



# University of Mumbai

No. SW/22/of 2025

## CIRCULAR

**Subject: Circular for Admission to International Students (FR, FS, PIO, OCI, NRI)  
for the academic year 2025-26**

The University of Mumbai has introduced Single Window System for admission to international students (FR, FS, PIO, OCI, NRI [Appendix-1]) in Faculty of Arts, Commerce and Science in the Affiliated Colleges, Recognized Institutes and Academic Departments of the University of Mumbai.

Inform the international students to apply on the portal, **mu.admissiondesk.org** for their admission. The same link is also available on the website of the University of Mumbai (**www.mu.ac.in**). The Affiliated Colleges, Recognized Institutes and Academic Departments of the University of Mumbai are not permitted to admit international students directly to the Colleges, Recognized Institutes and Academic Departments.

Edulab Educational Exchange Pvt. Ltd. has been identified by the University as the service provider to monitor the Single Window System to admit the international students in the Faculty of Arts, Commerce and Science in the Affiliated Colleges, Recognized Institutes and Academic Departments of the University of Mumbai. The Edulab Educational Exchange Pvt. Ltd. will provide all type of assistance to international students as well as Affiliated Colleges, Recognized Institutes and Academic Departments of the University of Mumbai.

Affiliated Colleges, Recognized Institutes and Academic Departments of the University of Mumbai and international students (FR, FS, PIO, OCI, NRI [Appendix-1]) who wish to seek admission at the University of Mumbai must follow the procedure given in the Appendix-2 and Appendix-3 respectively. **The last date of admission is July 31, 2025.**

For any query/assistance contact the Executive Officer, Edulab Educational Exchange Pvt. Ltd. (+91 9920053600, uom@admissiondesk.org) and/or Director, Department of Students' Development and University Information Bureau and Foreign Students' Advisor, University of Mumbai, First Floor, Vidyapeeth Vidyarthi Bhavan, 'B' Road, Churchgate, Mumbai (+91 8369753642).

**Dr. Sunil Patil**

Director,

Department of Students' Development,  
University of Mumbai

Mumbai – 400032

March 5, 2025

To,

*All Principals/Directors of the Colleges Affiliated to the University of Mumbai,  
Recognized Institutes of the University of Mumbai and Heads of the University Academic  
Departments*

**Definitions of Foreign Students**

(Reference: [www.mea.gov.in/faq-overseas-indians.htm](http://www.mea.gov.in/faq-overseas-indians.htm))

**Foreign Students (FR / FS)**

Foreign Student (FR / FS) means student holding passport issued by the foreign countries including people of Indian origin who have acquired the nationality of foreign countries.

**Persons of Indian Origin (PIO) / Overseas Citizen of India (OCI)**

Person of Indian Origin (PIO) means the person who is the citizen of other countries (except Pakistan and Bangladesh) who at any time held an Indian Passport, or who or either of his/her parent or any of his/her grandparent was a citizen of India by virtue of provisions of the Constitution of India or Section 2 (B) of Citizenship Act, 1955 (Act No. 57 of 1955).

A foreign national, who was eligible to become citizen of India on 26.01.1950 or was a citizen of India on or at any time after 26.01.1950 or belonged to a territory that became part of India after 15.08.1947 is eligible for registration as Overseas Citizen of India (OCI). Minor children of such person are also eligible for OCI.

**SAARC Nationals**

SAARC citizen means a student holding passport/nationality of Afghanistan, Bangladesh, Maldives, Bhutan, Pakistan, Sri Lanka and Nepal) including people of Indian origin who have acquired the nationality of SAARC countries.

**Non-Resident Indians (NRI)**

Non-Resident Indians (NRI) as defined in Income Tax Act, 1961 with the following clarifications: An individual is Non-Resident, when he/she is "not a resident" or who is "not ordinarily resident". A person is treated as "not ordinary resident" when any of the following conditions is satisfied.

- (1) If he/she has not been resident in India in nine out of ten preceding years; (OR)
- (2) If he/she has not been in India for a period of 730 days or more during the preceding seven years; (OR)
- (3) If he/she has completed higher secondary school education (10<sup>th</sup> or 12<sup>th</sup> or Graduation) from outside India
- (4) Irrespective of Board, he/she has appeared his 10<sup>th</sup> and/or 12<sup>th</sup> Grade Examination/s from any of the foreign countries

Note: Cut-off date to decide the NRI status is last date of the preceding financial year.

