



# FACT SHEET INCOMING STUDENTS

At Woxsen University  
Hyderabad, India,  
2023-2024

## RUSSELL BELK CENTRE FOR INTERNATIONAL RELATIONS.



### MR. CHAHAT MISHRA

Head - International Relations and Strategic Development, Woxsen University, India

chahat.mishra@woxsen.edu.in  
Phone: +91 8240120976

You may also contact  
[mobility@woxsen.edu.in](mailto:mobility@woxsen.edu.in)



### MR. RAVI KUMAR

Assistant Manager - International Relations, Woxsen University, India

ravikumar.r@woxsen.edu.in  
Phone: +91 9916944941

You may also contact  
[mobility@woxsen.edu.in](mailto:mobility@woxsen.edu.in)

## WOXSEN UNIVERSITY UNDERGRADUATE EXCHANGE - KEY DATES AY 23/24

Column1	Spring Semester 2023-24
Term Dates	December 18 - May 15
Expected arrival date	December 11, 2023
Orientation (mandatory)	3rd week of December
Nomination Period	September 20 - October 10
Acceptance Letter	15 days after submitting the necessary documents
Student enrolment	Mid-November
Transcripts available	Transcripts are sent by email directly to partner institutions approximately 8 weeks after the semester (July).

## WOXSEN UNIVERSITY GRADUATE EXCHANGE - KEY DATES AY 23/24

Column1	Spring Semester 2023-24
Term Dates	Trimester 5: November 3 - January 31 Trimester 6: February 1 - May 14
Expected arrival date	Trimester 5: October 30 Trimester 6: January 26
Orientation (mandatory)	Trimester 5: October 30 Trimester 6: January 26
Nomination Period	September 20 - October 10
Acceptance Letter	15 days after submitting the necessary documents
Student enrolment	Mid-October
Transcripts available	Transcripts are sent by email directly to partner institutions approximately 8 weeks after the semester (July).

## ACADEMIC OFFER & COURSE RESTRICTIONS

The list of offered courses to undergraduate and graduate exchange students will be provided in the nomination instructions e-mail.

## COURSE OFFER AT WOXSEN UNIVERSITY ACCORDING TO STUDY AREA FOR AY 23/24

School	Program	Applicable years for exchange
School of Business	BBA General- Specialization in Marketing, Finance, HR & Operations.	Open for respective semesters
	BBA- E-Commerce & Digital Marketing	Open for respective semesters
	BBA- Data Science & Artificial Intelligence	Open for respective semesters
	BBA- Entrepreneurship Development (Hons.)	Open for respective semesters
	BBA- Financial Services	Open for respective semesters
	MBA General	Open for respective semesters
	MBA Business Analytics	Open for respective semesters
	MBA Financial Services	Open for respective semesters
School of Arts & Design	B. Des. (Hons.)- Fashion Design	Open for respective semesters
	B. Des. (Hons.)- Interior Design	Open for respective semesters
	B. Des. (Hons.)- Industrial Design	Open for respective semesters
	B. Des. (Hons.)- Communication Design	Open for respective semesters
School of Architecture & Planning	B.Arch. Program	Open for respective semesters
School of Technology	B.Tech - Computer Science Engineering	Open for respective semesters
	B.Tech - CSE (Artificial Intelligence and Machine Learning)	Open for respective semesters
	B.Tech - Electronics & Communication Engineering (ECE)	Open for respective semesters
	B.Tech - CSE (Data Science)	Open for respective semesters
	B.Tech - Mechatronics Engineering	Open for respective semesters
	B.Tech - CSE (Blockchain, IoT, Cybersecurity)	Open for respective semesters
School of Liberal Arts & Humanities	BA (Hons.) English	Open for year 1 & 2
	BA (Hons.) Psychology	Open for year 1 & 2
	BA (Hons.) Journalism	Open for year 1 & 2
	BA (Hons.) History	Open for year 1 & 2
	BA (Hons.) Economics	Open for year 1 & 2
	BA (Hons.) Political Science	Open for year 1 & 2
	BA (Hons.) Business Studies	Open for year 1 & 2
BA (Hons.) Sociology & Anthropology	Open for year 1 & 2	

## HOW TO APPLY

The home institution can nominate the students through the link shared for each semester or send the application with all the documents mentioned below to [mobility@woxsen.edu.in](mailto:mobility@woxsen.edu.in)

The required documents for successful completion of the application after nomination from your home institution are;

1. Official Academic Record or Transcript of classes at the home institution
2. Proof of English language competency, if English is NOT the native language (TOEFL/IELTS Documentation) or a Certificate issued by your university (duly stamped and signed) stating the English language proficiency)
3. Photocopy of the biographical information page of the passport.

