TEERTHANKER MAHAVEER UNIVERSITY

(Established under Govt. of U. P. Act No. 30, 2008)
Delhi Road, Moradabad (U.P)

Phone No.:	0591-2476813	Email :	jointregistrar@tmu.ac.in
Ref. No :	TMU/R.O./2024-25/Adm/102	Date:	12.05.2025
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Standard Operating Procedure (SOP)
International Admissions

1. Objective

This Standard Operating Procedure (SOP) outlines the International Admissions at Teerthanker Mahaveer University (TMU), Moradabad, India. It aims to provide a transparent, inclusive, and efficient framework for admitting international students to TMU's diverse academic programs while supporting the University's commitment to internationalization and cultural integration in higher education.

2. Scope

This SOP applies to all international applicants seeking admission to undergraduate, postgraduate, doctoral, diploma, and certificate programs (excluding Medical and Dental programs) offered by TMU.

3. Definition of an International Applicant

An applicant is considered international if they fall under any of the following categories:

- A citizen of a country other than India.

- A Non-Resident Indian (NRI), Overseas Citizen of India (OCI), or a Person of Indian Origin (PIO).

- A foreign national residing in India with appropriate legal status and visa.

4. Eligible Programs

International students may apply to the following academic offerings at TMU:

- **Undergraduate Programs** (except Medical and Dental)

- **Postgraduate Programs** (except Medical and Dental)

- **Doctoral Programs (Ph.D.)** (except Medical and Dental)

- **Diploma and Certificate Courses** across disciplines such as Engineering, Management, Pharmacy, Law, Education, Agriculture, etc.

5. Eligibility Criteria

5.1 Academic Qualifications

- **Undergraduate Programs**: Completion of 12 years of formal education or equivalent recognized qualification.

- **Postgraduate Programs**: Bachelor's degree or equivalent from a recognized university.

- **Doctoral Programs**: Master's degree or equivalent in a relevant discipline.

Minimum academic requirements (e.g., GPA or percentage) as defined by the specific department/program must be met.

5.2 Language Proficiency

- English language proficiency is mandatory.

- Acceptable tests include: **TOEFL, IELTS, PTE Academic**, or equivalent.

- If English was the medium of instruction in the qualifying examination, a waiver may be granted upon review.

6. Application Process

6.1 Mode of Application

- Submit applications through the **TMU International Admissions Portal** or the **Office for International Students**.

- Adhere to the application deadlines as notified on the TMU website.

6.2 Required Documents

Applicants must submit:

- Duly filled application form.

- Academic transcripts and certificates (in English or officially translated).

- Passport copy (valid for at least 18 months from the admission date).

- Proof of English proficiency.

- Statement of Purpose (SOP).

- Two Letters of Recommendation (LOR).

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- Recent passport-sized photographs.

- Valid Student Visa (after admission confirmation).

6.3 Evaluation and Selection

- Applications will be evaluated based on academic merit, English proficiency, and program-specific criteria.

- Some programs may require an interview or entrance examination.

6.4 Offer of Admission

- **Provisional Admission Letter** will be issued to shortlisted candidates.

- Upon fee payment, a **Final Admission Letter** will be provided for visa processing.

7. Visa Guidelines

- Students must obtain a **Student Visa endorsed to TMU** prior to arrival.

- TMU assists in issuing necessary documentation to support the visa application.

- Registration with **Foreigners Regional Registration Office (FRRO)** is required within 14 days of arrival.

8. Fee Structure & Scholarships

- A distinct international fee structure is applicable as decided by the University time to time.

- Merit-based scholarships may be awarded based on prior academic performance.

- Full fee details and scholarship criteria will be shared during the application phase.

9. Accommodation & Support Services

TMU offers:

- On-campus hostel accommodation with international-standard facilities.

- Student orientation, academic mentoring, cultural immersion activities.

- 24/7 access to medical care, counselling, and student support services.

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10. Refund Policy

- In case of visa denial or withdrawal before program commencement, refunds will be processed in accordance with TMU's guidelines decided time to time.

- Administrative charges may apply.

11. General Guidelines

- All international academic qualifications may be subject to equivalence obtained from the competent authority of India.

- TMU reserves the right to modify this policy in accordance with Government of India and University Grants Commission (UGC) guidelines.

(Dr. Vaibhav Rastogi)
Joint Registrar