



File Ref.No.55277/C G A/2023/UOK

UNIVERSITY OF KERALA

(Abstract)

General Guidelines for FRRO Registration and Monitoring of International Students - University of Kerala – Implementation - Sanctioned – Orders issued.

Centre for Global Academics

3121/2024/UOK

Dated: 08.04.2024

- Read:-*1.Letter No.4/FRRO/Bol/TVM/2023/(11)-2111 dated: 20.09.2023 of the FRRO, Thiruvananthapuram.
2.Email dated: 16.01.2024 of Dr.Sabu Joseph, Director, CGA.
3.Item No.06 of the minutes of the meeting of the Executive Committee of Centre for Global Academics held on 01.02.2024.
4.Item No.08.25.06of the minutes of the meeting of the Syndicate held on15.02.2024.

ORDER

The Foreigners Regional Registration Office (FRRO), Thiruvananthapuram, vide paper read as (1) above has requested the University to make all the Heads of the Department and Research Guides of the University, aware of the rules pertaining to Foreigners and to ensure that the rules are meticulously implemented by the University in order to avoid contraventions by foreign students in future. In this regard, the Director, Centre for Global Academics, vide paper read as (2) above has forwarded a set of general guidelines for FRRO Registration and monitoring of International students under University of Kerala for the better coordination and monitoring of international students.

The Executive Committee of Centre for Global Academics vide paper read as (3) above has recommended to approve the General guidelines for FRRO registration and monitoring of International Students under University of Kerala.

The meeting of the Syndicate vide paper read as (4) above has resolved to approve the above recommendation of the Executive Committee of Centre for Global Academics.

Sanction has therefore been accorded by the Vice-Chancellor, to implement the General guidelines for FRRO Registration and Monitoring of International Students under University of Kerala (APPENDED).

Orders are issued accordingly

Prof. (Dr.) K S Anil Kumar

Registrar



To

1. P.S. to Vice-Chancellor
2. P.A. to Registrar/CE/FO
3. The Director, Centre for Global Academics
4. The Director, DSS
5. The Vice-Chairman, CSS
6. Joint Registrar, Academics/ Campus Administration.
7. The Heads of University Teaching Departments/Centers/CSS
8. The Principals/ Heads of Affiliated Colleges
9. The PRO/RO/Enquiry
10. Ad.BI/Ad.DII/Ac.H Sections
11. The Stock file/File copy

Forwarded / By Order
Sd/-
Section Officer



General Guidelines for FRRO Registration & Monitoring of
International Students Under University of Kerala

Foreigners visiting India on a student visa (S visa) and Research Visa (R visa) necessitates registration with the concerned Foreigners Regional Registration Office (FRRO) **within 14 days of the first arrival**, regardless of the length of stay. In other visa types, if the Indian visa contains stipulations/observations/special endorsements for registration, made by the Indian Mission/Embassy, for stays less than 180 days, foreigners must undergo registration.

Registration is free, but those who delay registration and have the delay condoned may face a penalty in Indian currency for late registration, as per FRRO rules.

FORM-S (Foreign Students Information System - **FSIS**) is the tool used to capture information about foreign nationals enrolled in Indian educational institutions. All educational institutions admitting foreign students are mandated to register through the "**Register for S-Form User Credentials**" link. After receiving approval from the competent authority (i.e., FRRO/district FRO concerned) for their **user ID**, the respective institution can input details (such as student profiles and performance, in case of extension applications) of foreign students in Form-S. Heads of Departments (HoD) or Principals are responsible for completing the following tasks.

- i. All Head of the Departments/Principals of colleges concerned should complete the S-form for international students upon their enrollment, and subsequently register them at the FRRO office, adhering to the guidelines outlined in the "Registration Requirements for Foreign Nationals" provided by the Bureau of Immigration, Ministry of Home Affairs, Government of India.
- ii. At the commencement of each academic quarter, institutions should update the S-Form with the latest details regarding student attendance, conduct, and academic progress. The updated S-form should be promptly submitted to the



FRRO by the HoD/Principal. Uniform student bonafide format has been provided, bonafide shall be printed in the institution letter head.

- iii. All students should get **C-form** from the owner of the accommodation. Any changes in the student's address must be promptly communicated to the FRRO. Institute/Department shall collect Form-C information from the Foreign students in order to update S-Form. Also, required to guide foreign students to avail change of address services from the FRRO.
- iv. The Head of the Departments/Principals should ensure regular attendance of international students in their respective departments.
- v. If at any time a foreigner proposes to be absent from his / her registered address for a continuous period of eight weeks or more or change his / her registered address, he/her shall inform FRRO in person or by Registered post. Also, in case of returning to the Registered address he/her shall inform FRRO in person or by Registered post. If a foreign student changes his registered address, he shall apply online for change of address.
- vi. **Exit entry** to be furnished within 24 hours from the time of completion of course/ date of exit from the institute/course
- vii. Any adverse activities and long absence for one month and above shall be intimated to FRRO through an email along with copy of passport and visa of the foreign student as well as in S-form.

Supplementary regulations/provisions may be issued/intimated separately from time to time.