## WHEN SHOULD YOU ARRIVE?

You should arrive at least 2 days prior to the commencement of the term. Late arrivals may be accepted under certain conditions such as health or travel / diplomatic restrictions



## REQUIRED DOCUMENTS

No.	Pre-Arrival Checklist
1.	Ensure that you obtain visa from Indian Embassy/ High Commission
2.	Ensure to meet Medical fitness standard before you leave your country and a medical insurance. You can also buy a local one.
3.	Ensure that you have taken all the required vaccinations (Typhoid Vaccine, Hepatitis Vaccine), to avoid medical complications while you are in India (though it is not mandatory)
4.	If there are certain medicines that you are supposed to consume due to any medical reasons prescribed by a doctor please carry them along. It is also suggested to carry the prescription of that medicine for any further reference
5.	Request and register with the Russell Belk Centre for International Relations Office for the pick service from the Airport at least two weeks prior to arrival and provide your complete flight details.
6.	Make sure to bring the letter of admission issued by the Russell Belk Centre for International Relations Office
7.	Make sure that you carry at least 5 passport size photographs
8.	Keep all the valuables, important documents (Passport, Visa papers) in the Cabin baggage, to avoid the possibility of them getting misplaced during transit
9.	Keep all the contact phone numbers handy in case of need
10.	Temperature Ranges: Winter (11-20 degrees Celsius) Summer (30-35 degrees Celsius). Light warm clothes must be brought accordingly.
11.	Whilst everything is available in India, however try to get all that you would require during the initial few days. All essentials can be availed from the nearby market.
12	The electric standard in India works on 240 V. So, ensure that you have an adapter for your mobile or laptop if it operates on a different voltage in your country. The electric sockets are 2 or 3 pin so ensure that you carry a converter if required.

## POST-ARRIVAL SUPPORT & INFORMATION

On your arrival in India, there are certain points that you should keep in mind.  
**Customs Formalities:**

1. Foreign students in India are generally required to make a verbal baggage declaration of the possession of baggage and foreign currency as soon as they land in India. Under this they are also required to obtain the Currency Declaration Form from the Customs. The students should fill in the Disembarkation Card (Arrival card) handed over to them by the airline during the course of the flight. There are two channels for customs clearance.
2. Green Channel: For passengers not in possession of any dutiable articles or unaccompanied baggage. Red Channel: For passengers in possession of dutiable articles or unaccompanied baggage or high value articles. High value articles are to be entered on the tourist Baggage Re-Export Form.



## VISA

On receiving Admission Acceptance Letter (Visa Letter) candidate must immediately apply for Student Visa at the nearest Indian Embassy / Indian High Commission.

Candidates must apply for a 'Multiple-Entry Student Visa', depending on the duration of their programs. Multiple-Entry Visas are sought after by international students as it enables them to travel to their home country on occasions and holidays.

The documents you will require for filing your application for Visa, which Russell Belk Centre for International Relations will provide, are:

- Admission Acceptance Letter

Candidates are advised to apply for their Visas well in advance. The ideal lead time is 4-6 Weeks before the travel date to India.

Student Visa acquired as endorsed to Woxsen University or obtained based on University documents cannot be used for any other purposes like admission to any other university/college/institute/academy, non-regular (distance/online) mode of education, or employment.

On reaching the University Campus, you are to get the Visa verified by the University and deposit a copy of the valid Visa at the Russell Belk Centre for International Relations. The student is responsible for ensuring the validity of the Visa for the entire duration of the education at Woxsen University.



## FREQUENTLY ASKED QUESTIONS (FAQS)

### WHAT IS A STUDENT VISA?

Student Visa is a visa specifically for the students wanting to come to India for education purpose. Generally Student Visas are issued for the duration of the academic course of study or for a period of five years whichever is less, on the basis of letters of admission from Universities/recognized colleges or educational institutions in India. However it is the discretion of the Indian High Commission to decide the duration of the Student Visa. The children of NRIs and PIOs cardholders need not procure a Student Visa. Other international students need Student Visa or Research Visa for Doctoral level courses.



### WHAT ARE THE PRE-REQUISITES FOR PROCURING A STUDENT VISA?

To apply/ be eligible for a Student Visa, you need to conform to the following conditions:- If you are on Government of India scholarships, the respective Indian Missions would be advised by Indian Council for Cultural Relations (ICCR) to issue a regular Student Visa after your admission in an Indian university/Institute is confirmed.

If you are coming as a self-financing student, you need to produce confirmed letters of admission from universities or recognized colleges and institutions in India for obtaining the regular Student Visa.

If you are coming as a research student, synopsis of the research project countersigned by the sponsoring institution in India along with letter of approval and No Objection Certificate (NOC) from the concerned Ministries in India should be submitted for necessary visa.





