

# HSNC University

Department of Foreign  
Student Support Cell



**Headquarter : D.M.Harish  
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Worli  
Mumbai 400018**

## CIRCULAR

The HSNC University, Mumbai has decided to admit all international students (FR, FS, PIO, OCI, NRI [Appendix-1]) through a Single Window System from the Academic Year 2022-2023. Edulab Educational Exchange Pvt. Ltd, has been identified by the University as the Service Provider to provide all the services pertaining to admission of international students (FR, FS, PIO, OCI, NRI [Appendix-1]) in Arts, Commerce and Science faculties at all constituent colleges of the University through a Single Window System. Edulab Educational Exchange Pvt. Ltd. will be responsible for providing all type of assistance to international students (FR, FS, PIO, OCI, and NRI [Appendix-1]) who wish to seek admission at the HSNC University, Mumbai. **Henceforth, no constituent colleges will be permitted to admit international students (FR, FS, PIO, OCI, and NRI [Appendix-1]) directly to any faculties.**

Mr. Pratik Gandhi, Chief Executive Officer, Edulab Educational Exchange Pvt. Ltd. (Contact No.: 022 26879696, 26879697) will act as Head of Foreign Student development Cell and will look at all admissions of international students.

All constituent colleges/Schools of the University and the students who wish to seek admission at the HSNC University, Mumbai must follow the procedure given in the Apendix-2 and Apendix-3 respectively. **The last date of admission is September 15, 2022.**

A handwritten signature in black ink, appearing to be 'Dr. Bhagwan Balani', written over a horizontal line.

Dr. Bhagwan Balani  
Registrar  
HSNC University, Mumbai

To,  
All Principals of Constituent Colleges/Directors of University Schools of HSNC  
University, Mumbai

## Appendix-1

### Definitions of Foreign Students

(Reference: [www.mea.gov.in/faq-overseas-indians.htm](http://www.mea.gov.in/faq-overseas-indians.htm))

#### Foreign Students (FR / FS)

Foreign Student (FR / FS) means student holding passport issued by foreign countries including people of Indian origin who have acquired the nationality of foreign countries.

#### Persons of Indian Origin (PIO)/ Overseas Citizen of India (OCI)

Person of Indian Origin (PIO) means the person who is the citizen of other countries (except Pakistan and Bangladesh) who at any time held an Indian Passport, or who or either of his/her parent or any of his/her grandparent was a citizen of India by virtue of provisions of the Constitution of India or Section 2 (B) of Citizenship Act, 1955 (Act No. 57 of 1955).

A foreign national, who was eligible to become citizen of India on 26.01.1950 or was a citizen of India on or at any time after 26.01.1950 or belonged to a territory that became part of India after 15.08.1947 is eligible for registration as Overseas Citizen of India (OCI). Minor children of such person are also eligible for OCI.

#### SAARC Students

SAARC citizen means a student holding passport/nationality of Pakistan, Afghanistan, Bangladesh, Maldives, Bhutan, Sri Lanka and Nepal) including people of Indian origin who have acquired the nationality of SAARC countries.

#### Non-Resident Indians (NRI)

Non-Resident Indians (NRI) as defined in Income Tax Act, 1961 with the following clarifications: An individual is Non-Resident, when he/she is "not a resident" or who is "not ordinarily resident". A person is treated as "not ordinary resident" when any of the following conditions is satisfied.

- (1) If he/she has not been resident in India in nine out of ten preceding years; (OR)
- (2) If he/she has not been in India for a period of 730 days or more during the preceding seven years; (OR)
- (3) If he/she has completed higher secondary school education (10<sup>th</sup> or 12<sup>th</sup> or Graduation) from outside India.

#### Others

- (1) If he/she have been outside India for 182 days or more in the preceding financial year.
- (2) If he/she are an Indian resident but have completed higher secondary school education (10<sup>th</sup> or 12<sup>th</sup> or graduation) from outside India.

Note: Cut-off date to decide the NRI status is last date of the preceding financial year.

