ANNA UNIVERSITY
Chennai-600 025, India

Application Form for Admission to Masters’ Degree Programmes for the academic year 2013 - 2014

OFFERED AT UNIVERSITY DEPARTMENTS UNDER CHILDREN OF INDIAN WORKERS IN GULF COUNTRIES (CIWGC) CATEGORY

Last date for Receipt of Application : 31 July 2013.

NAME OF THE CANDIDATE : _____________________________________________
(Surname First)

FOR OFFICE USE ONLY

Application Received Date : ________________________________
Receipt No : ________________________________
Demand Draft No : ________________________________
Demand Draft Date : ________________________________
Name of the Bank : ________________________________

Received By checked By
______________________________ ________________________________
Registration No. : (Office Use only)  

Centre for International Affairs  
Anna University  
Sardar Patel Road, Guindy  
Chennai-600 025, India  

CIWGC Application Form  
M.E. / M.Tech. / M.Arch. / M.Plan. / MBA / MCA Degree Programmes  

Registration fee:  

<table>
<thead>
<tr>
<th>Bank Draft No.</th>
<th>Date</th>
<th>Amount</th>
<th>Issuing Bank</th>
</tr>
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<tbody>
<tr>
<td></td>
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<td>US $200</td>
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</table>

A. DETAILS OF THE CANDIDATE:  
1. Name of the candidate (Capital letters):  

(First Name followed by Surname)  

2. Candidate’s Address for Correspondence:  

3. Gender: Male/Female  

4. Name of the Father  

5. Name of the Mother  

Phone No:  
e-mail:  

Date-of-Birth:  

Day / Month / Year  

Please paste (do not pin) 3.5x4.5 cm size recently taken Colour Photograph and sign across the lower part of the photo.
6. Details of Qualifying Degree:

<table>
<thead>
<tr>
<th>Name of Degree</th>
<th>Register No.</th>
<th>Name of the University and Country</th>
<th>Duration</th>
<th>Average Percentage</th>
<th>Year of Passing</th>
<th>Medium of instruction</th>
</tr>
</thead>
<tbody>
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</table>

7. Details of Marks obtained in the qualifying degree.
   Attach authenticated transcripts of grades / marks secured in the qualifying degree.

8. Name & Address of Local Guardian (if both parents are residing abroad)
   Residence: ……………………       Office: ……………………………
   ……………………………………       ……………………………………
   ……………………………………       ……………………………………
   Phone: ………………………       Phone: …………………………
   Fax : ………………………       Fax : ………………………
   e-mail: ………………………     e-mail : ………………………

B. DETAILS OF SPONSOR

9. Name of the sponsor: __________________________________________

10. Relationship of the Sponsor to the candidate:
   (Father/Mother alone can sponsor)

11. Passport details of the sponsor:

<table>
<thead>
<tr>
<th>Nationality</th>
<th>Passport No.</th>
<th>Place and date of issue</th>
<th>Date of Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

12. Employment details of the sponsor (Certificate to be enclosed)

   Designation of the sponsor : -----------------------------------------------
   Annual Income : ----------------------------------------------------------
   Name of the Company : ---------------------------------------------------
   Address : ---------------------------------------------------------------
   Country : -----------------------------------------------------------------
13. Residence and Office address of the sponsor (Father/Mother) in Gulf Region
Residence: ……………………… Office: ……………………………
…………………………… …………………………………
…………………………… …………………………………
…………………………… …………………………………
Phone: ……………………… Phone : ……………………………
Fax : ……………………… Fax : ……………………………
e-mail: ……………………… e-mail : ……………………………

12. Photo copies of the following documents are to be attached along with the application.

1. Recent NRI status certificate of the parent issued by the Indian Embassy of the respective country under their seal as per Specimen-I.
2. Employment Certificate of the NRI parent as per Specimen-II. In the case of self-employment, nature of business, annual income and required proof like Income- Tax paid (for the last 3 years), etc.
3. NRE / NRI bank statement of the NRI parent, at least six months.
4. Valid Indian Passport of the NRI parent.
5. Qualifying Mark / Grade list of the candidate.
6. Provisional Degree Certificate.
7. Transfer Certificate.
DECLARATION FORM

DECLARATION BY THE CANDIDATE

I, _________________________, hereby declare that all the particulars stated in this application and enclosures are true to the best of my knowledge and belief. I have read the Information Brochure and I shall abide by the terms and conditions therein. I am aware that my admission will be provisional and in the event of my being found ineligible at the time of reporting, my admission will be denied. If I am already admitted, my admission will be cancelled. I am also aware that in all matters concerning admission, the decision of Anna University, Chennai is final and I shall abide by it. I am fully aware that as per the directions of the Hon'ble Supreme Court of India and Tamil Nadu Prohibition of Ragging Act 1997, ragging is an offence and is banned in the Institutions and anyone indulging in ragging is liable to be punished with expulsion from the Institution and / or rigorous imprisonment of up to three years and / or fine up to Rs.25, 000/-

