



Gyanmanjari
Innovative University



INTERNATIONAL EXPERIENCE PROGRAM (IEP) HANDBOOK



GYANMANJARI INNOVATIVE UNIVERSITY



INDEX

S.NO	PARTICULARS	PAGE NUMBER
1	ABOUT INTERNATIONAL EXPERIENCE PROGRAM (IEP)	3
2	ANNOUNCEMENT OF IEP.	4
3	STUDENT'S ELIGIBILITY CRITERIA FOR APPLYING IN IEP PROGRAM.	4
4	SELECTION PROCEDURE FOR IEP.	5
5	IMPORTANT POINTS TO BE TAKEN INTO CONSIDERATION WHILE APPLYING FOR IEP.	6
6	COLLABORATION WITH FOREIGN UNIVERSITIES.	7
7	ESTIMATED COST OF PROGRAM.	7
8	NORMS REGARDING REFUND OF CONFIRMATION FEE/ SERVICE CHARGES.	9
9	NORMS OF REASSESSMENT / RECHECKING.	11
10	TERMS AND CONDITIONS FOR PARTICIPATING IN IEP.	11
11	PENALTY APPLICABLE TO STUDENTS IN CASE OF VIOLATION OF RULES.	12
12	VISA PROCESS, TICKET BOOKING, TRAVEL INSURANCE AND FOREX.	13
13	DOCUMENTS TO BE SUBMITTED.	14
14	ROLES & RESPONSIBILITIES OF STUDENTS, PARENTS AND INSTITUTES.	15
15	FREQUENTLY ASKED QUESTIONS (FAQS).	19
16	CONTACT DETAILS.	24

1. ABOUT INTERNATIONAL EXPERIENCE PROGRAM (IEP).

The International Experience Program (IEP), an advancement from GMIU towards its vision of becoming an "Global Academy of Innovation," commenced in 2023. Presently, IEP stands as one of India's most extensive student mobility initiatives offered by universities. Since its inception, students have reaped the benefits of the program. GMIU has established Memoranda of Understanding (MOU's) with prestigious universities worldwide, enabling GMIU students to pursue studies through various available pathways. It serves as a holistic international experience program tailored specifically for GMIU students throughout the university.

1.1 PURPOSE OF IEP:

In the 21st century, having a lot of knowledge is really important, and every country needs smart young people who can help to build a strong economy and keep culture alive. Globalization is a big part of this, and making education international is super important for doing well. The International Experience Program (IEP) wants to give GMIU students a taste of what it's like to learn in other countries. It helps them understand different cultures, which can make them really smart. IEP also helps students to stand out in a world where competition is tough.

WHAT ACTIVITIES STUDENTS DO DURING IEP?

In this program, students can study based on the mode of collaboration with foreign university . They take tests there, and if they pass, they don't have to take the same tests at their home university. Besides studying, students work on projects and case studies chosen by foreign professors. They also visit companies to learn about the work culture in that country. Additionally, they can explore the country's culture by visiting popular places. After completing the program, students return to their home college to finish their remaining studies.



2. ANNOUNCEMENT OF IEP.

As per the mutual agreement between GMIU and the foreign university, GMIU announces the IEP each year through a circular on the GMIU website or by flyer on notice board. Students can find the announcement dates for the next IEP by visiting the official website and clicking on the international tab. Students have to visit International Relation Cell at GMIU for application procedure

3. STUDENT'S ELIGIBILITY CRITERIA FOR APPLYING IN IEP PROGRAM.

3.1 Student must have valid Indian passport*.

The online application will be open for about one month. Students interested in participating in the IEP but lacking a passport during the application period should apply for a TATKAL passport. During stage 2 of the online application, you may use the application number instead of the passport number, along with any random issue/expiry dates (random selection). In stage 4 of the online application, upload an image of the receipt of the passport application in place of a copy of the passport.

3.2 Academic Criteria:

Academic criteria are fully determined by the standards of foreign universities, each of which has its own selection process. The international relations cell will provide detailed information to interested students.

