



Important Instructions to OCI/PIO, Foreign Students, Children of Indian Workers in Gulf Countries (CIWGC) and Non Resident Indian (NRI) Candidates who will be Offered Admission to the Master of Management Studies (MMS) Two Year Full Time Programme for the Academic Year 2022-23

Selected Registered Candidates are required to comply with the following requirements at the time of payment of fees, failing which their admission offer will be withdrawn / cancelled.

1. The admission is confirmed only after all the formalities are completed.
2. **Certificates to be produced in original for verification along with Four sets of Self attested photo copies and scanned copies of the certificate in PDF format.**
 - a. Receipt cum Acknowledgment
 - b. Certificate of Date of Birth, Copy of Aadhaar Card
 - c. Statement of Marks of 10th & 12th (Marksheet & Passing Certificate if any) (Xerox not required)
 - d. Statement of Marks (All Semester wise), Passing & Degree Certificate of Graduation.
 - e. Domicile/Nationality Certificate
3. Two passport size photographs and Scanned colour photograph with signature below photograph, as per the format given as (Appendix-"A").
4. Eligibility: Candidate passing his/her graduation from Universities other than Mumbai University will have to obtain eligibility certificate from University of Mumbai through JBIMS office. If eligibility is not confirmed the admission will be treated as cancelled and no fees shall be refunded.
5. The rules for cancellation of admission are applicable as per the University of Mumbai Ordinance O.3574 relating to the refund of tuition fees etc. in respect of post graduate courses. Any student requesting for cancellation of admission after attending even one session of Induction/Academic Lectures/Guest Lectures, Seminars etc. then admission offered to such students will be cancelled and fees paid by the students of the Academic Year 2022-23 will forfeited.
6. **Certificates to be produced in original for verification along with Four sets of Self attested photo copies and scanned copies of the certificate in PDF format, by Foreign Nationals and Foreign Students**
 - a. Eligibility Certificate from the Association of Indian Universities, New Delhi (AIU).
 - b. Passport of Candidate
 - c. Valid student visa of the candidate.
 - d. Affidavit of candidate/Parent disclosing his full identity i.e. full name, age, residence, occupation, relationship with candidate duly signed by the Candidate/parents.
 - e. Proof of residence i.e. Driving License or Telephone Bill of candidate
7. **Certificates to be produced in original for verification along with Four sets of Self attested photo copies and scanned copies of the certificate in PDF format, by Persons of Indian Origin (PIO) / Overseas Citizen of Indian (OCI) Candidates**
 - a. Eligibility Certificate from the Association of Indian Universities, New Delhi (AIU).
 - b. Passport of Candidate
 - c. PIO / OCI card.
 - d. Affidavit of candidate/Parent disclosing his full identity i.e. full name, age, residence, occupation, relationship with candidate duly signed by the Candidate/parents.
 - e. Proof of residence i.e. Driving License, Telephone Bill, Property Tax copy, IT return copy of sponsor



8. **Certificates to be produced in original for verification along with Four sets of Self attested photo copies and scanned copies of the certificate in PDF format, by Children of Indian Workers in Gulf Countries (CIWGC) Candidates**

- a. CIWGC Certificate of the Candidate OR of his/her Mother or Father
- b. Affidavit of candidate/Parents disclosing his full identity i.e. full name, age, residence, occupation, relationship with candidate duly signed by the Candidate/parents.
- c. Passport, Nationality Certificate of Parent.
- d. Residence of parent in Gulf Countries, Valid VISA of Parent
- e. Work Permit or Letter from the Employer on Company Letterhead
- f. Proof of residence i.e. Driving License, Telephone Bill, Property Tax copy, IT return copy of Parent
- g. Proof of residence showing minimum 182 days of stay of Parent in Gulf Countries for the academic year of admission, prior to the admission date
- h. True copy of Gulf bank account passbook (copies of main page indicating bank name & address, Parent name & address, with entries of last preceding 6 months prior to admission)
- i. Eligibility Certificate from the Association of Indian Universities, New Delhi (AIU) if candidate passed Qualifying examination from abroad.

9. **Certificates to be produced in original for verification along with Four sets of Self attested photo copies and scanned copies of the certificate in PDF format, by Non Resident Indian (NRI) Candidates**

- a. NRI Certificate of the Candidate OR of his/her Mother or Father OR the real brother/real sister ordinarily residing abroad OR NRI certificate of the persons having blood relation with the student who consider such student as 'Ward' viz-real brother/sister of father OR real brother/sister of Mother OR father/mother of father OR father/mother of Mother OR 1st degree paternal/maternal cousins, ordinarily residing abroad and should have looked after the candidate as guardian with documentary evidence & affidavit in support of the aforesaid facts. Parents CDC (Continuous Discharge certificate) if claimant is Merchant Navy employee.
- b. Affidavit of candidate/sponsor disclosing his full identity i.e. full name, age, residence, occupation, relationship with candidate duly signed by the Candidate/parents/sponsor.
- c. Passport, Nationality Certificate of sponsor
- d. Residence of NRI, Valid VISA of sponsor
- e. Proof of residence i.e. Driving License, Telephone Bill, Property Tax copy, IT return copy of sponsor
- f. Proof of residence showing minimum 182 days of stay of sponsor in abroad for the academic year of admission, prior to the admission date
- g. True copy of foreign bank account passbook (copies of main page indicating bank name & address, sponsor name & address, with entries of last preceding 6 months prior to admission)
- h. Affidavit of family chart duly signed by sponsor making clear relationship
- i. Leaving certificates, Birth extracts, mark sheets, PAN Card, Passport, Marriage Certificate of all members shown on family tree/chart.
- j. Eligibility Certificate from the Association of Indian Universities, New Delhi (AIU) if candidate passed Qualifying examination from abroad.
- k. Statement of Marks or Certificate of Passing SSC / Equivalent Examination.
- l. Statement of Marks or Certificate of Passing HSC / Equivalent Examination
- m. Statement of Marks or Certificate of Passing Qualifying / Equivalent Examination.

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Approved

Director