

## Frequently Asked Questions (FAQs)

1. Who can be admitted as an international student of IGNOU?

Ans. A person residing outside India and seeking admission for the courses offered by IGNOU where there are OSCs of IGNOU. A list of all OSCs may be seen at <http://www.ignou.ac.in/ignou/aboutignou/division/id/introduction>

2. Can an international student pursue IGNOU programme from India?

Ans. The Foreign Students Residing in India (FSRI) can pursue IGNOU programs for which they need to submit their admission forms either at International Division, IGNOU, New Delhi, or at concerned RC alongwith a copy of valid study visa for the minimum duration of the programme and such other documents as prescribed for the purpose with the fee applicable for international students for the programme within the prescribed schedule. However the student belonging to (citizen of ) Nepal and Bhutan are exempted for the requirement of Study Visa.

Note: Please note that mere submission of application form alongwith requisite documents and fees does not mean admission is granted.

3. What is the procedure for taking admission by an International student?

Ans. IGNOU offers select programmes for the international students through its OSCs who provide student support services to such students in accepting the forms, assignments, synopsis, project and conducting the examination on behalf of IGNOU etc. The students intending to pursue IGNOU programs should contact the concerned Overseas Study Centre in their country and fill the admission form alongwith the requisite fees within the prescribed date.

The details of Overseas Study Centres is available on the icon of “Overseas Study Centres” on the International Division page at the following link :

<http://www.ignou.ac.in/ignou/aboutignou/division/id/introduction>

programmes offered by them available on the icon of “Programmes Offered” on the International Division page at the following link ::

<http://www.ignou.ac.in/ignou/aboutignou/division/id/introduction>

fees applicable for various programmes available on the icon of “Fee Structure” on the International Division page at the following link : :

<http://www.ignou.ac.in/ignou/aboutignou/division/id/introduction>

4. What is the fee chargeable to International student for IGNOU programmes?

Ans. IGNOU has a two-tier fee structure for international students:

- i) Applicable for students of SAARC countries
- ii) Applicable for students residing in other than the SAARC countries. The details of Programme-wise fee chargeable is available at the icon “Fee Structure on the International Division page at the following on <http://www.ignou.ac.in/ignou/aboutignou/division/id/introduction>

5. What are the documents required to be submitted by FSRI students?

Ans. The international student residing in India can apply for admission for IGNOU programs and has to submit the following documents with concerned Regional Centre or International Division, IGNOU, Block No.15, Section K, Maidan Garhi, New Delhi-110 068.

- i) Application form (can be downloaded from IGNOU's Website)
- ii) Valid study visa for the minimum duration of the programme (Not required for Citizen of Nepal and Bhutan)
- iii) Demand draft for the requisite fee payable in equivalent INR through Demand in favour of "IGNOU" payable at "New Delhi".
- iv) Copy of passport
- v) No objection certificate from the concerned Embassy in India regarding study in IGNOU.
- vi) Copies of the educational certificates (translated in English by the designated authentic agency if in any other language).
- vii) Equivalence Certificate: In case of equivalence is not known, an equivalence certificate to be obtained from Association of Indian Universities (AIU) office.
- viii) Valid proof of Residence in India.

6. Can a student enrol from a place where there is no Overseas Study Centre of IGNOU?

Ans. Since the Overseas Study Centres provide student support services like acceptance of admission forms / re-registration forms, evaluation of assignments, and conduct of exams / viva-voce for the project etc. Therefore such facilities cannot be provided in the absence of any Overseas Study Centre, hence IGNOU programme cannot be offered from a place where there are no OSCs.

7. When does the learner become eligible for obtaining the final degree?

Ans. The learner who successfully completes the prescribed requirements of a programme viz: theory papers, assignments, practical, project and viva-voce etc. becomes eligible for the award of degree by the University. The Learner is issued Provisional Certificate & Grade Card on completion of the programme, however, the degree /certificate is awarded only after the ensuing convocation.

8. How many times the University conducts the examination in a year?

Ans. The University conducts examinations twice a year i.e. in the months of June and December. For CBCS programmes, please refer to the Prospectus/University website for any specific announcement.

9. When does a candidate become eligible for appearing in the examination?

Ans. The eligibility for appearing in the examination differs from programme to programme. This is defined against each programme in the prospectus.