4. SELECTION PROCEDURE FOR IEP.

1. Applicants must meet the minimum criteria outlined for the application process
2. Selection of students for the International Exchange Program (IEP) will be based solely on merit, determined by academic criteria specified above, and the available number of seats, with priority given from higher to lower ranks.
3. GMIU will publish a merit list and a waiting list for provisionally selected candidates on the IEP portal after thorough scrutiny of applications, considering their academic scores.
4. Once GMIU releases the merit list for the IEP specific to each country, provisionally selected students must submit a refundable security deposit (Confirmation Fee) of Rs 20,000 within the stipulated timeframe.
5. Failure to deposit the security amount within the given timeframe will result in automatic cancellation of the selection, and the vacant seat will be allocated to the next suitable applicant.
6. Any form of canvassing or referencing will result in disqualification from the program.

*Kindly consult the terms and conditions regarding the refund process for the security deposit, outlined in item number 9.

Note:

- I.** The University reserves the right to modify the selection criteria without prior notice, and GMIU retains full authority to make the final decision.
- II.** For students holding citizenship or passports other than Indian, or possessing a visa category different from the participating country, GMIU may or may not consider their application or merit list status. In such cases, students must personally discuss their situation due to potential technical issues.
- III.** It is important to understand that being shortlisted does not guarantee a visa for students. Each student is responsible for submitting a visa application and providing all necessary information to the relevant Embassy in India.
- IV.** The decision to grant or reject a visa to a specific applicant lies solely with the respective Embassy/High Commission, and GMIU, travel agencies, or foreign universities have no influence in this process. Students must accept the outcome of their visa application, whatever it may be.

5. IMPORTANT POINTS TO BE TAKEN INTO CONSIDERATION WHILE APPLYING FOR IEP.

- The university may choose to continue or discontinue IEP based on the evolving circumstances due to any kind of pandemic and other external factors affecting travel and stay in respective countries.
- This decision may be made by the university at any time during the process, and students and their parents must accept the university's decision without grievances.
- The University reserves the right to cancel IEP at any stage following the announcement of the program.
- Participation in the IEP will follow the rules set by the natural calamities or pandemic and other external factors in both India and the foreign country. If any issues come up while the students are abroad due to the natural pandemic or other external factors, the student and their parents will be fully responsible for any personal or financial problems that happen.
- The IEP will only happen if the foreign university's specific requirements are met, such as having enough students join. If these requirements aren't met, GMIU can cancel the IEP. The students affected must accept this decision without complaining.

6. COLLABORATION WITH FOREIGN UNIVERSITIES.

Sr No	University	Country
1	Laurentian University	Canada
2	College de Paris	Paris
3	Multimedia University	Malaysia
4	Caucasus University	Georgia

7. ESTIMATED COST OF PROGRAM

Please consult the Circular/Announcement regarding IEP available on the GMIU website, where you will find comprehensive details on the estimated expenses.

The program costs are segmented into two parts:

- i. **Academic Expenses:** Since the main focus of the program involves a study program at a foreign university, part of the expenses will cover the cost of teaching and related academic activities at the foreign institution
- ii. **Accommodation/food/travel/other cost:** The second part of the expenses includes non-academic costs that students have to pay for themselves. These costs includes:
 - A refundable security deposit of Rs. 20,0000 to GMIU (to be refunded upon program completion and return to home university).
 - Airfare charges payable to the designated agency referred by GMIU.
 - Visa fees, including SEVIS fees for the USA, to be paid to the designated agency referred by GMIU.
 - Travel insurance charges to be paid to the designated agency referred by GMIU.
 - Students must pay for their own travel and accommodation expenses for visa appointments in Mumbai, Delhi, or any other required city (for the USA or Germany)
 - Students are responsible for covering cancellation charges for air tickets, incurred due to any reason, payable to the designated agency referred by GMIU.
 - Students must pay the foreign university directly by wire transfer for accommodation, meals, local transportation, airport transfers, and trips to nearby places. Details about these costs will be provided in Circular.
 - Bank charges applicable for wire transfers are to be paid to the designated agency referred by GMIU.
 - Penalties imposed on students for any reason must be paid to GMIU or the foreign university, if applicable.
 - Other personal expenses.
 - Any additional charges not mentioned above.