Place:  
Date:  
Signature of the Candidate

DECLARATION BY THE PARENT

I, _________________________, hereby declare that all facts given in the application by the Candidate Mr. / Ms. _________________________ who is my son / daughter are true and correct. In case, any particulars furnished in the application are found to be incorrect at a later stage, I agree to forfeit the admission of my son / daughter, no matter, at whatever stage of the course at that time. I hereby give an undertaking to pay regularly all his / her dues to the University / Hostel till the completion of his/her course of study. I also undertake the responsibility for his / her good conduct. I am also aware that in all matters concerning admission of my son / daughter, the decision of Anna University, Chennai is final and I shall abide by it. I am fully aware that as per the directions of the Hon'ble Supreme Court of India and Tamil Nadu Prohibition of Ragging Act 1997, ragging is an offence and is banned in the Institutions and anyone indulging in ragging is liable to be punished with expulsion from the Institution and / or rigorous imprisonment of up to three years and / or fine up to Rs.25, 000/-

Place:  
Date:  
Signature of the parent  
Name:
DECLARATION BY THE SPONSOR

I ........................................... son / daughter of ............................................................... and having Passport no ........................................................... issued at ........................................... and residing at ............................................................... hereby declare that I am the Father / Mother / Legal Guardian of the candidate Mr. / Ms ............................................................... 

I undertake to financially sponsor the above candidate for the entire course of study in Anna University, Chennai. I am also aware that in all matters concerning admission, the decision of Anna University, Chennai is final and I shall abide by it.

Place: ........................................... Signature of the Sponsor
Date: ........................................... Name: ...........................................
FORMAT FOR LETTER FROM EMBASSY

(In the Letter head of the Embassy office)

No. Dated:

CERTIFICATE

This is to certify that .......... (Sponsor’s name) ..........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)

FORMAT FOR THE EMPLOYER CERTIFICATE

(In the letter head of the Company / Organization)

No. Dated:

This is to certify that ..........(Sponsor’s Name) ..........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)
1. ADMISSION REQUIREMENTS

1.1. Application Form:
The application form may be downloaded from the website: www.annauniv.edu/cia/adm.php
If the candidate wishes to apply for both CIWGC and NRI Category, a separate application should be made for each category.

1.2. Eligibility and Academic Qualifications:
For the courses of study and eligibility qualifications for admission to M.E./M.Tech./M.Arch./M.Plan. degree programmes refer to www.annauniv.edu/cia/Eligibility.pdf.

Note: Admission shall be offered only to the candidates who possess the qualification prescribed against each course.
Any other relevant qualifications which are not prescribed against each programme shall be considered for equivalence by the committee constituted by the Syndicate. Admission to such degree shall be offered only after obtaining equivalence from the Director (Academic Courses), Anna University, Chennai – 600025.

1.3. Registration Fee
A Bank Draft for US $ 200 drawn in favour of the Director, Centre for International Affairs, Anna University, Chennai, India payable at New York drawn from the Nationalised Banks of India or other International Banks with branches in India should be submitted along with the application.

1.4. Last date for Receipt of Application
Application complete in all respects should reach the Director, Centre for International Affairs, Anna University, Chennai-600 025, India on or before 31 July 2013.
The admission is subject to the eligibility criteria prescribed by the Academic Courses, Anna University, Chennai, India.

1.5. Selection of candidates:
Selection of candidates will be done on the basis of marks obtained in UG degree and the following documents are to be produced (in original except item No.4).
1. Recent NRI status certificate of the parent issued by the Indian Embassy of the respective country under their seal as per Specimen-I.
2. Employment Certificate of the NRI parent as per Specimen-II. In the case of self-employment, nature of business, annual income and required proof like Income-Tax paid (for the last 3 years), etc.
3. NRE / NRI bank statement of the NRI parent, at least six months.
4. Valid Indian Passport of the NRI parent.
5. Qualifying Mark / Grade list of the candidate.
6. Provisional Degree Certificate.
7. Transfer Certificate.

1.5.1. Final allotment of the branch of study will be done after verification of the original certificates. Once the branch of study and the institute are allotted, it can't be changed for any reasons.
1.6. Payment of Tuition Fee

On receipt of the allotment order, the candidate has to pay the prescribed fee immediately in the form of Demand Draft drawn in favour of the Director, Centre for International Affairs, Anna University, Chennai, India payable at New York. Check whether the Demand Draft have routing number and seal and is signed by the authorised official.

