



ANNA UNIVERSITY

CHENNAI - 600 025

**Admission to
M.B.A. Degree Programme
under NRI / CIWGC category
2024 - 25**

INFORMATION AND INSTRUCTIONS TO CANDIDATES



CENTRE FOR ADMISSIONS
Anna University, Chennai – 600 025 INDIA

Guidelines for Admissions to
M.B.A. Degree Programme
under NRI /CIWGC category of Anna University
2024 - 25

Anna University is inviting applications under NRI / CIWGC category for admissions to the M.B.A. Degree Programme offered in the University Department of Anna University in the College of Engineering (CEG) campus, Guindy. The candidates can register & submit their application online through the Web Portal cfa.annauniv.edu/cfa.

Children of Indian Workers in Gulf Countries (CIWGC) are eligible to apply under two categories by filing two different applications, viz., Children of Indian Workers in Gulf Countries (CIWGC) and NRI.

1. ALLOCATION OF SEATS

In M.B.A. Degree Programme, 5% of the sanctioned seats are allocated to NRI category and 5 % seats to CIWGC category.

2. DURATION OF THE PROGRAMME

Two Academic years comprising of Four semesters.

3. ELIGIBILITY – GENERAL

- The Father / Mother / Legal guardian of the candidate should have NRI status. Recent NRI status certificate of the (Father / Mother / Legal Guardian) issued by the Indian Embassy of the respective country with their seal should be submitted as per **Annexure -I** (Affidavit for NRI status is not accepted). **The Embassy Certificate obtained prior to 1st of March 2024 shall not be accepted.**
- For CIWGC category, the Father / Mother / Legal guardian of the candidate should be working in one of the Gulf Countries and they should have NRI status.
- If the Father / Mother / Legal guardian of the candidate is a Seafarer, the Continuous Discharge Certificate (CDC) is mandatory to prove the NRI status.
- Employment Certificate of the NRI (Father / Mother / Legal Guardian) (issued on or after 1st March 2024) should be submitted as per **Annexure - II**. In the case of self-employment, proof related to the details of the nature of business, annual income and Income Tax paid (for the last 3 years) are to be submitted.

- Applicants shall register online from 13.03.2024 at the Web Portal cfa.annauniv.edu/cfa
- The Non- Refundable Application Processing Fee payable is US \$ 400 (+18% GST). The payment shall be made using Debit Card / Credit Card only. The Transaction charges for online payment, if any, should be borne by the candidate.
- Upload the documents specified in **Annexure III**

4. ELIGIBILITY – ACADEMIC & MERIT LIST

| Pattern of Study | Education |
|---|--|
| M.B.A. | <p>A pass in a recognized Bachelor`s degree of minimum 3 years duration and obtained at least 50% in the qualifying Degree Examination.</p> <p>(a) 10+2+3 years pattern (Or)</p> <p>(b) 10+3 years Diploma +3 years pattern (Or)</p> <p>(c) B.E. / B.Tech. / B.Arch. / B.Pharm. (Or)</p> <p>(d) (i)10+2+AMIE* (Or)</p> <p>(ii) 10+3 years Diploma (awarded by the State Board of Technical Education)+ AMIE*</p> |
| <p>*Candidates with section ‘A’ &’B’ certificates (A.M.I.E.) and other similar certificates of professional bodies or societies recognized by the Ministry of Human Resource Development, Government of India and enrolled before 31.05.2013 are considered to be equivalent to B.E./B.Tech. Degree holders only with 2 years regular full time Teaching / Industrial experience in the relevant field after successful completion of the course including project work. An Experience Certificate is to be produced by the candidates.</p> | |

- If the candidates produce grade certificates, they have to produce either the actual marks of equivalent marks for the respective grades. In case equivalent marks range is given for grades by the respective examination authorities, only the minimum marks applicable to the grades in the eligible subjects will be taken into account. The candidates should provide equivalent mark or mark range for grades from the respective Board / University only
- The Candidate has to provide a pass certificate, if it is not clear from the mark sheet whether the candidate has passed all the subjects. Mark sheets with voluminous data or confusing formats will not be accepted. The decision of Anna University will be final in case of any ambiguity in the eligibility criteria.

- The Merit list of the students applied for M.B.A. Degree Programme shall be prepared based on the aggregate of Marks / CGPA in the qualifying Degree.

5. COUNSELING PROCEDURE

- Once the Rank list has been published, the candidate will be asked to participate in Online Counselling (Choice filling) in the order of Merit. The Counseling Web Portal (for exercising the choice of the Institution /Branch of study) will be enabled after the publication of the Merit List.
- No communal reservation is followed for allotment under NRI /CIWGC category.
- At the time of Online Counseling, the candidates have to pay \$1,000/- as Initial deposit through Online mode for participating in Online Counseling. The initial deposit will be adjusted against the tuition fee.

An applicant who declines after the publication of Tentative Allotment OR an applicant who is not allotted a Branch during Provisional Allotment shall be eligible for 100% Refund of the Initial Deposit. After provisional allotment, an applicant who does not join the branch allotted shall be eligible for 80% of Refund of the initial deposit. The candidates eligible for refund should apply through the Web Portal (cfa.annauniv.edu/cfa) within six months from the date of counseling. The application for refund submitted beyond six months will not be considered.

- Once the seat allotment (provisional) is done, change of Branch or Institution will not be permitted.