NOTE:

1. Students and parents can estimate the total approximate cost in INR by considering the foreign university fees after conversion, approximate visa and insurance expenses, and the ticket cost. Please note that ticket prices displayed on various websites are not final rates, as group bookings for IEP result in higher rates compared to individual bookings. This is in accordance with airline policies.
2. Payment for specific services should be made directly by the student to the designated agency or foreign university following the provided instructions.
3. The university does not partake in any financial transactions between the student and the agency/foreign university.
4. The Department of International Relations provides assistance to students through the agency to fulfill all necessary procedures and formalities for participating in IEP.
5. All payments must be made via bank transactions (online/cheque) exclusively. Cash transactions for any services will not be accepted.

8. NORMS REGARDING REFUND OF CONFIRMATION FEE / SERVICE CHARGES

8.1 NORMS REGARDING REFUND OF CONFIRMATION FEE

- 8.1.1 Upon reviewing all applications, selected students will receive an email notification prompting them to pay the confirmation fee of Rs. 20,000 to GMIU. The email will specify the deadline for payment.
- 8.1.2 The student must adhere to the specified time frame to submit the confirmation fee in order to secure their seat for the IEP.
- 8.1.3 Upon successful completion of the program and return to home university, students can claim a refund of the confirmation fee by submitting their Arrival Immigration Stamp to the international relation cell department at GMIU.
- 8.1.4 The confirmation fee is refundable in the event of visa denial or cancellation of the IEP due to natural calamities or pandemics, with refunds issued within three months after the return of students granted a visa.

- 8.1.5 The confirmation fee becomes non-refundable if a student withdraws from the program, whether before or after departure, for any reason. It is strongly advised for students and parents to thoroughly review all documents and guidelines before payment to avoid potential disputes. The university will not entertain any refund requests in case of student withdrawal.
- 8.1.6 Any penalties imposed on students will be deducted from the security deposit of Rs. 20,000 with any remaining amount returned to students after the program concludes for the current batch.

8.2 NORMS REGARDING REFUND OF SERVICE CHARGES (AIR TICKETS, VISA, INSURANCE, FOREX, FEES TO FOREIGN UNIVERSITY)

Once a student pays for a service, any refund will be decided by the agency or service provider according to their policies.

- 8.2.1 GMIU and its representatives are not involved as intermediaries in the process of refunding payments, whether in full or partial, for any service.
- 8.2.2 If a visa application is rejected, the visa fees and associated charges are entirely non-refundable.
- 8.2.3 If the IEP is canceled by the university due to natural disasters, pandemics, or external factors after a visa application has been submitted, the visa fees and related charges remain non-refundable. Responsibility for refunding visa charges in such cases lies solely with the embassy.
- 8.2.4 If an air ticket is canceled for any reason (such as visa rejection, withdrawal, or program cancellation), students are responsible for bearing the cancellation penalty or cost according to the policy of the agency or airline. GMIU does not play a role in transactions or refunds at any level.
- 8.2.5 Any errors or disputes regarding payments or refunds should be resolved directly between the student and the agency or foreign university, without involving GMIU or its officials. Students are required to adhere to the applicable norms and decisions of the relevant agency or foreign university in such matters.
- 8.2.6 Refunds for insurance and foreign exchange will be processed according to the policies and decisions of the respective company.

- 8.2.7 Students must not take legal action or file complaints with GMIU or its officials about refund issues.
- 8.2.8 If a student withdraws from the program after paying fees to the foreign university, GMIU and its officials will not get involved in the foreign university's decision. The foreign university may choose to charge penalties or keep the full amount.

9. NORMS OF REASSESSMENT / RECHECKING

Students are not permitted to request rechecking or reassessment for subjects studied during the IEP at the foreign university.

If a student is deemed to have "FAILED" in any evaluation component (whether internal or external) according to the GMIU teaching scheme, they must undergo remedial examination in accordance with GMIU regulations.

10. TERMS AND CONDITIONS FOR PARTICIPATING IN IEP

All students intending to participate in the IEP must adhere to the terms and conditions outlined in the IEP handbook before registering. It is strongly advised that both students and their guardians thoroughly review all terms and conditions and agree to them before commencing the registration process.

Furthermore, selected students for the IEP, who have completed the payment of the Rs. 20,000 confirmation fee as instructed by GMIU, are required to submit the "**Student's & Parents/Guardians Affidavit**," accessible at the international relation cell department. This affidavit should be prepared on non-judicial stamp paper, e-stamp, or franking paper worth Rs. 300, and must include notary stamp along with the signatures of both the student and their parents (both mother and father) or guardian.