10. What is the examination fee for the international students?

Ans. The related information is available on icon of Fee Structure under International Division on the following link:

<http://www.ignou.ac.in/ignou/aboutignou/division/id/introduction>

11. What is the schedule of filling up of examination forms?

Ans. The information is available on the following link:

<http://www.ignou.ac.in/ignou/aboutignou/division/id/introduction>

Also please check the Website for changes, if any.

12. Can a student appear in the examination from a place where there is no Overseas Study Centre?

Ans. In case, a candidate desires to appear in the examination at a place where there is no Overseas Study Centre, of IGNOU, the candidate has to obtain written permission from the Indian Embassy of the respective country for taking the examination at the Indian Mission. However, the examination would be conducted as per the Indian Standard Time (IST), and no payment will be made to the Embassy/Indian Mission for the purpose. However, this process has to be completed well in advance.

13. What is the procedure for obtaining degree certificate from the Overseas Study Centre /IGNOU?

Ans. The candidate who successfully completes all the components of the program is eligible for award of degree. The candidate has to submit requisite fee to the OSC or directly to the ID, IGNOU ( for FSRI only) alongwith prescribed form for obtaining the degree/certificate.

14. What is the process of getting the Degree by a student from a place where there is either no Overseas Study Centre or the Overseas Study Centre is not operational.

Ans. In such a case the requisite degree fee may be forwarded to The Director, International Division, Block 15, Section K, Second Floor, IGNOU, Maidan Garhi, New Delhi. The degree certificate of the student will be sent to the address on which he/she intends to receive on the following conditions:

(a) Degree fee (DD should be drawn in favor of IGNOU payable at "New Delhi")

(b) Original ID card issued by IGNOU

(c) if ID card is not available in such case, the student has to produce any original document issued by IGNOU viz. hall ticket, grade card etc. for collection of degree certificate. Please note that the original Degree/ Certificate will not be given to anyone else other than the student himself/herself.

(d) Copy of valid passport duly self attested.

(e) The request for sending the Degree Certificate on the address other than the Registered Address, should be specifically mentioned in the letter addressed to the Director, International Division, IGNOU.

15. Can a student change his/her Regional Centre/Study Centre/Overseas Study Centre during her or his studies and procedure thereof?

Ans. The process/ Policy on the subject is available in the prospectus on the icon of "Prospectus"2019-20" on International Division available on the following link:  
<http://www.ignou.ac.in/ignou/aboutignou/division/id/introduction>

16. What is the procedure for obtaining transcript of the degree earned by a student?

Ans. The student can apply for transcript in the prescribed form alongwith the requisite fee to The Director, International Division, Block 15, Section-K, IGNOU, Maidan Garhi, New Delhi – 110068.

17. What is the policy for issuing migration certificate?

Ans. The migration certificate is issued to a student after completion of his/her programme of studies. The student has to apply in the prescribed form alongwith the requisite fee and a copy of degree certificate to The Director, International Division, Block 15, Section-K, IGNOU, Maidan Garhi, New Delhi – 110068

18. Whether change of elective is permitted during the period of studies?

Ans. Change of elective is permitted wherever, applicable. The student has to apply in the prescribed proforma alongwith the requisite fee depending on the number of credits of the course.

19. What is the procedure for obtaining duplicate degree?

Ans. A candidate can apply on prescribed proforma for duplicate degree enclosing a copy of the degree or program pursued with respective enrolment No. alongwith the requisite fee to The Director, International Division, Block 15, Section-K, IGNOU, Maidan Garhi, New Delhi – 110068.

20. Can a student who is a drop-out from another University complete the program from IGNOU in subsequent years?

Ans. Credit transfer means allowing a student of another university to get admitted to IGNOU for completing any equivalent degree/diploma programme on the basis of credits obtained by him/her from that University. A student thus admitted need not write IGNOU examinations for such courses which are found equivalent to and for which appropriate credits would be deemed to have been acquired for, and for purposes of fulfilling the IGNOU requirements for award of a degree/diploma.

Students who want to avail of credit transfer shall get first registered with IGNOU for the programmes he/she want to study. All the applications for this purpose should be addressed to The Director, International Division, IGNOU, Maidan Garhi, New Delhi-110068.

**There will be NO credit transfer available for the CBCS based programmes w.e.f. July 2019 session.**

21. What is the policy for re-evaluation of answer script?

Ans. After the declaration of result, if the learner is not satisfied with the marks awarded, he/she can request the University for re-evaluation of Answer Scripts. The request for re-evaluation by the learner must be made **within one month** from the date of declaration of result to the Director, International Division in the prescribed format along with the requisite fee per course in the form of Demand Draft in favour of "IGNOU" payable at "NEW DELHI". Format is available in the Prospectus or IGNOU website: [www.ignou.ac.in](http://www.ignou.ac.in).

