

**GUIDE TO ADMISSIONS (SCHOOLS)
SUPPLEMENT-FN
2024-25**

**FOR FOREIGN NATIONALS
&
CHILDREN OF NON-RESIDENT
INDIANS**



ALIGARH MUSLIM UNIVERSITY
ALIGARH, U.P., INDIA

The candidate who wishes to apply for admission under **Foreign Nationals/Non-Resident Indian (NRI)** category is advised to carefully read and follow the **Guide to Admissions (Schools) 2024-25** and additional information and rules as given in the **Guide to Admissions (Schools) Supplement-FN 2024-25** which can be seen/ downloaded from the following Website: www.amucontrollerexams.com

It shall be presumed that the candidate applying for admission agrees to abide by the same.

ADDITIONAL INFORMATION AND RULES

- Admissions to all Classes as detailed below are open to self-financing **Children of Non-resident Indians** in the following Schools as detailed below:

Class	S.T.S. School	AMU City School	AMU Girls' School	AMU ABK High School	
	Boys	Boys	Girls	Boys	Girls
VI	05	05	05	---	---
IX	07	07	10	07	07

However, Foreign Nationals shall be offered admission over and above the above seats.

- Eligibility rules as specified in the **Guide to Admissions (Schools) 2024-25** for each class shall be strictly followed and shall not be relaxed under any circumstance. Candidate should satisfy himself/herself that he/she fulfills the eligibility requirements prescribed for admission to the concerned class.
- DEFINITION OF NON-RESIDENT INDIAN (NRI):** A Non Resident Indian (NRI) is an Indian citizen resident outside India for purposes of employment, carrying on business or vocation in circumstances as would indicate an intention to stay outside India for an indefinite period. An individual will also be considered NRI if his stay in India is less than 182 days during the preceding financial year. He/she must be eligible to open and should have an operative NRE Bank Account.
- For seeking admission under '**NRI**' Category, it is mandatory for the parents/Sponsor of the candidate to hold NRI status at the time of admission. However, if at any stage after admission the parent/ Sponsor of the candidate admitted under NRI Category ceases to be an NRI, he/she may be allowed to deposit the remaining Institutional Economic Fee in Indian Rupees at the prevalent exchange rate.
- Blood Relatives of the candidate who can be a Sponsor (other than Parents):**
 - Real brother and sister
 - Real brother and sister of father i.e. real uncle and real aunt
 - Real brother and sister of mother i.e. real maternal uncle and maternal aunt.
 - Father and mother of father i.e. grandfather and grand mother
 - Father and mother of mother i.e. maternal grandfather and maternal grandmother.
 - First degree-paternal and maternal cousins

No other person / relative can be a sponsor of the candidate.

6. DOCUMENTS TO BE UPLOADED WITH THE APPLICATION FORM:

- Self-attested photo copies of statement of marks/ grades of qualifying examinations. In case, if Grade is awarded then the table for conversion of Grades into marks duly authenticated by the concerned Examination Board/University is also to be uploaded.

Note: If a document/certificate is in a language other than English, a true translation

of complete document(s) in English, duly attested by the Indian Embassy /High Commission/ Consulate, should be uploaded with the Application Form.

- b) Copy of Date of Birth Certificate issued by the competent authority.
- c) Copy of relevant pages of candidate's valid passport (For Foreign Nationals only)
- d) Proof of Nationality duly attested by the Indian High Commission / Embassy / Consulate in Nepal (For Nationals of Nepal only).
- e) Candidates under NRI category are required to upload following documents of his/her NRI Parents/ Sponsor along with the Application Form:
 - i) Relevant pages of the Passport showing Visa and latest exit and entry date
 - ii) NRE Bank Account Number in India with copies of relevant document(s) duly attested by the concerned bank.
 - iii) A certificate from the employer in the country of residence stating employment position of NRI certified by the Indian High Commission / Embassy / Consulate, not issued prior to **January 01, 2024**.

OR

If self-employed, carrying his/her own business then a certificate in that respect not issued prior to **January 01, 2024** duly certified by the Indian High Commission/ Embassy /Consulate

OR

NRI Certificate issued by the Indian High Commission / Embassy / Consulate, not issued prior to **January 01, 2024**.

(Full name of the candidate's NRI parent/Sponsor and relationship with the candidate must be mentioned in the above document.)

Note: If the document mentioned at e(iii) above is not available at the time of applying, the same may be submitted at the time of admission and such candidates shall submit an undertaking to this effect (Annexure-I).

- f) **Candidates under NRI category are required to upload following additional documents, in case sponsored by Blood Relatives of the candidate (as per Rule 5 above):**
 - i) Affidavit from the sponsor detailing/establishing Relationship of NRI with the candidate duly notarized. (Annexure -II).
 - ii) Affidavit from the sponsor that he/she will sponsor the entire course fee of the candidate duly notarized. (Annexure -III).