## **Instructions to Affiliated / Recognized Colleges / Institutions and University Departments of the University of Mumbai**

- 1) Affiliated Colleges, Recognized Institutes and Academic Departments of University of Mumbai are not permitted to admit International Students (FR, FS, PIO, OCI, NRI [Appendix-1]) directly to Faculty of Arts, Commerce and Science.
- 2) International students (FR, FS, PIO, OCI, NRI [Appendix-1]) interested to seek admission in the Faculty of Arts, Commerce and Science in the University of Mumbai shall apply to the link, **mu.admissiondesk.org** and pay the Eligibility Fees.
- 3) Edulab Educational Exchange Pvt. Ltd. will scrutinize the received applications from international students and send the scrutinized applications to the Department of Students' Development.
- 4) The Department of Students' Development will forward these applications to the Eligibility Department of the University of Mumbai.
- 5) The Eligibility Department will issue Prima Facie Letter of the eligible students and forward it to the Department of Students' Development.
- 6) The Department of Students' Development will issue Provisional Admission Letter to the eligible students and communicate with them by E-mail.
- 7) The students who received the Provisional Admission Letter shall send the Willingness Letter to the Department of Students' Development by email on **international.admission@mu.ac.in** and pay Admission Processing Fees.
- 8) The Committee constituted by the Hon'ble Vice-Chancellor will allot the College/University Department to the students as per their merit and Department of Students' Development will send the Letter of Intimation to the Affiliated Colleges/Recognized Institutes/University Academic Departments.
- 9) The Affiliated College/Recognized Institute/University Academic Department shall nominate one Senior Faculty as Head, International Student Admission Process to monitor the process of admission of international students. He/she will also co-ordinate the process with the University.
- 10) The Affiliated College/Recognized Institute/University Academic Department shall send the information about Head, International Student Admission Process (Name, email and mobile no.), seats available, year-wise fees structure, course contents and Acceptance Letter to the Department of Students' Development within three days to the e-mail, **international.admission@mu.ac.in**
- 11) The Affiliated College/Recognized Institute/University Academic Department and/or their Management do not have any right to reject the admission communicated by the Department of Students' Development. It is mandatory to the Affiliated College/Recognized Institute/University Academic Department to accept the admission of International Students without considering merit of domestic students or cut off marks of merit list of the domestic students.

- 12) The Affiliated College/Recognized Institute/University Academic Department must offer the admission as per 25% additional quota for each course in addition to the sanctioned intake of seats granted by the University of Mumbai.
- 13) The Department of Students' Development will send the fees structure to the student and the student will pay the admission fees online on the portal.
- 14) After payment of fees the Department of Students' Development will send Confirmation Letter of Admission to the Affiliated College/Recognized Institute/University Academic Department as well as students.
- 15) **It is the responsibility of the Affiliated College/Recognized Institute/University Academic Department to obtain Final Eligibility Certificate / PG Registration and Enrollment of the Admitted Students from the concerned University authorities. The Department of Students' Development will not be responsible for the same.**
- 16) The Affiliated College/Recognized Institute/University Academic Department shall send Fees Structure of the course offered by the students and within three days after the receiving of Confirmation Letter of Admission by e-mail on **international.admission@mu.ac.in**
- 17) The Department of Students' Development will credit Admission Fees of students directly to the account of Affiliated College/Recognized Institute.
- 18) Also, Affiliated College/Recognized Institute/University Academic Department will not be allowed to admit international students coming from ICCR directly in Faculty of Arts, Commerce and Science. The communication of such students will be intimated to the concerned Affiliated College/Recognized Institute/University Academic Department by the Department of Students' Development. The procedure of such admission is also same as prescribed above.
- 19) The Affiliated College/Recognized Institute/University Academic Department must complete the process of FRRO/FRO within 07 days from the date of joining of the international student/s (for only FR and FS) as per the guidelines issued by University Grants Commission, New Delhi, vide its letter no.- D.O.No.F.1-1-2016 dated June 20, 2016.
- 20) The Affiliated College/Recognized Institute/University Academic Department should adhere to the above guidelines for admission of students only for the first year and admit them directly for the remaining years of their studies as per the norms of the University.
- 21) In case of the admission of students directly to Second or Third year, the Affiliated College/Recognized Institute/University Academic Department shall follow the above guidelines and admit them directly for the remaining years of their studies as per the norms of the University.

