

**HINDUSTAN**INSTITUTE OF TECHNOLOGY & SCIENCE  
(DEEMED TO BE UNIVERSITY)**OFFICE OF INTERNATIONAL AFFAIRS****UNIVERSITY INFORMATION**

University Name & Address	Hindustan Institute of Technology and Science (HITS) Bay Range Campus 1, Rajiv Gandhi Salai (OMR), Padur (via) Kelambakkam, Chennai – 603 103, Tamil Nadu, India
Inbound Student Mobility Coordinator	Dr. K. Nageswara Rao, Officer – International Affairs
Phone	+91-44-27474262, Mobile: +91 7550105130
Email	<a href="mailto:internationalaffairs@hindustanuniv.ac.in">internationalaffairs@hindustanuniv.ac.in</a> , <a href="mailto:oia@hindustanuniv.ac.in">oia@hindustanuniv.ac.in</a>
Website	<a href="https://hindustanuniv.ac.in">https://hindustanuniv.ac.in</a> <a href="https://hindustanuniv.ac.in/international-affairs/">https://hindustanuniv.ac.in/international-affairs/</a>

Academic Calendar	Fall Semester	Spring Semester
<b>Nomination Deadline</b>	<b>15<sup>th</sup> March</b>	<b>15<sup>th</sup> September</b>
<b>Application Deadline</b>	<b>15<sup>th</sup> April</b>	<b>15<sup>th</sup> October</b>
Semester Period	July - December	January - June
Orientation Period	First week of July	First week of January
End Semester Examinations	November – December	May - June
Detailed Academic Calendar	<a href="https://hindustanuniv.ac.in/academics/academic-schedule/">https://hindustanuniv.ac.in/academics/academic-schedule/</a>	

**Application Documents**

1. Online Nomination
2. Student Exchange Application Form
3. Soft copy of Academic transcripts of previous years
4. Learning Agreement
5. Soft copy of the University Student Identity card
6. Soft copy of Passport (Bio-date and address page)
7. Soft copy of the passport-size photo in jpg format – 4.5 cm x 3.5 cm
8. Passport size photos 4.5 cm x 3.5 cm – 10 Nos (to produce when reporting)

**English Proficiency Certificate**

The language proficiency certificate is not applicable; however, the student must have sufficient skills in writing/speaking/listening to attend the lectures.

**Course Selection**

Please refer to the curriculum and syllabus of the program at:

<https://hindustanuniv.ac.in/academics/programs/>

The total number of credits obtained per semester 25 ECTS. Students can select courses from the study plan offered. It is highly advisable to select all courses from one study plan. In the case courses are selected from study plans of different programs it should be noted that the courses may overlap in the schedule.

**Documents Submission**

All scanned copies must be sent at: [internationalaffairs@hindustanuniv.ac.in](mailto:internationalaffairs@hindustanuniv.ac.in)

The name of a student and the type of the document must be mentioned at the file title.

### **Health Insurance**

Health insurance is compulsory for all incoming students and must be covered and paid by the students.

### **Visa Invitation**

The visa invitation letter shall be issued to student after their application is processed by the office international affairs.

### **Airport Pickup**

Pick up of student from the airport on arrival can be arranged by the International Office provided the copy of the visa and arrival flight information including identification of student and WhatsApp number has been intimated to the international office two weeks in advance for making arrangements for the pickup of the student from the airport.

### **Hostel Accommodation (Inside Campus) Fees**

Hostel Fees for one Semester (Four to five months) on a sharing basis USD 2000 (A/C Room) on a sharing basis, per student with Indian Food. *Note: Hostel Fees is Nonrefundable.*

### **Payment Mode**

HITS will send the bank details of the accommodation along with the acceptance letter to the student and home university. Payment must be transferred directly by the student to the bank account, TWO weeks prior to the student's arrival at HITS.

### **Accommodation arrangement**

Student should send the scanned copy of the bank remittance slip to the International Office of HITS as proof of payment. The International Office shall then forward a copy of the remittance slip together with the passport copy of the student to the accommodation administration.

### **Rules and Regulations**

Exchange students must adhere to the rules and regulations of the university.

### **Immigration formalities**

Student will be assisted by the International Office Staff of HITS to obtain the police clearance and residential permit.

### **Guidance and monitoring**

The relevant department staff shall guide and monitor the status of the student all throughout his/her stay in the university.

### **Exit Procedure**

Student is required to complete the clearance at HITS, 10 working days before leaving the campus and submit the copy of the clearance to the international office and the original to the relevant department, for the processing of his/her Transcript of Records.

### **Issue of Academic Transcript**

International Office Staff of HITS shall send the original academic transcript directly to the International Affairs Office of the Home University of the student.