



### Office of International Relations

#### International Student Data Form for AY 2023 – 24

(Return your completed application form and supporting documentation to [internationalrelations@kluniversity.in](mailto:internationalrelations@kluniversity.in))

1. This application form is for Foreign Nationals, Non Resident Indians, Overseas Citizens of India, Person of Indian Origins and Children of Indian Employees working abroad only.
2. Please ensure all sections are completed clearly, typing or printing in **BLOCK /CAPITAL/BIG LETTERS only**. Missing or incorrect information may cause delays in the application process.
3. Put tick mark (✓) in appropriate boxes.

#### Term you prefer to start:

Odd Semester (July/Aug) ☐

Even Semester (December/January) ☐

#### Course (Program) Details:

1.....

2.....

#### Course of Study:

Bachelors Program: ☐

Research Program: ☐

Masters Program: ☐

Certificate/Diploma: ☐

#### Section – A (Category)

1. Foreign Nationals ☐

2. Non Resident Indians ☐

3. Overseas Citizens of India ☐

4. Person of Indian Origins ☐

5. Children of Indian Employees working abroad ☐

Paste your recent color passport (3.5 cm X 4.5 CM) size Photograph with white background

#### Section – B (Personnel Details)

Sur/Family Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

(DD / MM / Year)

Given Name: \_\_\_\_\_ Gender: Male ☐ Female ☐

Father Name: \_\_\_\_\_ Mother Name: \_\_\_\_\_

**Permanent address outside India (BLOCK/CAPITALS/BIG Letters):**

House/Door No. \_\_\_\_\_ Street No./Name: \_\_\_\_\_

Land Mark (if any): \_\_\_\_\_ Suburb: \_\_\_\_\_

City: \_\_\_\_\_ Province/Zone: \_\_\_\_\_

Country: \_\_\_\_\_ Post/zip code: \_\_\_\_\_

## Section – C (Contact Details of Applicant & Parents)

Phone Numbers:

Details	Mobile Number (with Country Code)	WhatsApp Number
Applicant		
Father/Guardian		
Mother		

E.Mail Ids (Write in **CAPITALS/BIG/UPPER CASE** Letters only):

Details	E.Mail Id
Applicant	
Father/Guardian	
Mother	

## Section – D (Details Passport/Citizenship)

Details	Passport	Citizenship Card
Nationality		
Number		
Issued Place & Country		
Date of Issue		
Valid upto		
Birth Place & City		

## Section – E (Immigration History)

Are you in the India now? Yes ☐ No ☐ If Yes furnish the details

VISA Number	
VISA Type & Number of Entries	
VISA Issued Place & Country	
VISA Issued Date & Valid Upto	
Name & Place of the College / University VISA Endorsed	
Date & Place of Arrival in India	
Registered FRO Details	

## Section – F [Representative Information (if applicable)]

Representative Name: \_\_\_\_\_

Address: \_\_\_\_\_

City & Country: \_\_\_\_\_

WhatsApp No (inclusive country code): \_\_\_\_\_

E.Mail Id \_\_\_\_\_

## Section – G [Financial Information (if applicable)]

If more than one source, please check all relevant boxes

Who will be paying your tuition fees and living expenses to study at K L University, India?

Myself/Family ☐ Private sponsor eg. Employer/Charitable Trust ☐

By Bank Loan ☐ Institution sponsor eg. Government/Embassy ☐

Details of Private Sponsor/ Institution Sponsor:

Name of the Sponsor: \_\_\_\_\_

E.Mail Id: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Section – H (English Language Proficiency)

What is your first language of speaking: \_\_\_\_\_

Language (s) you speak at home: \_\_\_\_\_

Was English, the language of instruction in your previous institution? Yes ☐ No ☐ Partly ☐

Number of years you have studied in English medium \_\_\_\_\_

## Section – I (Lateral Entry (or) Credit Transfer)

Are you seeking Lateral Entry/Credit Transfer - Yes ☐ No ☐ Not Applicable? ☐

If Yes To request for lateral entry (or) credit transfer, you will need to provide documentary evidence of current (or) previous studies, means **Course Content**, **Assessment Mode**, **Contact Hours**, **Prescribed Texts**, **Certified Copies of Academic Transcripts** of relevant documents must be attached to this application.

## Section – J (Academic Qualification - Include all studies undertaken including high school)

International Students must provide official transcripts and graduation document(s) for application to all programs. Documents should bear an official seal and signature from the issuing institution. If transcripts are written in a language other than English, a copy of an authorized English translation must be submitted in addition to the original documents. If you have an English language test score (TOEFL, IELTS, LET, etc.), please provide a copy of your result with your application. Admission to LEAP does not require an English language test score. Submitted test scores will not be returned.

Details	Name of Qualification	Exam Conducted by Board & Country	Subjects studied & Grades Achieved	Month & Year Completed
Primary Studies (for ex, Primary Studies/ O Level/ Grade 9 certificate etc)				
Secondary Studies (for ex, Advanced/ Secondary/ Grade 12 certificate etc)				
University Level (Bachelor)				
Graduate Level (Masters)				
Others /Diploma				

## Section – K (Check List).

1	Completed application form	
2	Attached certified copies of all necessary documents?	
3	Attached certified English translations of documents not in English?	
4	Attached certified copies of your English language proficiency (if applicable)?	
5	Attached a certified copied of your passport (Bio data page) & VISA or ID?	
6	Certified academic transcripts and course syllabus for Credit Transfer	
7	Receipt copies of Fees Payments (If any)	
8	Student Declaration Letter	
9	Parent Declaration Letter	

## Section – J (DECLARATION AND SIGNATURE)

I/We hereby declare that the information furnished in support of my application is correct, complete and up-to-date with every detail. I/We acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and that the University may refuse to assess my application, withdraw an offer of a place or cancel my enrolment at any time in consequence, should the University determine that I/We have submitted a false document, I consent to the University disclosing this information to other relevant tertiary institutions/universities.