**Instructions to International Students (FR, FS, PIO, OCI, NRI)  
Interested to Seek Admission in Affiliated Colleges /  
Recognized Institutes / University Academic Departments  
of the University of Mumbai**

- 1) International students (FR, FS, PIO, OCI, NRI [Appendix-1]) interested to seek admission in the Faculty of Arts, Commerce and Science in the Affiliated Colleges, Recognized Institutes and University Academic Departments of the University of Mumbai shall approach the link **mu.admissiondesk.org**
- 2) Students shall upload their documents (Academic qualifications, transcripts and details of passport, etc.) and pay the Eligibility Fees of \$50 per course online on the portal. **The Eligibility Fees will not be refunded to the student under any circumstances.**
- 3) The Department of Students' Development, University of Mumbai will send the documents of the students to the Eligibility Department of the University of Mumbai.
- 4) In some cases the student will be informed through an email to obtain the Equivalence Certificate from Association of Indian Universities (AIU), New Delhi. It will be the responsibility of the student to obtain such Equivalence Certificate.
- 5) The Eligibility Department will issue Prima Facie Letter of the eligible students and will forward it to the Department of Students' Development.
- 6) The Department of Students' Development will issue Provisional Admission Letter to the eligible students and communicate them through an E-mail.
- 7) The students who received the Provisional Admission Letter shall pay the Admission Processing Fees \$1000 online on the portal. **The Admission Processing Fees will not be refunded to the student under any circumstances.**
- 8) Each student will have an option of choosing minimum 5 (Five) Affiliated Colleges/Recognized Institutes/University Academic Departments as an option for each course they want to select in the order of preference 1 to 5. The right of allocation of Affiliated College/Recognized Institute/University Academic Department is reserved with the University. No student has right to reject the allotted Affiliated College/Recognized Institute/University Academic Department.
- 9) The Committee constituted by the Hon'ble Vice-Chancellor will allot the Affiliated College/Recognized Institute/University Academic Department to the students as per their merit.
- 10) The Department of Students' Development will send the Final Admission Letter bearing the information of details of allotted Affiliated College/Recognized Institute/University Academic Department, fees structure, details of bank account to the students. The student can use the same letter to obtain the Visa.

- 11) Student should pay the Admission Fees mentioned in the Final Admission Letter online on the portal. **The fees will be refunded to the student as per the guidelines issued by the University time to time.**
- 12) The student should join the allotted Affiliated College/Recognized Institute/University Academic Department before the commencement of the academic term and approach the Head, International Student Admission Process of the allotted Affiliated College/Recognized Institute/University Academic Department as mentioned in the Final Admission Letter personally and complete the formalities of the admission at the Affiliated College/Recognized Institute/University Academic Department.
- 13) The student shall approach Head, International Student Admission Process for completion of the process of FRRO/FRO within 02 days from the date of joining of Affiliated College/Recognized Institute/University Academic Department as per the guidelines issued by University Grants Commission, New Delhi, vide its letter no.- D.O.No.F.1-1-2016 dated June 20, 2016.
- 14) Once the student has completed the FRRO process he/she should upload the copy of the same along with the resident permit and proof of current residential address on the portal.
- 15) Student should upload Medical Report (Including physical fitness, blood investigation report, flu tests, CORONA tests, etc.) from Physician/Doctor/Recognized Laboratory on the portal.
- 16) It is the responsibility of international students to find the place of accommodation for them. The University and Edulab Educational Exchange Pvt. Ltd. will not be held responsible for their accommodation. However, Edulab Educational Exchange Pvt. Ltd. will provide the assistance to the international students in finding the place for accommodation.
- 17) For any query, email on **international.admission@mu.ac.in**