11. PENALTY APPLICABLE TO STUDENTS IN CASE OF VIOLATION OF RULES

- 11.1 If a student participating in the IEP violates GMIU's terms and conditions or breaches the regulations of the foreign university at any time, they will be responsible for paying any penalties imposed by the foreign university.
- 11.2 If students damage or lose property belonging to the foreign university, hotel, or any related organization or country, they will have to pay the costs decided by that entity.
- 11.3 Depending on the severity of the student's misconduct, both GMIU and the foreign university may also impose penalties affecting the student's subject results or credit transfer eligibility for IEP subjects, in addition to financial penalties.
- 11.4 If it proves challenging to identify a specific student responsible for inappropriate behavior, an appropriate penalty will be applied to the group of students suspected to be involved in such conduct.
- 11.5 Students and their parents are required to accept the penalties imposed by GMIU or the foreign university without raising arguments, grievances, or initiating legal proceedings.
- 11.6 If personal conflicts arise among students during their participation, GMIU, mentors, or the foreign university may attempt to resolve the issues. However, in the event of a serious situation where legal action is taken against a student by another party, GMIU and the foreign university will not intervene or assume responsibility.
- 11.7 If students do anything that breaks international travel laws, rules of the foreign university, or laws of the foreign country, the student and their parents must follow the legal rules of that place. GMIU won't be responsible or involved in these situations.

12. VISA PROCESS, TICKET BOOKING, TRAVEL INSURANCE AND FOREX

GMIU may refer agencies to handle services such as visa processing, air ticket booking, travel insurance, and forex for IEP students. Selected students will receive guidance from GMIU at the appropriate time regarding the necessary details for accessing these services.

Typically, the following process is followed for the mentioned services.

- 12.1 Selected students, along with their parents/guardians, will be requested to attend an initial meeting at GMIU within 15 days of the application deadline. They must bring all necessary documents to initiate the visa process, as detailed in an email notification. Additionally, students will be informed about the payments required for these services.
- 12.2 At this meeting, students will be required to submit a student's affidavit on e-stamp or franking paper worth Rs. 300, duly notarized, along with a hard copy of the application form.
- 12.3 GMIU will organize group travel dates and plans that match the IEP schedule with the foreign university. Then, travel agencies will book tickets once students pay. If confirmed tickets are needed for group visas or to lock in prices early, students might have to pay for these tickets partly or fully during the visa application process.
- 12.4 Throughout the visa processing period, students will be asked to provide additional required details/documents by GMIU or the concerned agency. It is essential for students to regularly check their email for communications from GMIU or the concerned agency and promptly provide the requested information within the specified timeline.
- 12.5 Depending on the visa granting norms of the country, once the agency submits the visa applications, students may be required to attend a visa appointment or may receive their passports with visa stamps at GMIU. If a visa is not granted, both the agency and GMIU will inform the student.
- 12.6 Students will be requested to make payment for international travel insurance either during the visa process or after receiving the visa, in accordance with the requirements of the visa application.
- 12.7 Upon receiving the visa and booking air tickets, students will be instructed to attend a pre-departure meeting where they will be required to make payments to the Foreign University via wire transfer for housing, dining, and other expenses.
- 12.8 Attendance at the pre-departure meeting is compulsory for all students, as GMIU will distribute all necessary travel documents such as air tickets, passports with visa stamps, and international travel insurance.
- 12.9 It's essential to understand that visa approval or rejection is completely up to the Embassy/High Commission/Consulate. GMIU or the travel agency can't promise visa approval at any point.

12.10 If a student decides to withdraw from travel at any stage, they will be responsible for any applicable penalties on charges paid for visa, air tickets, forex, and insurance. Similarly, if GMIU or the foreign university cancels the IEP for any reason, the student will be responsible for applicable charges or penalties on charges paid for visa, air tickets, forex, and insurance.

13. DOCUMENTS TO BE SUBMITTED

13.1 To finalize the registration process, applicants must submit the specified documents to IRC department, which include:

- 1 The first page of their passport (in jpg, .gif, .png, or .pdf format).
- 2 The last page of their passport (in jpg, .gif, .png, or .pdf format).

Note: If a student does not possess a passport at the time of application, as advised in point 3.1, they may opt to apply for a TATKAL passport and provide the acknowledgment receipt in place of the first page of the passport. Once the passport is received, students can replace the acknowledgment receipt with both the first and last pages of the passport.

