be in the form of certified English transcripts listing all the courses with grades or marks earned. Transcripts in languages other than English are not acceptable.

Program name	Qualification*
Diploma of Engineering	Passed in standard 10th or equivalent
Bachelor of Engineering	Passed in standard 10+2 or equivalent with minimum 45% of theory or theory and practical marks of Physics and Mathematics with

	chemistry/biology/computer/vocational subject from single board
Master of Engineering	Passed in Bachelor of Engineering or equivalent in relevant discipline with minimum 50% aggregate
BCom - Bachelor of Commerce BBA - Bachelor of Business Administrations BCA - Bachelor of Computer Application	Passed in standard 10+2 or equivalent
MBA - Master of Business Administration MCA - Master of Computer Application	A candidate shall have passed qualifying examination with minimum 50% mrks
Bachelor of Pharmacy	Passed in standard 10+2 or equivalent with Physics, Chemistry and Mathematics/Biology
Doctor of Pharmacy	Passed in standard 10+2 or equivalent with Physics, Chemistry and Mathematics/Biology
Master of Pharmacy	Passed in Bachelor of Pharmacy or equivalent in relevant discipline with minimum 55% aggregate
Bachelor of Science (Medical Radiology & Imaging Technology)	Passed in standard 10+2 or equivalent with Physics, Chemistry and Biology
Bachelor of Physiotherapy	Passed in standard 10+2 or equivalent with Physics, Chemistry, Biology and English

Master of Physiotherapy	Passed in Bachelor of Physiotherapy with minimum 50% with Completion of Internship
Bachelor of Science	Passed in standard 10+2 or equivalent with relevant subjects
Diploma in Medical Laboratory Technology	Passed in Bachelor of Science or equivalent (various streams of life science)
Master of Science	Passed in Bachelor of Science or equivalent with Minimum Aggregate 40% marks in relevant program

*Qualification criteria mentioned above are subject to change as per the norms of relevant admission committee/council.

Cancellation Procedures:

1. Candidate who seek to cancel his / her admission from the respective program in which a seat is allotted by the University, candidate needs to apply through written application. The format of cancellation application is available at University admission office as well as student section of respective school.

2. Upon the completion of necessary procedures mentioned in the cancellation application, candidate needs to submit it at the university admission office.

3. University admission office needs to present all the cancellation applications received during the admission cycle in the upcoming meeting of the Board of Management.

Disclaimer:

This policy may get revised from time to time and on approval by the Provost (VC), shall come into force and shall be binding on the students, faculty, staff, all authorities of the School and others concerned.