

### Guide lines for Educational Institutions to regulate Foreign Students

1. As per the Rule 7(1) B & 7(2) B of Registration of Foreigners Rules 1992, it is mandatory to register Student VISA, South Asian University VISA, and Research VISA valid for more than 180 days within 14 days of the arrival of foreign student in India.
2. In order to avoid late fee, foreign students may please be instructed to avail Temporary VISA registration facility within 14 days of arrival in India. Temporary Registration of VISA would be valid for three months, it is issued to enable the foreign student to complete the admission formalities to the institution and to obtain requisite bonafide certificate to complete the VISA registration. Minimum requirements for Temporary VISA registration are:
  - (i) One must apply online on or before 14 days of arrival
  - (ii) Copies of Bio-page of Passport, VISA page and Indian arrival stamp
  - (iii) Provisional admission letter
  - (iv) Proof of residence (Form-‘C’ in case filed by the Accommodator/ In case boarded with fellow countrymen or friend, an affidavit copy stating the same along with passport & RP copies of the host/ Institution letter certifying the address of stay of the student).
3. As per the Rule-11 of Registration of Foreigners Rules 1992, if a foreign student proposes to be absent from his registered address for a continuous period of 8 weeks or more, he/she shall inform FRRO in person or by registered post reason of his absence. Also in case of returning to the registered address, intimation in person or by registered post shall be given to FRRO.
4. As per the Rule 11 of Registration of Foreigners Rules 1992, if a foreign student changes his address, he/she shall apply online for change of address.
5. As per the Rule 11(3) of Registration of Foreigners Rule 1992, foreign students visiting other districts for a period of more than 8 weeks, shall inform the respective FRRO/FRO prior to his/her arrival to the district.
6. Institute must collect Form-‘C’ information from the foreign student in case of change of address of stay in Hyderabad in order to update in FSIS. Also, required to guide foreign students to avail Change of Address service from the FRRO.
7. On-line Form-‘C’ details for Foreign Students applying for VISA services other than Registration are mandatory. Educational institutions must update Form-‘C’ data of foreign student in FSIS module filed by the accommodator (House owner, Hostel Warden, Guest house owner, hotelier etc.).
8. Any adverse activities shall be intimated to FRRO through an E-Mail [frrohyd@nic.in](mailto:frrohyd@nic.in) as well as in FSIS. E-mail must carry passport and VISA details of the foreign student.

9. Long absence of one month and above shall be intimated through an E-Mail [frrohyd@nic.in](mailto:frrohyd@nic.in). E-mail must carry passport and VISA details of the foreign student.
10. **Institutes should not change the course/stream of the foreign student without approval of FRRO/FRO.**
11. **Institutes should not admit a foreign student approaching from other Institute without approval of FRRO/FRO.**
12. While applying online by foreign students to obtain Change of Course/ Change of institutions VISA service, along with the Institutions NOC where he/she last studied, please send a copy of Affiliation Certificate of the Institute & recognition from the Govt. of India and provisional admission letter.
13. The Foreigners Amendment Order, 2016 has been notified on 18/03/2016 in which Foreigners Order, 1948 is amended. A new Para 15 is introduced with regard to filing of Form-'A'. The Para 15(1) of FO,1948 may be read as " Every University & Educational Institutions shall furnish to the Registration Officer, information in respect of Foreign students enrolled in the University & Educational Institution in the Form-'A' within the period mentioned there in. The period to furnish Form-'A'
  - i. Student Information is 24 hours from the time of admission,
  - ii. Course Details within 24 hours of admission.
  - iii. Registration details within 14 days from the date of arrival.
  - iv. Change of course of details within 24 hours from the time of change of course.
  - v. Academic performance Entry Semester wise/ half yearly.
  - vi. Exit Entry to be furnished within 24 hours from the time of completion of the course/ date of exit from the institute/ course.
  - vii. OCI card holders exempted from filing Form-'C' & Form-'A' (Previously Form-'S') as per the Foreigners Order, 1948 and Foreigners (Amendment) Order, 2016 dated 18/03/2016.
  - viii. OCI card holders will require a special permission to undertake research work in India for which they may submit the application to the FRRO concerned.

