

## **Division of International Affairs: International Relations**

### **Standard Operating Procedure (SOP) for SEMESTER ABROAD**

Semester Abroad means the student spend 1 or 2 semesters at the partner university on a tuition fee waiver, but have to spend for their living expenses for the duration of their stay therein. They get transferable credits from the host university but the final degree is provided by the home university.

#### **TYPES OF SEMESTER/YEAR ABROAD**

I. For the purpose of reference and understanding a full semester/year abroad would be described and denoted as mentioned below:

- i. Scholarship Semester-Student would not pay any tuition fee to the host/partner/foreign University but will only pay fee to LPU. Hereafter referred to as Scholarship Semester.
- ii. Paid Semester-Student would pay tuition fee to the host/partner/foreign University and pay the tuition fee to LPU. Hereafter referred to as Paid Semester.
- iii. Collectively the programs mentioned in (1) and (2) will be referred as student Semester/Year Abroad.

#### **ELIGIBILITY CRITERIA AND OTHER CONDITIONS FOR STUDENTS WHO ARE INTERESTED IN SEMESTER/YEAR ABROAD**

I. A student going on Semester/Year Abroad should complete at least 1 year at LPU with a minimum CGPA 6.5

II. If any regulatory authority has imposed stricter conditions/conditions on student studying Semester/Year Abroad for a particular program, the same shall prevail.

APPROXIMATE SEMESTER TIMING AND DURATION OF THE PRIMARY COUNTRIES:

<b><u>COUNTRY</u></b>	<b><u>SUMMER TERM</u></b>	<b><u>WINTER TERM</u></b>
UNITED STATES	MIDDLE OR END OF JANUARY TO MAY	EARLY SEPTEMBER TO DECEMBER
FRANCE	END OF JANUARY TO THE END OF JUNE	END AUGUST TO END OF JANUARY
CANADA	EARLY JANUARY TO END APRIL	EARLY SEPTEMBER TO MIDDLE DECEMBER
AUSTRALIA	EARLY FEBRUARY TO MIDDLE MAY	END JULY TILL EARLY DECEMBER

GERMANY	EARLY APRIL TO END SEPTEMBER	EARLY OCTOBER AND END MARCH
UNITED KINGDOM	EARLY JANUARY TO MAY END	MIDDLE OF SEPTEMBER TO 3 <sup>RD</sup> WEEK OF DECEMBER
KOREA	MARCH TO END JUNE	LATE AUGUST TO END DECEMBER

**STEP BY STEP GUIDE OF THE PROCESS FOR TEACHERS/STAFF AND STUDENTS:**

Steps of the process	Action to be taken by Central Division	Name of the concerned central division	Action to be taken by the students
Step 1	Approval on names of host/partner/Foreign University, number of students and eligible programs for scholarship semester(s)	Division of International Affairs	Not Required
	Uploading of Announcement and Google form for inviting applications from interested students	Division of International Affairs	Not Required
	Verification of eligibility students who have filled their intent	Division of International Affairs	To fill the undertaking form acknowledging the backlogs and waivers
Step 2	Shortlisting of candidates for interview after verification of eligibility conditions & Payment of application fee of Rs. 2000/- <b>** In the case of Livingstone College, the student has to pay an amount of Rs. 75000/- to LPU to avail the opportunity. The approval for the same is attached to the document herewith.</b>	Division of International Affairs	To pay application fee & submit the receipt of the same to DIA. To take English/Foreign language test, if the host/partner/foreign University so requires.
	Scheduling of interview of shortlisted students with committee comprising of HOS of the concerned School, one HOD of the School and HOD DIA*	Division of International Affairs	Not Required

	Shortlisting of students after interview	Division of International Affairs	Not Required
Step 3	Forwarding of Scheme and Syllabi of host/ partner/ foreign University along with student's details to DAA for Course Mapping. DAA will counsel the students and inform them about the backlogs.	Division of International Affairs	Not Required
	Course Mapping by Equivalence Committee comprising one HOD of School nominated by the HOS, one senior faculty member of school nominated by the HOS and DAA nominee of the concerned School.	Division of Academic Affairs	Not Required
	Forwarding of mapping details to DIA for sharing the same with students	Division of Academic Affairs	To fill the undertaking form acknowledging the backlogs and waivers

### **APPLICATION PROCEDURE:**

1. The finalization of the students is done after the discussion with the HOD and HD.
2. The students are informed of selection for a Semester Abroad via email and the parent's consent letter is attached to the mail. The students are expected to accept the offer over email and share a scanned copy of the parents' consent with DIA over email.
3. The DIA officials share a documents checklist with the student. The students will provide the documents to DIA as per the checklist (these documents can be for DIA requirements and host universities requirements)
4. The student shares the document via mail and the same are compiled and shared by the DIA official to the host university.
5. DIA assists the students to fill the application form and learning agreement, guides them for travel related documents. (Sometimes DIA intervenes to secure tickets and insurance etc).
6. The DIA official also shares the Indemnity Bond and Affidavit format with the students to be prepared and signed by the parents and submitted to the Division of International Affairs before they proceed for the further visa formalities.

## **VISA PROCEDURE FOR DIFFERENT COUNTRIES:**

### **UNITED STATES OF AMERICA**

Category of Visa - J1

- a) In the case of US, following forms are filled to apply for a J1 visa:  
Category of Visa - J1: Short term visa limited to the period of semester only.
  - i) Visa application form
  - ii) I-901 form for SEVIS fee
  - iii) Visa fee form
  - iv) After the forms, the interviews are scheduled in coordination with the embassies or sometimes with 3<sup>rd</sup> party.

### **FRANCE:**

Category of Visa - Long-term stay visa more than 90 days less than a year

- i) VFS form and payment and payment of fees
- ii) Campus France form and payment of fees
- iii) After the forms, the interviews are scheduled in coordination with the embassies

### **CANADA:**

Category of Visa - Temporary visa or study work permit

- i) Students apply online for the visa application along with list of documents required generally offer letter, Financial documents, English proficiency score, Statement of Purpose (SoP), etc. as required in the application form and pay the visa application fees
- ii) Students get the biometrics done
- iii) Students get their result via email. Generally processing time is 4 weeks.

### **AUSTRALIA:**

Category of Visa - Temporary visa or study work permit

- i) Then student apply online the visa application. Student need to complete Australian student visa application form (157A).
- ii) Paid visa application fee – currently AU\$620 (~US\$420).
- iii) After the payment student must book and attend an appointment at visa application center to submit his/ her application and facial photograph and fingerprints.
- iv) Student visa applications are processed within 3-4 weeks.

**UNITED KINGDOM:**

Category of Visa - Temporary visa or study work permit

- i) To study in the UK as a student under Short Term program study visa fee will be 97 pound for 6 months 186 pound for 11 months.
- ii) Student need to apply online visa under Tier 4 Form. After applying visa application student can pay his/ her visa application fee online using a Visa or MasterCard credit or debit card.
- iii) After the payment student must book and attend an appointment at visa application center to submit his/ her application and facial photograph and fingerprints.
- iv) Student visa applications are processed within 3 weeks.