



**Important Instructions to NRI/ OCI/ PIO/ Foreign Students
and CIWGC Candidates who are Offered Admission to the
Two Year Full Time Master of Management Studies (MMS)
for the Academic Year 2021-22**

Selected Candidates are required to comply with the following requirements at the time of payment of tuition fees, failing which their admission offer will be withdrawn / cancelled.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, along with five certified photocopies, by ALL candidates:**
 - a. Receipt cum Acknowledgment
 - b. Certificate of Date of Birth, Copy of Adhaar Card
 - c. Statement of Marks of 10th & 12th (Marksheet & Passing Certificate if any)
 - 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 are applicable as per the University of Mumbai Ordinance O.3574 relating to the refund if tuition fees. The admission can be cancelled within 15 days of starting classes without attending any orientation or lecture is eligible for refund (fee will be refunded, after deduction as per the University rule).
6. **Certificates to be produced in original, along with five certified photocopies, by Foreign Nationals and Foreign Candidates**
 - 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, along with five certified photocopies, by **Persons of Indian Origin (PIO) Candidates**
- Eligibility Certificate from the Association of Indian Universities, New Delhi (AIU).
 - Passport of Candidate
 - PIO / OCI card.
 - Affidavit of candidate/Parent disclosing his full identity i.e. full name, age, residence, occupation, relationship with candidate duly signed by the Candidate/parents.
 - Proof of residence i.e. Driving License, Telephone Bill, Property Tax copy, IT return copy of sponsor
8. Certificates to be produced in original, along with five certified photocopies, by **Children of Indian Workers in Gulf Countries (CIWGC) Candidates**
- CIWGC Certificate of the Candidate OR of his/her Mother or Father
 - Affidavit of candidate/Parents disclosing his full identity i.e. full name, age, residence, occupation, relationship with candidate duly signed by the Candidate/parents.
 - Passport, Nationality Certificate of Parent.
 - Residence of parent in Gulf Countries, Valid VISA of Parent
 - Work Permit or Letter from the Employer on Company Letterhead
 - Proof of residence i.e. Driving License, Telephone Bill, Property Tax copy, IT return copy of Parent
 - 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
 - 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)
 - Eligibility Certificate from the Association of Indian Universities, New Delhi (AIU) if candidate passed Qualifying examination from abroad.


Director