Additionally, if a student's passport is nearing its expiration date, they are required to renew it before the documentation process for the IEP.

13.2 Only selected students are required to submit the following documents to IRC department as and when asked by university.

1. Challan Copy (Acknowledgement receipt of online payment) of Confirmation Fee.
2. Photograph.
3. Copy of 5 types of Form provided by IRC.
4. Details (Acknowledgement receipts of online/offline payment) of Air ticket Payment.
5. Health & Travel Insurance copy

13.3 Selected students are required to submit the documents to the IRC department after their departure to and return from the foreign country.

- 1 Departure stamp (jpg / .gif / .png / .pdf files) (going from India to foreign country).
- 2 Arrival Stamp (jpg / .gif / .png / .pdf files) (returning from foreign county to India).

14. ROLES AND RESPONSIBILITIES OF STUDENTS, PARENTS AND INSTITUTES:

KEY RESPONSIBILITIES OF STUDENTS

Here are the general responsibilities for students in the IEP:

1. Familiarize themselves with all guidelines and circulars pertaining to the IEP before applying for the program.
2. Adhere to all terms and conditions outlined in the 'Student's & Parent's/Guardian's Affidavit'. It is the student's responsibility to thoroughly review the affidavit and communicate its contents clearly to their parents or guardians. If the parents or guardians are not proficient in English, students must ensure they understand all terms and conditions in their native language.
3. Provide accurate and truthful information when completing the online application form, and double-check all details before submission.
4. Inform their respective institute of their participation in the IEP.
5. Attend all IEP meetings as instructed, with both students and their parents or guardians required to be present.
6. Furnish all necessary supporting documents for visa applications, ensuring they are verified by both the student and parent or guardian.
7. Check all details on visa stamps, air tickets, invitation letters, and other documents from GMIU, the agency, or the foreign university. Report any mistakes to the relevant authority within one hour. If you don't, GMIU and its officials won't be responsible for any problems that happen.
8. Maintain proper discipline during travel and throughout their stay in the foreign country.
9. Collaborate with fellow IEP students to stay updated and share relevant information
10. Maintain regular communication with GMIU mentors for guidance on day-to-day activities and updates as advised by the mentors.
11. Ensure timely completion of all necessary payments as instructed by GMIU.
12. Routinely monitor emails from GMIU to stay informed about IEP updates.
13. Provide feedback to GMIU about the experience gained from participating in the IEP at the foreign university.

14. Collaborate with peers to compile a concise report detailing observations and learning's from the IEP experience. Submit this report to the mentor on a weekly basis.
15. Adhere closely to all instructions provided by GMIU, the foreign university, and GMIU mentors.

RESPONSIBILITIES OF PARENTS/GUARDIANS

Here are the general responsibilities expected from Parents/Guardians of the students participating in the IEP:

1. Familiarize themselves with all guidelines outlined in the IEP handbook and the terms and conditions of the student's undertaking before consenting to their registration in the program.
2. Provide all necessary documents promptly when requested, including signing the Student's & Parent's/Guardian's Undertaking, completing application forms, and supplying bank statements and identification proof.
3. Attend IEP meetings alongside the student.
4. Understand the various costs associated with the IEP, as detailed in point no. 7.
5. Ensure that there are adequate funds in the bank account to make timely payments for the services required.
6. Recognize that GMIU does not charge any fees for administration or coordination of IEP activities. Therefore, all communication with university officials/staff should be conducted in a respectful manner at all times.
7. Check all details on visa stamps, air tickets, invitation letters, and other documents from GMIU, the agency, or the foreign university. Report any mistakes to the relevant authority within one hour. If you don't, GMIU and its officials won't be responsible for any problems that happen.
8. Acknowledge that the IEP is a prestigious academic program of GMIU, and refrain from requesting deviations such as visits to relatives during the student's stay in a particular country or changes to the itinerary, as these requests fall outside the program's scope.
9. GMIU has run the IEP for a long time and has a clear process and schedule. Since GMIU manages the IEP for many students, communication is efficient to quickly provide necessary information with minimal interaction. Therefore, parents, guardians, and students should only call officials or staff if the matter is very important and urgent.
10. Maintain regular communication with the student during their travel and stay at the foreign university.
11. Ensure that your son/daughter abides by all terms and conditions outlined in the Student's Undertaking.