## CAN I GET MY TOURIST VISA CONVERTED TO A STUDENT VISA?

If you come to India on Tourist or any other type of Visa, you cannot get that Visa changed to Student Visa. According to the government regulations, if an international student coming to India on a Tourist or any other type of Visa (except a Student Visa), obtains admission into a university or any institution in India, the student will be required to return to his/her home country and obtain a new visa (i.e. the Student Visa) from the Indian mission there.

## ARE THERE ANY RULES AND REGULATIONS THAT I NEED TO CONFORM TO WHILE APPLYING FOR STUDENT VISA?

Yes, while applying for the visa you need to keep in mind the following regulations:

1. Passport valid for a minimum of six months beyond the date of intended departure from India should accompany the visa application.
2. Students holding other nationalities (other than the country where applying for visa), should submit proof of long-term (at least three years)/ permanent residence in the country (where applying).
3. For citizen of other countries, a reference has to be made to their country of residence for which an additional fee is applicable and will involve extra processing time. Please refrain from making inquiries about the status of application during this time.

## WHAT SHOULD I DO FOR EXTENSION OF MYSTUDENT VISA?

In case you want to get your Student Visa extended you should approach the local Foreigner Regional Registration Offices (FRROs) / District Superintendents of Police (FROs) with authentic certificate, proof of adequate financial standing etc. The Visa can be extended for a period of one year at a time up to the duration of the course or 5 years whichever is less for students pursuing full time and regular course in a reputed and recognized university or institution, subject to due sponsorship by the Institution and nothing adverse against the foreigner.

The following documents are required to be submitted at the time of Visa Extension\*:

1. Visa Extension form
2. 1 Recent passport size photographs
3. Bonafide certificate from College/University/Institute (In original)
4. Copy of passport/VISA/Registration Book
5. Proof of residence
6. Passport and Registration Book in original

This process can be done online\*

## WILL VISA FEE BE CHARGED FROM FOREIGN STUDENTS EVERY YEAR?

Visa fee is charged once at the time of issuance of Student Visa for completion of the course or for 5 years whichever is less.

In case of 'Provisional Student Visa' when a student seeks regular admission in any college/university then onetime fee is charged which is valid for the duration of the course or for 5 years whichever is less.

If the visa is issued for a period less than the duration of the course, then the visa would be extended by the concerned authorities without charging any additional fees.



## **CAN FOREIGN STUDENTS WITH INDIAN STUDENT VISA VISIT THE RESTRICTED/PROHIBITED AREAS IN INDIA?**

Yes, foreign students can visit the restricted and prohibited areas in India after getting a valid Resident Permit as visa alone is not sufficient to visit such places.

**Disclaimer:** Information provided here is based on data/information available on various public domains. It is the student's responsibility to comply with all Visa or all other formalities as defined by government from time to time. Thus it is advised to visit Ministry of External Affairs website for the most updated information and towards any complications and hassles.

## GENERAL INFORMATION RELATED TO FOREIGNER REGIONAL REGISTRATION



It is mandatory for all international students except those from Nepal and Bhutan to get their Student Visa registered at FRRO/FRO Hyderabad within 14 days of arrival in India.

**NOTE:** The time frame or rules for FRRO may vary from 24 hours to 14 days of arrival depending on the country of origin, thus seek the most updated information from the Ministry of External Affairs website.

Russell Belk Centre for International Relations Office will provide guidance and assistance to meet the required FRO/FRRO registration process.

All International students except those from Nepal and Bhutan have to fill out an online application for a Registration Certificate (RC) & Residential Permit (RP) on arrival to India.

If the initial Visa is not endorsed for the entire duration of the program or in case of extension of stay as the student was unable to complete the program in the stipulated time, In such a case, a student must ensure application for the extension of Visa before the Visa expires.

Students are not required to register himself/herself on each visit as long as he/she is visiting on the same visa on which he/she is registered earlier. However, the registered foreigner needs to report to FRRO, if re-enters India on a fresh visa. Further, if the registered foreigner obtains a new passport during the validity of his registration and visa, then the foreigner is required to get the visa transferred on to his new passport from FRRO.

In case the initial FRO certificate is not endorsed for the complete duration of the programme or student has to extend the stay because he/she is not able to complete the programme in the stipulated time then the student should apply for the extension of the FRO before it expires.

Note: It is the student's responsibility to comply with all the visa/foreigner registration or other formalities as defined by the Govt. of India/ Govt. of Maharashtra/ any other authority, from time to time thus it is advised to visit Ministry of External Affairs website regularly to avoid any legal complication and hassles.