7. **PROCESSING CHARGES:** The Application Form shall be submitted along with non-refundable fee **Rs. 8300/- (equivalent to U.S.\$ 100/-)** as processing charges through Debit Card, Credit Card or Net Banking, from any account.

8. **SUBMISSION OF APPLICATION FORM:** The Application Form is submitted electronically the moment the candidate makes the payment of the processing charges and payment is successful. There is no need to send the hard copy of the Application Form.

The last date for submission of Application Form is **March 11, 2024** (without late fee) and **March 18, 2024** (with a late fee of Rs. 300/-)

9. SELECTION PROCESS:

- a) Admission to all classes under NRI category on the basis of merit through Admission Test, subject to fulfilling the eligibility requirement of the class concerned.
- b) The Admission Test Merit will have the following components:
 Written Test : 85 Marks
 Interview : 15 Marks
- c) The Test Paper details and Test Paper syllabus for admission under NRI category shall be same as for admissions under general category. The eligible candidates under NRI category would be required to appear in **the same written test as for general candidates** followed by interview as per the following schedule:

Class	Date of Test	Scheduled Start of Test	Date of Interview	Time of Interview	Venue of Interview
VI	**	**	**	**	STS School (Minto Circle)
IX	**	**	**	**	STS School (Minto Circle)

** Will be notified separately

- d) Foreign Nationals are exempted from appearing in the Test and Interview and will be offered admission on the basis of their performance in the qualifying examination.

10. COMPLETION OF ADMISSION FORMALITIES:

- The University shall issue Intimation Letters to the selected candidates on the basis of which they may obtain Student Visa from Indian Embassy / High Commission / Consulate.
- A candidate shall normally be given one month's time from the date of issue of Intimation Letter to complete all admission formalities.
- Admissions shall be offered through **On-line Mode** only. The Candidates will be required to visit the University website www.amucontrollerexams.com and follow the steps as given below for completion of admission formalities:
 - a. Register at the University Portal.
 - b. Upload all the documents, as per list given in the Intimation Letter.
 - c. Make Payment after verification of uploaded documents.

Note: All admissions will be deemed provisional, subject to verification of uploaded documents at the time of physical reporting.

11. ADMISSION FEE:

- a) Candidates offered admission under the Foreign Nationals/NRI Category will also have to pay a sum of **US Dollar 1000.00** (one thousand US Dollars only), in Indian Currency, at the exchange rate existing at the time of admission in addition to General Fee as applicable for Indian Nationals.
- b) Hostel Charges (if applicable) have to be paid separately.
- c) Candidates admitted under Foreign National/NRI category will also have to pay a sum of **US Dollar 600.00** per annum in each subsequent academic Session up to Class X.

12. MODE OF FEE PAYMENT (At the time of Admission)

- **For candidates applying under NRI Category:** The candidates from the NRI category shall pay the admission fee in Online Mode only through NRE Account of their parents/ Sponsorer.
- **For candidates applying under Foreign Nationals Category:** Foreign Nationals are required to deposit the admission fee in Online Mode only.

13. ADDITIONAL REQUIREMENTS AT THE TIME OF PHYSICAL REPORTING:

- Candidate shall be required to produce the original Mark-sheets/Certificates, including the statement of marks of the qualifying examination with the requisite percentage of marks at the time of physical reporting, failing which his/her provisional offer of admission shall stand cancelled and no further correspondence in the matter shall be entertained.
- The candidate selected for admission shall have to submit the Original Migration and Character Certificates from the Head of the Institution last attended at the time of physical reporting. Candidate who is not in a position to submit the Migration and/or Character Certificate, shall give an undertaking on prescribed Proforma to submit the same within three months from the date of his/her admission, failing which the University reserves the right to cancel his/her admission.
Foreign Nationals are exempted from submission of Migration and Character Certificates, if they have passed qualifying examination from an Institution outside India.
- Candidate applying under Foreign National category is also required to submit a photocopy of his/her Mark-sheet/ Grade-sheet of Qualifying Examination (both sides) attested either by Indian High Commission / Embassy / Consulate in his / her country or by the Embassy of his/her country in India at the time of reporting.
- Candidate applying under Foreign National category shall also produce documents certifying that he/she is in possession of a valid Student Visa. However, the candidates from the Commonwealth Countries with which the Government of India has treaties shall be exempted from visa restriction.
- Foreign Nationals are required to undergo a Medical Test at Aligarh and obtain a certificate from the CMO, University Health Service, Aligarh Muslim University, Aligarh, certifying the medical fitness at the time of physical reporting.

14. CANCELLATION OF ADMISSION: In case a request for cancellation of admission is made after one month from the date of his/her admission, the admission charges/fee of any kind paid by the candidate will not be refunded. However, in case of cancellation of admission by the student within one month, the deposited fee, after deducting US\$ 400, will be refunded.