12. Verify that your son or daughter is in good health and medically suitable to stay abroad. If the student has any medical conditions or has undergone surgery, please notify the university beforehand.

RESPONSIBILITIES OF PRINCIPALS / HODS / INSTITUTE

1. Principals or Heads of Departments (HOD's) are required to endorse the 'Application Form' for students enrolled in the IEP program within their institution.
2. Since the IEP is an initiative by GMIU, institutes must furnish necessary documents to students as needed.
3. Institutes are obligated to compensate for the attendance of students engaged in the IEP.
4. It is advisable for the institute's head to organize additional classes for subjects corresponding to the semester in which a student may miss initial days due to participation in the IEP, if necessary.
5. The institute's head should ensure prompt sharing of all communications from GMIU concerning IEP students with the relevant HOD's/Subject Teachers.
6. If there are any inquiries regarding students involved in the IEP, the institute should directly communicate with GMIU's International Relation cell department via email or in person.

15. FREQUENTLY ASKED QUESTIONS (FAQS)

1. **What are the fundamental advantages offered by the International Experience Program (IEP)?**
 - Offers participation in the country's largest International Student Mobility program.
 - Provides international exposure at minimal expense.
 - Affords the opportunity to study under foreign professors and experience an international pedagogical system at esteemed foreign universities.
 - Eliminates the need to study two subjects at GMIU in the following semester, with subject waiver granted at GMIU exams upon passing at the foreign university.



- Maximizes the utilization of the summer semester gap.
- Grants a certificate of participation from the respective foreign university.
- Adds significant value to your resume.
- Allows for immersion in the rich socio-cultural environment of the foreign country.
- Enhances various skills including leadership, teamwork, time management, social and professional etiquette, creative thinking, communication, financial management, and risk assessment.
- Encourages the development of a fresh approach and perspective towards career and personal life.
- Serves as a low-cost and low-risk trial platform for those interested in pursuing higher education abroad.
- Inspires others by sharing your experiences and innovative teaching and evaluation methods with juniors and classmates, thereby becoming a role model.

2. Are students required to make any payments during the registration process?

No, students do not need to pay any registration fee at the time of registration. However, after provisional selection based on scrutiny, they are required to provide a confirmation fee of Rs. 20,000 as per GMIU's instructions.

3. What criteria are used for selecting participants in the IEP?

Students must satisfy the minimum criteria for CPI and Backlogs as outlined in point number 3. The evaluation of applications will be based on merit, considering the number of available seats.

4. How will students be informed if they are selected for the IEP?

Upon receipt of applications, the International Relations cell (IRC) will review them according to the minimum eligibility criteria and select candidates based on merit. IRC-GMIU will announce provisional selections as well as waiting lists of shortlisted students via email communication

5. If a student gets shortlisted for IEP then what is the procedure to confirm the seat?

Selected students need to contact the "IRC" to submit the confirmation fee of Rs. 20,000 within the allocated timeframe. Upon completing the payment, students should submit a copy of the receipt to the IRC department.

6. What happens if the student fails to pay the confirmation fees within the specified time frame?

If a student cannot submit the confirmation fee of Rs. 20,000 within the specified period, their application will be automatically declined, and the corresponding seat will be allocated to the next eligible candidate.

7. After paying fees what documents are required to be submitted by the student?

Chosen students are required to provide the student undertaking and the necessary documents for Visa application, as recommended by GMIU. It's important to note that the application must be signed by the student, their parents, and the Principal/HOD of the institute, with the institute's stamp affixed.

8. What are the subsequent steps following the payment of the confirmation fee?

The university will notify and assist the selected students with the necessary procedures. It is recommended that selected students refrain from making repeated calls to GMIU for the same purpose.

9. What are the visa and travel procedures once we are chosen for the IEP?

Students are required to provide all essential documents to the designated agency referred by GMIU within the specified timeframe for visa processing, ticket booking, insurance, and foreign exchange. They must also make payments for visa fees, air ticket booking, insurance, and foreign exchange directly to the agency as instructed by GMIU.

10. What is the estimated processing time for obtaining the visa?

The duration varies based on the embassy of the foreign country responsible for issuing the visa. Therefore, students are kindly asked not to contact GMIU via phone or email regarding this matter.

