

**Indian Council for Cultural Relations
(Scholarship Division)**

Standard Operation Procedures to be followed by Missions/Posts for scholarship under ICCR sponsored scholarship schemes:-

Since new students have begun to arrive in India, the following steps shall be followed by Missions for smooth travel of ICCR sponsored students:-

1. About the admission – Mission may clearly inform the student that Indian Universities/Educational Institutes are autonomous and independent bodies and have their own eligibility criteria. It is, therefore, for the students to satisfy themselves about the course chosen and the confirmation given by the Universities. Their admission is provisional till the time universities satisfy themselves of the authenticity of requisite documents from the students. If on arrival, it is found that the student does not possess the required original documents on the basis of copies of which the admission has been finalised, the students will themselves be responsible for the consequences including denial of admission by the Universities and shall be sent back. ICCR will not bear cost on such student's return airfare. The student should bring the following documents:

- (i) Original documents relating to their qualifications for verification by the respective college/University.
- (ii) English Translation of the documents in original.
- (iii) Certified copy of the syllabus of the last qualifying examination.
- (iv) Valid passport with appropriate visa. Student visa for undergraduate/post graduate and research visa for Phd. Students.

2. Pre-departure formalities

(i) Booking of tickets:-

(a) Missions while booking or advising the students to book tickets may ensure that there is sufficient gap between the timings of the connecting flights (5 to 6 hrs) so that there is enough time to complete the transit formalities particularly in view of the Covid-19 induced restrictions and delays thereof. There have been instances when the students have missed their connecting flights due to insufficient layover. Another important point which needs to be taken care is with regard to the allowed baggage limits. There may be difference of baggage allowance in domestic and international flights. Students must be advised to carry the baggage equivalent to the limit of the lower category. In any case, ICCR will not pay any amount on account of baggage other than the domestic airlines baggage allowance.



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- (b) Immediately on purchase of ticket the student should upload his Travel details on the A2A portal to enable ICCR's Regional Office make necessary arrangement for reception at airport. Mission shall send information to the concerned RO about the travel details. Missions are requested to fully explain Covid Protocol/ requirements such as RT-PCR test/ quarantine requirements.
- (ii) Students may be advised to carry with him/her amount (at least equivalent to Rs. 50,000/-) to meet immediate expenses.
- (iii) Students may be advised to get themselves registered within Foreign Regional Registration Office within a period of 14 days.
- (iv) Briefing of students about the terms & conditions of the scholarship scheme particularly about the mandatory requirement of procuring medical insurance policy for a value of Rs. Five lakhs. As per the latest ICCR guidelines, medical insurance is compulsory for the students at their cost. Students may buy medical insurance in their country or on their arrival in India. It is upto the students to chose the insurances package. However, Missions are requested to highlight to students that medical insurance in a compulsory requirement.

Malkit Chand

(Malkit Chand)
Director (S)
10.2.2021

To

All HOMs/HOPs

Copy to: Regional Heads of ICCR, Regional Offices.