INSTRUCTIONS TO THE CANDIDATES
Children of Indian Workers in Gulf Countries (CIWGC) Category
Admission 2020 – M.C.A. Degree Programme

ATTACH THE FOLLOWING SCANNED COPY OF DOCUMENTS AND CERTIFICATES
FOR ONLINE REGISTRATION (Size: 256 KB - 2 MB in PDF format for Uploading)

1. Recent NRI status certificate of the (Father / Mother / Legal Guardian*)
   issued by the Indian Embassy of the respective country with their seal as per
   the Annexure - I (Affidavit for NRI status is not accepted).
2. Employment Certificate of the NRI (Father / Mother / Legal Guardian) as per
   the Annexure - II. In the case of self employment; nature of business, annual
   income and required proof - Income Tax paid (for the last 3 years) to be
   produced.
3. NRE / NRI bank account statement of the NRI (Father / Mother / Legal
   Guardian), at least for the last six months.
4. Valid Indian Passport and Visa of the NRI (Father / Mother / Legal
   Guardian).
5. Birth Certificate or Valid Indian Passport of the Candidate.
6. For 10 +2 type of Indian boards OR Foreign Boards:
   a. Mark sheets of Secondary School Leaving Certificate (X Standard) or
      equivalent.
   b. Higher Secondary Certificate (XII Standard) or equivalent.
   [OR]
   c. For 8+4 type of Foreign Boards: Mark Sheets from 8th to 12th Standards.
   d. For 9+3 type of Foreign Boards: Mark Sheets from 9th to 12th Standards.
7. Mark Sheets of qualifying degree for all the semesters / Consolidated Mark
   Sheet.
8. Qualifying Degree Certificate / Provisional Certificate
10. If the student has studied in a University other than Anna University, then
    Mode of Study certificate from the Registrar of respective University has to be
    specially obtained as per Annexure – III.

*Certificate to be provided for the Legal Guardian of the candidate by the court as per
provisions of “The Guardians and Wards Act 1890”.
**NOTE:**

1. **Scanned Copy of the documents listed above (1 to 10) must be uploaded without fail.**
2. Printed mark sheets issued by the respective boards only will be accepted.
3. Hand written mark sheets will not be accepted.
4. Equivalence of marks for grades should be provided by the examination authorities / Boards.
5. Information for applicants regarding admission will be uploaded in Anna University Web Portal periodically. Do not expect individual email communication.
6. Anna University reserves the right to ask for additional documents if necessary.
7. Predicted scores will not be accepted.
8. In case, the final transcripts have not been received before the last date of registration of applications, submit the other documents. However, the final transcripts should be submitted before the commencement of Choice Filling / Online Counseling.
1. ADMISSION REQUIREMENTS

1.1. Application Form

Applicants can register online at the website: www.annauniv.edu/cfa.

*If the candidate wishes to apply for both CIWGC and NRI Categories, separate applications should be submitted.*

1.2. Eligibility and Academic Qualifications required for a M.C.A. Degree Programme (Two year):

**GENERAL:**
Candidates satisfying the eligibility conditions given below are eligible to apply.

**ELIGIBILITY:**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>PG Programme</th>
<th>Eligible Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>M.C.A. [2 Year Programme]</td>
<td>• A pass in a recognized Bachelor’s degree of minimum 3 years duration in B.C.A. / B.Sc.,(Information Technology /Computer Science), Computer Science &amp; Engineering or equivalent* and obtained atleast 50% in the qualifying Degree examination.</td>
</tr>
<tr>
<td>2.</td>
<td>M.C.A. [2 Year Programme with Bridge Course of one year duration]</td>
<td>• A pass in a recognized Bachelor’s degree of minimum 3 years duration (in disciplines other than the once mentioned above) with Mathematics at 10+2 level or at Graduate level and obtained atleast 50% in the qualifying examination.</td>
</tr>
</tbody>
</table>

*Candidates with section ‘A’ & ‘B’ certificates (AMIE) and other similar certificate of professional bodies or societies recognized by the Ministry of Human Resource Development, Govt. of India and enrolled before 31.05.2013 with 2 years regular full time Teaching / Industrial experience in the relevant field after successful completion of the course including project work are considered to be equivalent to B.E. / B.Tech. Degree holders. An experience certificate is to be produced by the candidate with AMIE qualification.*
If the candidates produce grade certificates, they have to produce either the actual marks of equivalent marks for the respective grades. In case equivalent marks range is given for grades by the respective examination authorities, only the minimum marks applicable to the grades in the eligible subjects will be taken into account. The candidates should provide equivalent mark or mark range for grades from the respective board only.

The candidate has to provide a pass certificate, if it is not clear from the mark sheet whether the candidate has passed all the subjects. Mark sheets with voluminous data or confusing formats will not be accepted. The decision of Anna University will be final in case of any ambiguity in the eligibility criteria.

1.3. Registration Fee: US $ 200 (Use Debit Card / Credit Card)

The payment can be made using Debit Card / Credit Card.

The Transaction charges for online payment, if any, should be borne by the candidate.

1.4. Counseling Procedure

The Counseling for Admission for the Academic year 2020-2021 will be conducted only through Online. Once the Rank list has been published, the Web Portal for exercising the choice of the branch of study will be available.

IMPORTANT:

The Candidates are informed that admission will only be Provisional. If the candidate is found ineligible on verification of original certificates by the Competent Authority, they cannot claim any right for admission or continuation of study at any stage.

The Candidates can apply only through Online mode.

www.annauniv.edu/cfa
ANNEXURE - I

FORMAT FOR NRI CERTIFICATE FROM EMBASSY

(In the Letter head of the Embassy office)

No. Dated:

CERTIFICATE

This is to certify that ...........(Father / Mother / Legal Guardian) ...........holder of Indian passport no..............dated ..........issued at (Place of issue) ...........is residing in this country since ............He / She is a Non- Resident Indian.

(Signature, Designation & seal of the issuing authority)

Note: 1. The NRI Certificate given by embassy in a different format is accepted.

2. Affidavit of NRI Certificate is not accepted.

ANNEXURE - II

FORMAT FOR THE CERTIFICATE FROM THE EMPLOYER

(in the Letter head of the Company / Organization)

No. Dated:

This is to certify that ...........(Father / Mother / Legal Guardian) ...........holder of Indian passport no............dated ..........issued at ...........(place of issue)...........is an employee of our company / organization since ........ (Date of joining)...........in the position of ........ (Designation) ...........and drawing a monthly salary of ............

This certificate is being issued upon his / her request for the purpose of college admission.

(Signature, Designation & seal of the issuing authority)
FORMAT FOR THE MODE OF STUDY CERTIFICATE

(in the Letter head of the University)

No. Dated:

This is to certify that Mr./Mrs. .......... .......... ...... (Register No. .......... ...) pursued B.E./B.Tech. ........................................ Degree programme in ...................... branch in Department of ........................................ of four years duration from .............. ........ to ............... in the ......................... college of this University.

Mr./Ms. .......................... was a full time regular student of this University during the above period. He/She has qualified for the award of the ........................ Degree with............... CGPA/Percentage in Academic year 20...... - 20......

This certificate is issued to enable Mr./Mrs. ........................ to apply for Higher Studies.

REGISTRAR
(Signature, Designation & seal of the issuing authority)