6. ADDITIONAL INFORMATION

- Details related to Fee structure & Hostel facilities may be obtained from the office of the Director, Center for International Relations, Anna University. For contact details refer to the Web Page of the Centre for International Relations: <https://annauniv.edu/cir/index.php>
- For Online Application Registration and Admission related information is available in the Web Page of the Centre for Admissions: <https://cfa.annauniv.edu/cfa/>
e-mail: FNRIcfa@gmail.com

IMPORTANT:

The Candidates are informed that the admission will only be Provisional. At any stage, if the candidate is found ineligible on verification of original certificates by the Competent Authority, the admission will be cancelled / he or she will be asked to discontinue from the program.

IMPORTANT DATES

| | |
|--|-------------------|
| Commencement of Online Registration of Applications | 13.03.2024 |
| Last date for Registration and Online Submission | 01.07.2024 |

For further clarifications contact:

Email : FNRIcfa@gmail.com

Phone : (044) 2235 8314 / 8276

**DIRECTOR
(Admissions)
ANNA UNIVERSITY**

ANNEXURE - I

**FORMAT FOR NRI CERTIFICATE FROM
EMBASSY**

(In the Letter Head of the Embassy office)

No.

Dated:

CERTIFICATE

This is to certify that (Father / Mother / Legal Guardian)holder of Indian passport no.....datedissued at (Place of issue)is residing in this country sinceHe / She is a Non- Resident Indian.

(Signature, Designation & Seal of the issuing authority)

- Note: 1. The NRI Certificate given by embassy in a different format is accepted.
2. Affidavit of NRI Certificate is not accepted.**

ANNEXURE - II

**FORMAT FOR THE CERTIFICATE FROM THE
EMPLOYER**

(In the Letter Head of the Company / Organization)

No.

Dated:

This is to certify that (Father / Mother / Legal Guardian)holder of Indian passport no.....datedissued at(place of issue).....is an employee of our company / organization since (Date of joining).....in the position of (Designation)and drawing a monthly salary of

This certificate is being issued upon his / her request for the purpose of college admission.

(Signature, Designation & seal of the issuing authority)

ANNEXURE III

DOCUMENTS TO BE UPLOADED WHILE REGISTERING THE APPLICATION

The scanned copies of all the relevant documents (listed below) should be uploaded online at the time of submission of Online Application. All the files should be in pdf format only. (Max file size 2 MB).

1. Recent NRI status certificate of the (Father / Mother / **Legal Guardian***) issued by the Indian Embassy of the respective country with their seal as per **Annexure - I** (Affidavit for NRI status is not accepted). The Embassy Certificate obtained prior to 1st March 2024 shall not be accepted.
2. If the Father / Mother / Legal guardian of the candidate is a Seafarer, the Continuous Discharge Certificate (CDC) is mandatory to prove the NRI status.
3. Employment Certificate of the NRI (Father / Mother / Legal Guardian) (issued on or after 1st March 2024) as per **Annexure - II**. In the case of self-employment; nature of business, annual income and required proof - Income Tax paid (for the last 3 years) to be produced.
4. NRE / NRI bank account statement of the NRI (Father / Mother / Legal Guardian), at least for the last six months (start date should be on or after 1st September 2023).
5. Valid Indian Passport and Visa of the NRI (Father / Mother / Legal Guardian).
6. **Birth Certificate or Valid Indian Passport of the Candidate.**
7. **For 10+2 type of Indian Boards OR Foreign Boards:**
 - a. Mark sheets of Secondary School Leaving Certificate (X Standard) or equivalent
AND
Higher Secondary Certificate (XII Standard) or equivalent.
OR
 - b. For 8+4 type of Foreign Boards: Mark Sheets from 8th to 12th standards.
OR
 - c. For 9+3 type of Foreign Boards: Mark Sheets from 9th to 12th standards.
8. Mark Sheets of qualifying degree for all the semesters / Consolidated Mark Sheet.
9. Qualifying Degree Certificate / Provisional Certificate
10. Transfer Certificate / Migration Certificate.
11. If the student has studied in a University other than Anna University, then Mode of Study certificate from the Registrar of respective University has to be specially obtained as per **Annexure – IV**.

****Certificate to be provided for the Legal Guardian of the candidate by the court as per provisions of “The Guardians and Wards Act 1890”.***

NOTE:

- 1. Scanned Copy of the documents listed above (1 to 11) must be uploaded without fail.**
2. Printed mark sheets issued by the respective boards only will be accepted.
3. Hand written mark sheets will not be accepted.
4. Equivalence of marks for grades should be provided by the Examination Authorities / Boards.
5. Information for applicants regarding admission will be available in Anna University Web Portal. Do not expect individual email communication.
6. Anna University reserves the right to ask for additional documents if necessary.
7. Predicted scores will not be accepted.
8. In case, the final transcripts have not been received before the last date of registration of applications, submit the other documents. However, the final transcripts should be submitted before the commencement of Choice Filling / Counseling.

ANNEXURE - IV

FORMAT FOR THE MODE OF STUDY CERTIFICATE

(in the Letter head of the University)

No.

Dated:

This is to certify that Mr. / Mrs..... (Register No.) pursued B.E. / B.Tech..... Degree programme in branch in Department of of four years duration from to..... in the college of this University.

Mr./Ms.was a full time regular student of this University during the above period. He / She has qualified for the award of the..... Degree with..... CGPA / Percentage in Academic year 20..... - 20.....

This certificate is issued to enable Mr./Mrs to apply for Higher Studies.

REGISTRAR

(Signature, Designation & seal of the issuing authority)