



Poona Jesuit Schools' Society's

St. Vincent College

Affiliated to Savitribai Phule Pune University



Standard Operating Procedure (SOP) for admission of foreign national students
in colleges affiliated to Savitribai Phule Pune University

1.Application through International Centre, SPPU

All Foreign Nationals, NRI, PIO, and OCI students must apply through the International Centre of SPPU before approaching the affiliated college.

2.Online/Offline Application Submission

Students must fill the prescribed international student application form and upload/submit required academic and personal documents such as:

1. Passport copy
2. Valid Visa
3. Mark sheets and certificates
4. Birth certificate
5. Passport-size photographs
6. English proficiency proof (if required)
7. Medical fitness certificate

3.Eligibility Verification

The International Centre and Eligibility Section of SPPU verify whether the foreign qualification is equivalent to Indian standards. Eligibility fees must be paid as prescribed by the university.

4.Provisional Admission Letter

After document verification, SPPU issues a provisional admission/eligibility letter. This letter is used for obtaining a Student Visa from the Indian Embassy. Only Student Visa holders are eligible for admission.



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5. College Allotment / Admission Confirmation

Once approved by SPPU, the student approaches the allotted or selected affiliated college (St. Vincent College, Pune) for final admission and payment of college fees. Admission is confirmed only after verification of original documents.

6. Mandatory FRRO Registration

Foreign students staying in India for more than the permitted duration must register with the Foreigners Regional Registration Office (FRRO) as per Government of India norms. Colleges usually assist students in this process.

7. English Proficiency Requirement

Students from non-English-speaking countries may have to appear for an English Proficiency Test (EPT) conducted by SPPU unless exempted.

8. Reporting and Orientation

After admission, students must report to the college within the stipulated time and attend orientation programmes conducted by the college or International Centre.

For official details, students may refer to:

SPPU International Centre

https://beta.unipune.ac.in/dept/International%20Centre/default.htm?utm_source=chatgpt.com

SPPU Admission Procedure for International Students -

https://beta.unipune.ac.in/dept/International%20Centre/International%20Centre%20webfile/admission.htm?utm_source=chatgpt.com

For any assistance contact college office:

8956804051, 8956804052, 8956804053