11. Is my application gives guarantee to get visa?

Absolutely not. The decision to grant a visa solely rests with the respective Embassy/High Commission/Consulate. Neither GMIU nor the travel agency has any influence in the visa approval process.

12. Can individuals book their air tickets and apply for visas separately?

No, students can't book their own plane tickets or apply for visas. The IEP is a group thing, and when applying for visas together as a group, the chances of getting them approved are better. The universities decide the travel dates together, and all students have to travel as a group. So, students can't book their own plane tickets or apply for visas on their own.

13. How can I find out about the different services offered by foreign universities, such as accommodation, food, and medical facilities?

The selected students will be provided with all such necessary information at an appropriate time by GMIU. All essential details will be covered in IEP handbook of particular University. You can get this handbook from IRC department.

14. Can individuals create their own travel plans?

No, students can't make their own travel plans. GMIU will arrange the travel plans, considering what's best for everyone. Students will travel together in groups to the respective country.

15. If I am unable to participate in the program for any reason, will I receive a full refund of the payment made?

Whether you get your money back or not will be decided by the agency or foreign university. Usually, if your visa is rejected, the program is canceled, or you withdraw after starting the process, you might lose some or all of your money. GMIU doesn't handle refunds. If you withdraw after paying a Rs. 20,000 security deposit to GMIU, you won't get that deposit back.

16. How can I find out important details such as luggage limits and what items I'm not allowed to bring when traveling abroad?

The chosen students will receive all the essential information from GMIU at the right time.

17. Is there any procedure that students must complete immediately upon arrival at the Foreign University?

Certainly, every student is required to upload scanned copies of their immigration stamp (departure from India) to the IRC department via email.

18. Do students have to complete any procedure just after coming back to India?

Yes, all the students must upload scanned copies of their immigration stamp (arrival at India) to the IRC department in person.

19. What are the basic criteria needed to obtain a subject waiver for courses taken at a foreign university?

- Students must attend classes regularly at foreign universities, aiming for at least 85% attendance, which GMIU considers for their final grades.
- They must participate in all exams, quizzes, assignments, and projects for their subjects. The marks they earn in these assessments will factor into their final GMIU grades after conversion.
- Students must pass both internal and external exams according to GMIU's minimum passing standards.
- If a student fails, they must take remedial exams at GMIU.

20. Do students have to fill up exam form at GMIU for subjects covered under IEP?

Yes, students must fill up the exam form as per GMIU norms for the subjects covered under IEP.

21. Do students have to pay exam fees at GMIU for subjects covered under IEP

Yes, students must pay the exam fees at GMIU as per norms for the subjects covered under IEP.

22. Do students need to attend lectures on the subjects covered under IEP?

Officially, it's acceptable if students don't attend lectures for the subjects studied under IEP. However, it's advisable to attend these lectures and labs to enhance subject knowledge, especially since attendance is required for other subjects.

23. Do students need to appear in mid-term / external exam of the subjects covered under IEP?

No, students who have achieved passing grades are not required to take the Midterm or External Exam conducted by GMIU. However, those who have not obtained passing grades in GMIU's declared results must sit for remedial exams (Midterm and/or External) in accordance with GMIU regulations.

Important Instruction:

1. All necessary instructions are provided in the IEP handbook; please review all documents carefully before applying for IEP. It's recommended to regularly check your email for further procedure details. GMIU will send emails periodically regarding registration, visa application, air ticket payment, and attendance at GMIU meetings. We kindly ask students and parents not to contact GMIU frequently via phone or email regarding these matters.
2. GMIU retains the right to modify guidelines, policies, or rules without prior notice to students.
3. At any stage (before, during, or after departure), for any reason and under any circumstances, neither students, parents, nor any other entity can initiate legal or judicial complaints against GMIU or its officials. This includes claims for financial recovery or refunds for any reason.
4. GMIU reserves all rights concerning the implementation, cancellation, or modification of the program at any given time.

16. CONTACT DETAILS:

Contact Person: Prof. Vinay Kanani, Head of International Relation Cell

Contact Number: +919106903565 (only between 11:00 to 05:00 IST on working days)

Email Address: irc@gmiu.edu.in

Website: <https://gmiu.edu.in/gmiu/website/>