1.6.1. Fee Structure: US$ 4000 per year for all Masters’ Degree Programmes, including MCA (6 Semesters).

1.6.2. Fees once paid is not refundable.

1.7. Fitness:

Candidates have to submit a medical fitness certificate at the time of final allotment as per Annexure-I.

2. GENERAL INFORMATION

2.1. Reporting to the University:

Normally, the academic session begins by July – August every year. Candidates selected for admission are required to report to the respective Deans of the campus concerned on the scheduled date mentioned in the allotment order. If the candidate fails to do so, the offer of admission will automatically stand cancelled.

2.2. Other Fee: Fees applicable for Library, Examination, Students’ Co-operative Society, Identity card(Smart card), etc should be paid in Indian rupees at the time of admission or when ever required to pay as per the rules.

2.3. Requirements for Completion of a Semester

2.3.1. A candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester.

Ideally every student is expected to attend all the classes and earn 100% attendance. However, in order to allow provision for certain unavoidable circumstances such as hospitalization / accident / specific illness, the student is expected to earn a minimum of 75% attendance.

Therefore, he / she shall secure not less than 75% of overall attendance in that semester taking into account the total number of periods in all courses attended by the candidate as against the total number of periods in all courses offered during that semester.

2.3.2. However, a candidate who secures an overall attendance between 65% and 74% in that current semester due to medical reasons (prolonged hospitalization / accident / specific illness / participation in Sports events) may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the medical certificate / sports participation certificate to the Head of the Department.

2.3.3. Candidates who secure less than 65% overall attendance and candidates who do not satisfy the clauses 2.3.1 & 2.3.2 will not be permitted to write the end-semester examination of that current semester and will not be permitted to go to the next semester. They will be required to repeat the semester which has not been completed in the next academic year.

*******
ANNEXURE - I
MEDICAL CERTIFICATE
(to be produced at the time of counseling)

Certified that I, Dr……………………………………………………………………………………………..

(IMC. Reg.No. …………………………………….) have this ……………………..

day of ……………………………….2013 / 2014 examined the candidate whose

particulars are given below:

1. Name of the Candidate : 

2. Name of the parent : 

3. Sex : Male / Female

4. Age with date of Birth : …… years

Date          Month         Year

5. Identification Marks  1. 

2. 

6. Whether the candidate fulfils the following standards : Normal   If No, specify the defect

   (a) General Fitness consists of   Yes/No
       Full Blood Test including HIV Test
       Full Urine Test
       Chest X-ray
       ECG
       Mental Retardness Test and
       Other General Tests

   (b) Vision : Yes/No

   (c) Auditory functions : Yes/No

   (d) Speech functions : Yes/No
7. Whether Physically Handicapped: Yes/No (If Yes specify the defect and the extent of disability)
   (i) Vision
   (ii) Speech
   (iii) Hearing
   (iv) Limbs

8. **OPINION:** with the above clinical details
   Please specify
   Whether the candidate is physically eligible to be considered for admission in Engineering Colleges/Technical Institutions Yes/No (If No specify the reasons)

Signature of the Candidate

Signature of Regd. Medical Practitioner

Place:

Register No.:

Date:

Full Address:
# Annexure - II

**Data Sheet**

(To be filled by the candidate—All letters should be in block letters)

## Details of the Candidate

1. **Name of the Candidate:**

2. **Gender:**

3. **Date of Birth:**

4. **Name of the Father:**

5. **Name of the Mother:**

6. **E-mail ID of the Candidate:**

7. **E-mail ID of the Parent:**

8. **Nationality:**

9. **Address for Correspondence in abroad:** (with Phone number & email)

10. **Name & Address of Local Guardian, if any in India:** (with Phone number & email)

## Details of the NRI Sponsor

<table>
<thead>
<tr>
<th>Name of the Sponsor</th>
<th>Passport No.</th>
<th>Date of Issue</th>
<th>Date of Expiry</th>
<th>Place of Issue</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Date of Issue</th>
<th>Place of Issue</th>
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<tbody>
<tr>
<td>Visa No.</td>
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<table>
<thead>
<tr>
<th>Date of Expiry</th>
<th>Place of Issue</th>
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<tbody>
<tr>
<td>Date of Issue</td>
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</tbody>
</table>

## Signature of the Candidate

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<tr>
<th>FOR OFFICE USE ONLY</th>
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</thead>
<tbody>
<tr>
<td>Office Ref. No.</td>
</tr>
<tr>
<td>Category CIWGC</td>
</tr>
<tr>
<td>M.E. / M.TECH. / M.ARCH. / M.PLAN. / MBA / MCA</td>
</tr>
</tbody>
</table>

Please paste stamp size (recently taken Colour Photograph)