



**ANNA UNIVERSITY**  
**CHENNAI - 600 025**

**Admission to**  
**M.E. / M.Tech. / M.Plan. / M.Arch. Degree Programmes**  
**under NRI / CIWGC category**  
**2025 - 26**

**INFORMATION AND INSTRUCTIONS TO CANDIDATES**



**CENTRE FOR ADMISSIONS**  
**Anna University, Chennai – 600 025 INDIA**

**Guidelines for Admissions to**  
**M.E. / M.Tech. / M.Plan. / M.Arch. Degree Programmes**  
**under NRI / CIWGC category of Anna University**  
**2025 -26**

Anna University is inviting applications under NRI / CIWGC category for admissions to the M.E. / M.Tech. / M.Plan. / M.Arch. Degree Programmes offered in the University Departments of Anna University, viz., College of Engineering (CEG), Guindy, Madras Institute of Technology (MIT), Chromepet, A.C. College of Technology (ACT), Guindy and School of Architecture & Planning (SAP), Guindy. The candidates can register & submit their application online through the Web Portal [cfa.annauniv.edu/cfa](http://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 each branch of M.E. / M.Tech. / M.Plan./M.Arch. Degree Programmes, 5% of the sanctioned seats are allocated to NRI category and 5% to CIWGC category.

**2. DURATION OF THE PROGRAMME**

Two Academic years comprising of Four semesters.

**3. ELIGIBILITY – GENERAL (M.E / M.Tech. / M.Plan. / M.Arch.)**

- 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 1<sup>st</sup> of March 2025 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 1<sup>st</sup> March 2025) 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 20.07.2025 at the Web Portal [cfa.annauniv.edu/cfa](http://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**

- Candidates who have passed all the subjects in the recognized Bachelor's Degree or equivalent field and obtained at least 50% in the qualifying degree examination as per AICTE norms are eligible.
- 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.E. / M.Tech. / M.Plan. / M.Arch. Degree Programme shall be prepared based on the aggregate of Marks / CGPA in the qualifying Degree.

**- Note:**

- Admission shall be offered only to the candidates who possess the qualification prescribed against each course as per **Annexure – V**.
- Any other relevant qualifications which are not prescribed against each programme, the candidates should obtain eligibility certificate from the Director (Academic Courses), Anna University, Chennai – 600 025.

## **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](http://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](mailto: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**

<b>Commencement of Online Registration of Applications</b>	<b>20.07.2025</b>
<b>Last date for Registration and Online Submission (M.E. / M.Tech. / M.Plan. / M.Arch.)</b>	<b>06.08.2025</b>

**For further clarifications contact:**

**Email :** [FNRIcfa@gmail.com](mailto: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 .....dated .....issued at (Place of issue) .....is  
residing in this country since .....He / 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 .....dated .....issued 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 1<sup>st</sup> March 2025 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 1<sup>st</sup> March 2025) 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.
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 8<sup>th</sup> to 12<sup>th</sup> standards.  
OR
  - c. For 9+3 type of Foreign Boards: Mark Sheets from 9<sup>th</sup> to 12<sup>th</sup> 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)*