## HOW TO ADJUST TO THE NEW ENVIRONMENT?

When you leave your home country and come to a new place it is always a learning experience for you. You will come across different environment like different cultures, customs, food, climate, etc. You will get a lot to learn and experience but sometimes it may be that you find it difficult to adjust to the changes you come across. Following are a few points that may help your transition and adjustment in a new culture as smooth as possible:



**1** **Open Mindedness:** Keeping your opinions flexible and receptive to the changes around is very important for intercultural adjustment.

**2** **Sense of Humor:** Develop a good sense of humor as in a new culture there are many things that may make you to weep, get angry, be annoyed, embarrassed or discouraged, the ability to laugh off things will help to guard you against despair.

**3** **Communication Skills:** Develop an ability and willingness to communicate your feelings and thoughts to others, verbally or non-verbally. You may contact the on campus psychological counsellors who provide confidential and free professional counselling and support.

**4** **Flexibility and Adaptability:** The ability to respond to or tolerate the ambiguity of new situations is very important for intercultural success. You should keep options open and develop a judgmental behavior as this will help you to adjust well to a new environment.



5

**Curiosity:** You should develop curiosity to know about other people, places, ideas, etc. which will help you to learn many things and adapt easily to the new environment.

6

**Positive and Realistic Expectations:** You should develop positive and realistic expectations for an intercultural experience and successful adjustment overseas. You should make sure that you set small goals that you can achieve every day.

7

**Tolerance for Differences and Ambiguities:** You should develop a sympathetic understanding for beliefs or practices differing from yours.

8

**Positive Regard for Others:** The ability to express warmth, empathy, respect and positive regard for other persons will help you adjust easily with the new people and environment.

9

**A Strong Sense of Self:** A clear, secure feeling about oneself helps you to be neither weak nor overbearing your relations with others. Persons with a strong sense of themselves stand up for what they believe but do not cling to those beliefs regardless of new information, perspectives or understandings which they may encounter.



10

**Keep in Touch:** Keep in regular touch with your family and friends by writing email, letters or talking on the phone. Also keep in contact with the people you meet during orientation

11

**You are advised to exercise on a regular basis and maintain a healthy & nutritious diet.**

12

**Participate:** Get involved in an activity that will help you meet people and to make new friends. You can join various student clubs and participate in their activities.

13

**Make friends:** Make friends with international students, whether from your own culture or from others, as they will understand your feelings. Also try to make friends with the local students so you can learn more about each other's culture. Be prepared to take the first step and find activities which will give you a common interest with Indian students.

14

**Correlate:** Look for similarities between your culture and the new culture. You may keep familiar things around you that have personal meaning, such as photographs or ornaments.





## HOUSING

Find more information:  
<https://youtu.be/PbFFbTvyero>

## APPROXIMATE LIVING COSTS

	<b>Eggs</b> INR 36 / USD 0.52 per 6 pcs		<b>Bread</b> INR 15 / USD 0.21 per loaf		<b>Milk / Coffee</b> INR 25 / USD 0.35 per 500 ml
	<b>Burger / Pizza</b> INR 250 / USD 3.57 Serves 1-2		<b>Veg Meal</b> INR 300 / USD 4.28		<b>Cola</b> INR 35 / USD 0.42 per 500 ml
	<b>Noodles / Rice</b> INR 10 / USD 0.14 instant		<b>Non-veg Meal</b> INR 400 / USD 5.7		

Find more information : <https://www.numbeo.com/cost-of-living/in/Hyderabad>

## REQUIREMENTS FOR INCOMING STUDENTS

1. Exchange students will pursue 20 credits during one term. If they wish to stay longer, the number of credits will be adjusted accordingly.
2. English fluency is required as lectures are conducted in the same language.
3. The course offered can be found here:  
<https://woxsen.edu.in/schools/business/>  
<https://woxsen.edu.in/schools/arts-design/>  
<https://woxsen.edu.in/schools/technology/>  
<https://woxsen.edu.in/schools/architecture-planning/>  
<https://woxsen.edu.in/schools/liberal-arts-humanities/>  
<https://woxsen.edu.in/schools/law/>  
<https://woxsen.edu.in/schools/sciences/>
4. Average class size: 80-100 with a ratio of 1:15

## STUDENT LIFE

Find more information : <https://www.woxsen.edu.in/Facilities>

## ASSESSMENT SYSTEM

Session No.	Marks	Evaluation Form
<b>Continuous Evaluation</b>		
2	5	Quiz
4	5	Quiz
6	5	Quiz
8	5	Quiz
10	5	Quiz
12	5	Quiz
14	10	Assignment
16	10	Assignment
18	10	Assignment
20	10	Class Participation
<b>End Term Examination</b>		
After Course Completion	30	Written Test
Passing Marks	50/100	*The student must pass each internal component independently.



[www.woxsen.edu.in](http://www.woxsen.edu.in)