



SAVEETHA

INSTITUTE OF MEDICAL AND TECHNICAL SCIENCES

(Declared as Deemed to be University under Section 3 of UGC Act 1956 vide
Notification No.F.9 - 3/2002 - U.3 dated 18.03.2005 of Government of India)



Student Exchange Program (SEP)

The University has envisioned quality higher education to be imparted to young learners who are curious about acquiring education and allied skills essential for a good academic ,research career and for life in general. Foreign students' cell caters to the needs of students from various countries. The University has streamlined the admission procedure, fee structure and other facilities to ensure that foreign students come to our University in large numbers and take the benefit of diversified courses offered in the curriculum.

To encourage students from foreign countries to study in our University and to be exposed to our rich multicultural heritage and democratic traditions. To build and expand the knowledge community in the global context .

Collaborative Learning and research are vital for the Students Society. to enable this platform SIMATS has entered into Student Mobility agreements with various higher educational institutions across the globe.At SIMATS we offer clinical training for Dentistry ,Medicine ,Nursing and Physiotherapy field .We also offer elective rotation program for one semester .Students from UAE ,malaysia ,myanmar ,Australia ,Singapore regularly visit SIMATs for undergoing clinical training .Students visit SIMATS for Collaborative research for their doctoral Thesis and short term projects and publish Jointly in Scopus ,Pubmed and web of Science .

Standard Operating Procedure (SOP)

The Committee shall,

- Refer to the updated UGC guidelines for Admission of International Students periodically.

- Shall sensitize the newly enrolled international students on the existence, functioning and role of the cell and also share with them the mode of contact in case of grievance.
- Conduct two/three meetings in a year in the presence of the Student Representatives to cater to their grievances.
- Integrate International Students into the college premises and activities without any obstacles.
- Address the grievance of International students with respect to Academics, Accommodation Admission, Evaluation or any other issues during their stay.
- To provide the Students with information about the local customs, language and civic facilities.

Mode of Contact.

- Drop boxes have been installed at various places in the campus and hospital to facilitate the students report complaints, grievances as well as their suggestions.
- International students are provided with contact numbers of the committee members to facilitate 24/7 assistance in case of emergency and also encouraged to directly contact the Member Secretary in case of grievance.
- Once the grievance is received the issue will be resolved under the guidance of the Principal and if necessary, relevant committees would also be involved. On redressal of the issue, the information will be communicated to the concerned student and University.

Foreigners Registration in India (FRRO Process)

a. All foreigners (including foreigners of Indian origin) visiting India on long term (more than 180 days) Student Visa, Medical Visa, Research Visa and Employment Visa are required to get themselves registered with the Foreigners Regional Registration Officer (FRRO)/ Foreigners Registration Officer (FRO) concerned having jurisdiction over the place where the foreigner intends to stay, within 14 days of arrival. However, Pakistan

nationals are required to register within 24 hours of their arrival. All Afghan nationals are required to register with the FRRO/FRO concerned within 14 days of arrival except those Afghan nationals who enter India on a visa valid for 30 days or less provided the Afghan national concerned gives his/her local address in India to the Indian Mission/FRRO/FRO. The Afghan nationals who are issued visas with 'Exemption from police reporting' are exempt from Police reporting as well as Exit permission provided they leave within the Visa validity period.

b. Foreigners other than those mentioned above will not be required to get themselves registered, even if they have entered India on a long term visa provided their continuous stay in India does not exceed 180 days. If the intention of the foreigner is to stay in India for more than 180 days, he/she should get himself/ herself registered well before the expiry of 180 days from the date of arrival with the FRRO/FRO concerned.

c. Foreigners (including minors above 16 years of age) have to report in person or through an authorized representative to the appropriate Registration Officer for registration. No registration is required in respect of children below the age of 16 years.

d. Registration is also required in the case of visa less than 180 days and if there is special endorsement "for registration enquired". However foreigners entering on Entry(X) and Business visas valid for more than 180 days are required to register with the FRRO, FRO if they continuously intend to stay for more than 6 months i.e. more than 180 days on each visit. (But exempting visa bearing endorsement as "Stay not to exceed 180days hence no registration required."

Form C

Any Hotel/ Guest House/ Dharmashala/Individual House/ University/ Hospital/ Institute/ Others etc. who provide accommodation to foreigners must submit the details of the residing foreigner in Form C to the Registration authorities within 24 hours of the arrival of the foreigner at their premises. This will help the registration authorities in locating and tracking the foreigners. This document provides the functionality of registration

process of Hotel/ Guest House/ Dharmashala/Individual House / University/ Hospital/ Institute/ Others etc. owners for Form-C.

Form S

FSIS (Foreign Students Information System) is used to capture information about foreign nationals admitted in Indian educational institutions. It is mandatory for all educational institutions in India admitting foreign students for various courses to register themselves first. After their user-id approved by the competent authority i.e. FRRO/FRO concerned, the said institution will be able to fill the details of foreign students in FSIS.

Document that should be produced along with the Form-C/Form-S application form
Bonafide Certificate from the Department with period of Study


Ph.D Registration Certificate (in case the candidate pursue Ph.D)

Address proof from the house owner along with the Registration certificate from the police officer (certified) (if non hosteller)

Original passport should be produced with Xerox copy for verification.

Original Registration Certificate/Residential permit with Xerox copy for verification

Xerox copy of the Identity card along with the original


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