

**INDIAN INSTITUTE  
OF  
TECHNOLOGY GUWAHATI**



**GUIDELINES  
FOR  
EXCHANGE STUDENTS**

## **GUIDELINES FOR INCOMING FOREIGN STUDENTS UNDER STUDENT EXCHANGE PROGRAMME (SEP)**

### **+ Who can be accepted as visiting foreign student(s)?**

A student registered for a degree in a foreign Institute/University and nominated by that Institute/University to carry out Course work / Project work/ Internship at IIT Guwahati for a period of not exceeding two semesters can be accepted as visiting students under the MoU or otherwise.

### **+ Alumni and External Relations (AER) is the Nodal office to process applications**

The completed application along with the required documents (mentioned below) is to be submitted to the following address-

Assistant Registrar  
Alumni and External Relations  
Indian Institute of Technology Guwahati  
Guwahati- 781039

To expedite initial processing, scanned copies of the application should be sent to [doaaer@iitg.ac.in](mailto:doaaer@iitg.ac.in) with a copy to [hosaa@iitg.ac.in](mailto:hosaa@iitg.ac.in)

### **+ Eligibility Criteria:**

- Student should be officially nominated by the home university/ institute
- An approved Learning Agreement/ study plan is Mandatory
- The courses, credits and grades should be properly mapped and approved by the concerned authorities of both the Institutions.
- In case of project work, there should be an explicit agreement between faculty project supervisors of both the Institute/University along with the approval of HoD of the host University.
- Student should not have any outstanding backlog.
- The student is required to spend at least one semester and a maximum of two semesters at IIT Guwahati July-November (Summer Semester) and January-May (Winter Semester)
- The student may undertake either project work and /or course work at IIT Guwahati as per the requirements of his/ her home institution and approved by IITG
- Courses of exchange semester may be negotiated between the applicant & Head of the concerned Department of IIT Guwahati through a Learning Agreement.
- Student should have a valid passport and health insurance for the period of stay at IIT Guwahati.

### **+ Financial responsibility:**

- Student should have sufficient funds to cover his and her own travel and living expenses for the duration of their study at IIT Guwahati. IIT Guwahati does not charge tuition fee and hostel room charges from students from partner Institutions/Universities ( <http://www.iitg.ac.in/aa/newsite/mou.php>)
- If any foreign student would like to visit IIT Guwahati for exchange or otherwise mentioned above, from the non-MoU institutes/universities he/she has to pay tuition and other obligatory charges as per Institute rules.

### **+ Fee structure:**

- No fees for course/ project work for partner universities
- For Non-Partner Universities fees are charged as per Institute rules

### **+ Steps to apply and Documents required for SEP:**

Interested students must forward the application through the International office of the home University along with the following documents on or **before 31st March for July- November semester** and on or **before 30<sup>th</sup> October for January-May semester**:

- ✓ Application Form (<http://www.iitg.ac.in/aa/newsite/forms.php>)
- ✓ Learning agreement/ Study Plan (<http://www.iitg.ac.in/aa/newsite/forms.php>)
- ✓ Resume
- ✓ Copy of Grades
- ✓ Medical Fitness Certificate (<http://www.iitg.ac.in/aa/newsite/forms.php>)
- ✓ Nomination Letter from Home University's International Relations Office
- ✓ Passport

Link for course selection: [http://www.iitg.ernet.in/acad/courses\\_syllabee.php](http://www.iitg.ernet.in/acad/courses_syllabee.php)

Link for Academic calendar: [http://www.iitg.ac.in/acad/acadCal/academic\\_calander.htm](http://www.iitg.ac.in/acad/acadCal/academic_calander.htm)

In case of any doubt(s) regarding course selection the applicant may contact the concerned Head of the Departments (HoD). The contact details of all the HoDs are available in our website link-

<http://www.iitg.ac.in/home/pagesint/9#tab-5>

N.B: It is mandatory that the Learning agreement is approved by the Faculty and Officials of the Home Institute. Once your application is accepted at IIT Guwahati, the Admission offer letter will be sent to the International Office of the Home University.

### **After arriving at IITG:**

#### **✚ Visit Alumni and external Relations Office for the following:**

- a. Student Registration
- b. Foreigner's Registration (<http://boi.gov.in/content/online-registration>)
- c. Identity card, Institute Webmail ID
- d. Bank Account (optional)

It is advisable to open a Savings Bank account with one of the local Banks. Two banks have branches within campus: State Bank of India and Canara Bank.

#### **✚ VISA and VISA EXTENSION:**

Visa Information: You need to apply for a student visa. Apply for your visa at the Indian Embassy/Consulate nearest to you with the admission letter and other necessary documents.

To know in details please click the link <http://boi.gov.in/content/frequently-asked-questions-faqs>

#### **✚ How to reach Guwahati?**

Guwahati is well connected by air, rail and road with the rest of the country. There are direct air services from/to Mumbai, New Delhi, Bangalore and Kolkata with connectivity to all major cities in the country.

#### **✚ How to reach IIT-G?**

The Institute is located just on the outskirts of the city of Guwahati and can be reached conveniently by taxi. It is around 20 km from the heart of the city and around 40 min drive from the airport. To reach the Institute from the city, Institute bus service can be availed that ply regularly to and from the city.

#### **✚ To know more about IIT Guwahati and its facilities**

Click: <http://www.iitg.ernet.in/home/pagesin/1>