I/We declare to have sufficient funds to support myself and my family members (if applicable) for the **total** period of my stay in India, including proposed course fees, hostel fees, cost of books, materials, field trips or any additional cost related to my course, unless otherwise specified for myself and any school-aged family members, overseas students health cover, living costs and travel costs, regardless of whether my dependents intend to accompany me in India.

I/We agree to abide by the statutes, regulations and policies of K L E F deemed to be University. I/We have read and understood the above conditions and accept them in full.

Signature of the applicant

Signature of the Parent/Guardian

(To be signed by a parent/guardian for applicants under the age of 18 years only)

Date: \_\_\_\_\_ Place: \_\_\_\_\_

### FOR OFFICE OF INTERNATIONAL RELATIONS PURPOSE

Fee Fixed Per Year Rs(₹)./USD (\$) ..... Amount Paid: Rs(₹)./USD (\$).....

Transaction/Bank Draft No: ..... Bank Details: .....

Remarks (If any): .....

Date: \_\_\_\_\_

Processed by

**DIRECTOR – INTERNATIONAL RELATIONS**

## **Declaration by the student**

I, \_\_\_\_\_, Citizen of \_\_\_\_\_

bearing Passport/Citizenship Card Number: \_\_\_\_\_

Valid up to/issued on (DD/MM/YYYY) \_\_\_\_\_

solemnly affirm and undertake the following:

1. I, having got an admission in KLEF deemed to be University, Andhra Pradesh, India, will undergo the program of study as a responsible and disciplined student.
2. I have thoroughly gained the knowledge by studying the content which is available at University's website ([www.kluniversity.in](http://www.kluniversity.in)) about university and its academic programs, applicable fees, rules and regulations, immigration requirements and other information pertaining to my study. I have fully prepared myself accordingly to meet the requirements from time to time.
3. I am aware and have fully understood all the rules and regulations, codes and practices of the university and shall strictly adhere to the rules and regulations that are in force in the university.
4. I will not indulge in any act of indiscipline, misbehavior, unethical, immoral, anti-social, anti-national or criminal activities during my entire period of study at your university.
5. I will uphold the dignity and cultural sentiments of your country and/or state.
6. I will pay all the applicable fees from time to time which include tuition fee, accommodation fee, food expenses, examination fees, insurance expenses and other miscellaneous fees related to my studies, on or before the prescribed dates, during my entire period of study.
7. I will not violate any of the immigration laws pertaining to Government of India laws pertaining to a foreigner, during my entire period of stay in India.
8. I am aware that, in the eventuality of not adhering to or acting in violation of / detriment to any one of the above undertakings, at any point of time during my study period, I shall forfeit my admission and neither I nor my parents demand for recovery any sort of damages (or) compensation from the university. I shall also immediately arrange to go back to my country on my own expenses.
9. I will take insurance coverage by paying requisite fee on my arrival to KLEF University for duration of my study period and will renew from time to time till I complete my studies at KLEF deemed to be University, Andhra Pradesh, India.

Date:

Signature of the student

## Declaration by the parent

I, \_\_\_\_\_ parent of \_\_\_\_\_,  
resident of \_\_\_\_\_

solemnly affirm and undertake the following:

1. My son / daughter, who have got admission in KLEF deemed to be University, Andhra Pradesh, India, shall undergo his/her program of study as a responsible and disciplined student.
2. I have thoroughly verified about the KLEF deemed to be University profile and its academic programs, applicable fees, rules and regulations, immigration requirements and other information pertaining to the study of my son/daughter through University's website. I have fully prepared my son / daughter accordingly to take admission.
3. I have cautioned him/her not to indulge in any act of indiscipline, misbehavior, unethical, immoral, anti-social, anti-national or criminal activities during his entire period of study at your university.
4. He/she shall uphold the dignity and cultural sentiments of your country and/or state.
5. He / she shall strictly adhere to all the rules and regulations of the university that are in force in the university.
6. As a parent, I take the responsibility of paying all the applicable fees from time to time which include tuition fee, hostel fee examination fees, insurance expenses and other miscellaneous fees related to his/her studies, on the prescribed dates, during his/her entire period of study.
7. I assure that my son / daughter will not violate any of the immigration laws and other Government of India laws pertaining to a foreigner, during his / her entire period of stay in India.
8. I am aware that, in the eventuality of not adhering to or acting in violation of / detriment to any one of the above undertakings, at any point of time during his/her study period, my son / daughter shall forfeit his / her admission and I will not recover any sort of damages/compensation from the university. I shall also immediately arrange to take my son / daughter back to my country on my own expenses, failing which the university or the state will take necessary steps to deport my son / daughter to my country at my costs.
9. In the unfortunate event of death, accident, serious medical illness, contagious disease which may make the student incapacitated or not fit to continue his / her studies, dismissal for the reasons of indiscipline or violation of Indian laws, KLEF University shall intimate the same, through E.Mail/Phone Number/address which are available in the records of the university. K L University can in no way be held responsible for the delay or non-receipt of communication due to wrong address or insufficient detail.
10. I / We are also fully aware that under such unfortunate circumstances the expenses related to the transportation back to the country from where the student hailed, shall not be borne by the university.

Date:

Signature of the Parent