

JAWAHARLAL NEHRU UNIVERSITY
ADMISSION-II

File No. E-25677/S-14/2019-Admission-II/

September 12, 2019

CIRCULAR

In pursuance of clause No. 17 of 151st AC meeting/minutes and in order to streamline the process of NOC/permission for the student visiting outside the country, the following points should be strictly followed:-

- (i) The concerned Supervisor, Chairperson and Dean will ensure that student (including foreign nationals) before leaving the country should apply for the following separately to the concerned sections:
 - a. NOC for academic International Visit only - Admission Branch-II
 - b. Late Registration - Evaluation Branch
 - c. Corpus Fund - Collaboration Branch/ School/ Centre Concerned
 - d. Leave - Chairperson/Dean Concerned
- (ii) For any extended period of stay, the application of the student should be submitted with specific reasons duly recommended and forwarded by the concerned Supervisor, Chairperson and Dean for permission/approval of the Competent Authority.
- (iii) NOC is required for participation in all the academic related programmes, abroad and also for any personal visit (including visits by Foreign Nationals to their home countries).
- (iv) The application of the student in the requisite format, enclosed herewith, should reach the section well in advance (at least 2 weeks before the date of leaving). The student cannot leave the country without the permission of the Competent Authority.
- (v) For the international trip of more than three weeks, the student will give an undertaking that he/she will claim the fellowship/scholarship only from one institution. The concerned School/Centre Authorities will ensure the same.
- (vi) The foreign students should get the application recommended by the concerned Deans/Chairpersons of the Schools/Special Centres for approval of the Competent Authority.

This issues with the approval of the Competent Authority.

M.K. Pachauri
12/09/19
(M.K. Pachauri)
Jt. Registrar (Admissions)

Copy to:

1. All the Deans of the Schools/Chairpersons of the Special Centres
2. PS to VC/Rector-I/Rector-II/Rector-III/FO/Registrar/COE
3. Through E-office/All the Notice Boards
4. Circular File

M.K. Pachauri
12/09/19

APPLICATION FORM FOR INTERNATIONAL VISIT BY STUDENT

Date _____

Name of the Forwarding Centre/Special
Centre/School _____

1.	Name of the student	
2.	Programme	
3.	School/Special Centre/Centre	
4.	Purpose of visit	
5.	Total no. of days with dates on which student will be away from the country	From: To:
6.	Place (s)/Institute (s) to be visited	
7.	If permission is being sought to attend/participate or to present paper/poster in the Seminar/Conference/Symposium/Workshop etc. (attach the invitation letter)	
8.	Name of the Organizer & Address	
9.	Duration of the programme; please give reasons for any extended period of stay	
10.	Title of the paper to be read/presented, if any	
11.	Whether the Organizer will meet the expenses	
12.	If yes, please state to what extent	
13.	If not, please specify if you have applied for the financial assistance from the university or not	
14.	Is the concerned student in receipt of any Fellowship/ Scholarship? if yes, name of the fellowship & Amount	

15.	Have you applied separately for the late registration/corpus fund? please specify.	
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I undertake that the information furnished by me in this form and the document(s) submitted in support of it are true in all respects and in case any entry or document or information is found to be false, this shall entail appropriate action against me, as per the University Rules, by the University. Further, I undertake that I would avail maximum 2 (two) zero semesters as per JNU ordinance.

Signature _____
 Name of the student _____
 Programme _____
 Reg. No. _____
 Centre/Special Centre and
 School _____
 Phone No. _____

Sig. of Dean
with date & stamp

Sig. of Chairperson
with date & stamp

Sig. of Supervisor
with date & stamp

Forwarded through S.O./A.O. of the concerned School

To:

Section Officer (Admission-II)
 Administrative Block,
 New Delhi