22. After taking admission in any programme can a student cancel the admission and request for refund of fee?

Ans. The student can request for cancellation of admission but, the fee once paid will not be refunded under any circumstances. It is also not adjustable against any other programme of the University. However, in cases where University denies admission, the programme fee will be refunded after deduction of registration Charges.

23. What is the procedure for submission of the Assignments/ Synopsis / Project?

Ans. The overseas student should submit their Assignments/ Synopsis / Project etc. at the Overseas Study Centre and FSRI students should submit their Assignments at the Study Centre. However, the Synopsis/Project should be sent/submitted as defined in the prospectus for national Students.

24. When the Assignment should be submitted?

Ans. It should be submitted as per the last date mentioned on Assignments of respective session of admission.

25. How much time it takes for updating assignments marks/Grades on the IGNOU's website?

Ans. It takes about 15 working days for updating assignment marks on the IGNOU website.

26. Is submission of Synopsis sufficient for submitting the project for completion of the programme

Ans. No, the Synopsis submitted by the student is forwarded to the concerned School / faculty for evaluation. The outcome of the same is intimated to the student through OSC. If the Synopsis is approved then only the student may start working on the Project. In case of FSRI the evaluated synopsis will be sent back on their registered addresses.

27. How much time it takes for approval/non-approval of the Synopsis.

Ans. As per IGNOU norms it takes four months' time for approval / non-approval of Synopsis.

28. What is the process of submitting the project?

Ans. The project report is to be submitted alongwith the original approved Synopsis duly authenticated by the project supervisor alongwith the bio-data of the supervisor and a certificate of originality as specified in the guidelines on the project (MS-100). For details please refer to the project guidelines on the website

29. Is there any course in IGNOU that will help a learner who has not studied in any educational institution?

Ans. IGNOU has a bridge course called BPP (Bachelor Preparatory Program) of 6 months duration. After completing the course the learner may pursue Bachelor degree program from IGNOU. **At present BPP programme is on Hold.** Please note that BPP is never equivalent to 10+2 and its validity is only within IGNOU.

30. Whether a learner can get transfer from India to abroad for continuing his/her studies?

Ans. The learner may get transfer ( Change of Region) to such countries where IGNOU has its OSCs and the program he/she wants to pursue is on offer at the concerned OSCs. For this a list of OSCs alongwith the programs offered is available on the icon "Programmes Offered" on International Division available on the link: <http://www.ignou.ac.in/ignou/aboutignou/division/id/introduction>. However, for the Policy w.r.t. Change of Region please refer to the Prospectus.

31. For enquiring about the equivalence of credits/certification of international degree what is the learner supposed to do?

Ans. For necessary information AIU ( Association of Indian Universities) office may be contacted for getting equivalence of the student's degree/certification. After confirming the equivalence, the student may submit the letter of equivalence from AIU with admission form for further processing in IGNOU.

32. If the maximum duration for Bachelor Degree program is over what shall one do

Ans. One can apply for re-admission for all the incomplete courses in a program. For example after maximum duration of Bachelor Degree Programm i.e. 06 years, two more years of re-admission time is granted for completing the incomplete courses. One is required to take re-admission by paying a pro-rata fee.

33. What is the process of admission in MBA programme in IGNOU for Foreign students residing in India (FSRI)?

Ans. FSRI has to appear in the OPENMAT Entrance Exam of IGNOU and admission is considered on merit on payment of International fee.

34. Can a student pursue MBA from a place where there is no Overseas Study Centre of the University?

Ans. Since the Overseas Study Centre provide student support services like acceptance of admission forms / re-registration forms, evaluation of assignments, and conduct of exams / viva-voce for the project. Therefore such such facilities cannot be provided in the absence of any Overseas Study Centre, hence IGNOU programme cannot be offered from a place where there are no OSCs.

35. What is process/policy for verification of degree/certificates?

Ans. In order to get the degree / certificate attested, the candidate needs to apply in the prescribed form alongwith requisite fee in the form of Demand Draft, drawn in favour of "IGNOU" payable at New Delhi. On receipt of the application, the same would be processed and it may take 10-15 working days.

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