HELP DESK:

Help Desk facilities are available on telephone (from 9:00 AM IST to 5:00 PM IST) or alternatively on email as given below:

University EPABX : **+91-571-2700920, 2700921, 2700922**
(Please ask for the extension No. **4252**)

E-mail : amu.admission.fn.nri@gmail.com

**UNDERTAKING BY THE CANDIDATE FOR SUBMITTING
NRI CERTIFICATE AT THE TIME OF ADMISSION**

**Before the Controller of Examinations
Aligarh Muslim University, Aligarh**

Sir,
I, _____ Son/Daughter of
_____ R/O (Permanent Address)

do hereby undertake the following:

1. That I am an applicant for admission to _____ class of the AMU Aligarh during the Academic Session **2024-25** under NRI category.
2. That the applicant is unable to obtain the document as per Clause 6 e(iii) of the Guide to Admission (Schools) Supplement-FN **2024-25** before the last date of submission of Application Form.
3. That the applicant undertakes that he/she will upload the relevant document as per Clause 6 e(iii) of the Guide to Admission (Schools) Supplement-FN **2024-25** at the time of provisional admission and also produce/submit the original document at the time of physical reporting within the prescribed time as stipulated by the Aligarh Muslim University, Aligarh.
4. That the applicant undertakes that in the event he/she fails to upload the relevant document as per Clause 6 e(iii) of the Guide to Admission (Schools) Supplement-FN **2024-25** at the time of provisional admission or fails to produce/submit the original document at the time of physical reporting within the prescribed time as stipulated by the Aligarh Muslim University, Aligarh then his/her provisional admission to the class (and its subsequent upgradation, if any) will stand automatically cancelled and in that case he/she will have no claim or right of admission whatsoever as against the said cancellation of admission and it will be deemed that he/she himself/herself got cancelled his/her provisional admission and the decision of the University in this regard shall be final and he/she will abide by the same and no litigation in this regard shall be tenable.
5. That the applicant further undertakes that in the event of cancellation of his/her admission in the manner as aforesaid, he/she will have no claim or right for the refund of the amount of fees and other charges paid to the University in connection with the said provisional admission.

Yours obediently,

Dated: _____

Signature of the Applicant _____

Place _____

Mother's Name _____

AFFIDAVIT/UNDERTAKING IN RESPECT OF RELATIONSHIP(S)
Before the Controller of Examinations, AMU

Sir,

I _____, am a Non-Resident Indian, currently based in _____ (country). Mr./Ms. _____, son/daughter of Mr./Dr. _____, R/o _____, who is seeking admission to _____ (class) in Aligarh Muslim University, Aligarh under NRI quota, is my bonafide _____ (relation).

I do hereby certify the veracity of the particulars as detailed below in this document and confirm to the content of the attached document(s) and hence can legally sponsor Mr./Ms. _____ for getting the admission to the aforesaid course under NRI quota, in accordance with legal framework laid by the Government of India.

DETAILS OF THE DOCUMENT(S) OF THE PERSONS ENTAILED TO ESTABLISH THE RELATIONSHIP:

1- Mr./ Ms. _____ (Sponsor)
 Father's Name: _____ Mother's Name _____
 Address: _____
 Passport Details: _____

2- Mr./ Ms. _____ (Sponsored)
 Father's Name: _____ Mother's Name _____
 Address: _____
 Document Details: _____

3- Mr./ Ms. _____
 Relationship with the Sponsor: _____
 Relationship with the Sponsored: _____
 Father's Name: _____ Mother's Name _____
 Address: _____
 Document Details: _____

4- Mr./ Ms. _____
 Relationship with the Sponsor: _____
 Relationship with the Sponsored: _____
 Father's Name: _____ Mother's Name _____
 Address: _____
 Document Details: _____

 Signature of the Deponent

Countersigned/Certified by Notary Public/ Indian High Commission / Embassy / Consulate

UNDERTAKING BY THE SPONSOR
Before the Controller of Examinations, AMU

Sir,

I _____, am a Non-Resident Indian, currently based in _____ (country).

Mr./Ms. _____, S/o Mr./Dr. _____,

R/o _____, who is seeking admission to _____ (class), under NRI quota in Aligarh Muslim University, Aligarh is my bonafide _____ (refer Guide to Admissions (Schools) Supplement [2024-25](#) for relationship).

I do hereby undertake to bear all the financial responsibilities of Mr./Ms. _____ for the entire course, including the initial fee for admission under NRI quota.

The details of my passport are as under:

PASSPORT DETAILS OF THE SPONSOR:

Mr./ Ms. _____

Father's Name: _____

Mother's Name: _____

Address: _____

Passport Details: _____

Contact No.: _____

(Signature of the Deponent)

Countersigned/Certified by Notary Public/ Indian High Commission / Embassy / Consulate