### Instructions to all Constituent Colleges of the HSNC University, Mumbai

- No constituent College will henceforth be permitted to admit international students (FR, FS, PIO, OCI, and NRI [Appendix-1]) in Arts, Commerce and Science faculties directly.
- All international students (FR, FS, PIO, OCI, and NRI [Appendix-1]) interested to seek admission in Arts, Commerce and Science faculties at HSNC University Mumbai will apply to the link ([hsnc.admissiondesk.org](http://hsnc.admissiondesk.org)) available on website of the HSNC University, Mumbai and pay Eligibility Fees.
- Edulab Educational Exchange Pvt. Ltd. will scrutinize the received applications from international students and send the scrutinized applications to the Department of Foreign Student Support Cell.
- The Department of Foreign Student Support Cell will forward these applications to the Eligibility Section of the HSNC University, Mumbai.
- The Eligibility Section will issue Prima Facie Letter of the eligible students and forward it to the Department of Foreign Student Support Cell.
- The Department of Foreign Student Support Cell will issue Provisional Admission Letter to the eligible students and communicate them through E-mail.
- The students who receive the Provisional Admission Letter will proceed towards paying the Admission Processing Fees.
- The Department of Foreign Student Support Cell will allot the college to the students as per their merit and send the Letter of Intimation to the Constituent Colleges.
- The constituent College must nominate one Senior Faculty as in charge, International Student Admission Process to monitor the process of admission of international students. He/she will also co-ordinate the process with the University.
- The College should send the information about the person in charge, International Student Admission Process (Name, email and mobile no.), seats available, year-wise fees structure, course contents and Acceptance Letter to the Department of Students' Development within three days on the e-mail, **[hsncu@admissiondesk.edu.in](mailto:hsncu@admissiondesk.edu.in)**
- The College or their Management does not have any right to reject the admission communicated by Department of Foreign Student Support Cell. It is compulsory to the Colleges to accept the admission of International Students (FR, FS, PIO, OCI, and NRI [Appendix-1]) without considering merit of their domestic students or their cut off marks of merit list.
- The College/Institute/Department must give the admission as per 15% quota for each course in addition to the sanctioned intake of seats granted by the University.
- The Department of Foreign Student Support Cell will send the fees structure to the student and student will pay the admission fees on the portal .

After payment of fees the Department of Foreign Student Support Cell will send Confirmation Letter of Admission to the Colleges.

- The Department of Foreign Student Support Cell will send Fees of students directly to the account of college after receiving Confirmation Letter of Admission and Enrollment of students.
- Also, no constituent College / Institute will henceforth be permitted to admit international **students coming from ICCR directly in Arts, Commerce and Science faculties. The communication of such students will be intimated to the concerned College by the Foreign Student Support Cell. The procedure of such admission is also same as prescribed** above.
- The College must complete the process of FRRO/FRO within 07 days from the date of joining of the international student as per the guidelines issued by University Grants Commission, New Delhi, wide its letter no.- D.O.No.F.1-1-2016 dated June 20, 2016.
- The College/Institute/Department must follow the above guidelines for admitting the students for First Year. The fees for the remaining years will be collected online centrally for the students and transferred to each individual constituent college account.
- The student interested to seek admission directly for Second or Third year then the College/Institute/Department must follow the above guidelines and for remaining years of their study.

**Instructions to International Students (FR, FS, PIO, OCI, NRI)  
Interested to Seek Admission in Constituent Colleges / Institutions of the  
HSNC University, Mumbai**

- All international students (FR, FS, PIO, OCI, and NRI [Appendix-1]) interested to seek admission at in Arts, Humanities Commerce, Sciences and Skill Based faculties must approach to the link ([hsnc.admissiondesk.org](http://hsnc.admissiondesk.org)) available on website of the HSNC University, Mumbai ([www.hsncu.edu.in](http://www.hsncu.edu.in)).
- Students will have to upload their documents (Academic qualifications, transcripts and details of passport) on the website and pay the Eligibility Fees of \$50 per course online to the Finance and Accounts Officer, HSNC University. The Eligibility Fees will not be refunded to the student under any circumstances.
- The Department of Foreign Student Support Cell, HSNC University will send the documents of the students to the Eligibility Section of the University.
- In some cases, the student will be informed through an email to obtain the Equivalence Certificate from Association of Indian Universities (AIU). It is the responsibility of the student to obtain such Equivalence Certificate.
- The Eligibility Section will issue Prima Facie Letter of the eligible students and will forward it to the Department of Foreign Student Support Cell.
- The Department of Foreign Student Support Cell will issue Provisional Admission Letter to the eligible students and communicate them through an E-mail.
- The students who receive the Provisional Admission Letter must proceed towards paying the Admission Processing Fees of \$800 online to the Finance and Accounts Officer, HSNC University, Mumbai. The Admission Processing Fees will not be refunded to the student under any circumstances.
- Student once allotted a course and constituent college must pay the Admission Fees mentioned in the Final Admission Letter online to the Finance and Accounts Officer, HSNC University, Mumbai. The admission fees will be refunded to the student as per the guidelines issued by the University time to time.
- The student must join the allotted College / before the commencement of the term and approach the Head, International Student Admission Process of the allotted College as mentioned in the Final Admission Letter personally and complete the formalities of the admission at the college/institute/department level.
- The student must approach Head, International Student Admission Process for completion of the process of FRRO/FRO within 02 days from the date of joining of College/Institute/Department as per the guidelines issued by University Grants Commission, New Delhi, vide its letter no.- D.O.No.F.1-1-2016 dated June 20, 2016.
- It is the responsibility of international student to find the place of accommodation. The University and Edulab Educational Exchange Pvt. Ltd. will not be responsible for accommodation of the international students. However, Edulab Educational Exchange Pvt. Ltd. will provide the assistance to the international students in finding the place for accommodation.
- For any query, a student should email us on [international.admission@hsncu.edu.in](mailto:international.admission@hsncu.edu.in)