Handbook for International Students

SRM University AP, Andhra Pradesh



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Welcome International Students

We are pleased that you have chosen to be part of the SRM University AP community where you will join international students and scholars representing many countries. We encourage you to share your culture, experiences, and perspectives. Your contributions will enhance the experience of everyone at SRM AP.

Welcome to SRM University-AP, Andhra Pradesh is a multi-stream research university with a focus on diverse fields. From Engineering to Sciences and Liberal Arts to Management, SRM University-AP's vision is to emerge as a world-class university that is globally connected, nationally relevant, and regionally transformative. It has an ambitious plan to be in the top world-class universities in ten years.

SRM University-AP has partnered with the world's best names for educational method and philosophy, campus design and infrastructure, learning and living spaces, and recruitment of faculty and leadership. Perkins & Will, a renowned American Architecture Firm, that has designed some of the leading universities in the world, is the architect for this new-age institution. The campus is sprawled over 100 acres of lush greenery and is facilitated with top-notch equipment and infrastructure.

With students in India seeking more interdisciplinary programs and flexibility in learning, SRM University, AP -Andhra Pradesh has revamped how the programs are offered, and the curriculum is designed. There is also an increasing focus on experiential learning (learning through doing) and technology-enabled active learning. SRM University-AP has introduced 'Inter-Disciplinary Experiential Active Learning (IDEAL).

SRM University welcomes foreign students from all over the world for admission into its different courses and programs. More than 200 plus students from Afghanistan, Nepal, Tanzania, Zimbabwe, Nigeria, Sudan, and Sri Lanka are into several programs.

International students are given a hand-holding transition and adaption phase into the new country through the Office of International Relations is located on the second floor of B block, Cabin-6. The office has academic advisers and guides to take you through programs, important activities, student life, and other details. The Office also has a peer group, that comprises already enrolled international as well as domestic students who can help you get familiar with the university, the city, and the overall cultural-educational dynamics.

About Amravati

Amravati is located 32 kilometers north of Guntur District is Known as the Capital of Andhra Pradesh, is a planned city on the banks of the River Krishna. Amravati is renowned for being a site of a Buddhist Stupa that is a semi-hemispherical structure containing Buddhist relics and is often called the Abode of God and a prime hub of pilgrimage and sightseeing. The original structure was established during the reign of Emperor Ashoka which is now a meditation site in the city.

Weather

With the River Krishna flowing through it, the Indrakeeladri Hills in the west, and the Budameru stream in the north, the climate is essentially a tropical one. The summers are hot and humid and the winters are moderate. In the summer months, the climate is dominated by scorching heat which gets hotter every day, and the level of humidity also rises. The summer months stretch from the month of April to the month of June. The temperatures during these months range from 17 to 45 degrees centigrade. In the winter season, the climate of Vijayawada is moderate and in fact very cool and pleasant. The temperature ranges between 10 to 30 degrees Centigrade. The climate of Vijayawada is also marked by a considerable amount of rainfall. You can always turn to the office of international relations for any help.

History and culture

Being part of several different dynasties over centuries, Amaravati has a miscellaneous culture that is rich and diverse. It used to have a great cultural impact on the people of Madhya Pradesh, Gujarat, Maharashtra, Karnataka, and Andhra during the post-Mauryan period. The Satvahana rulers preserved Hinduism and patronized Buddhism with equal care. It enriched the culture of Amaravati with enlightenment and rationality.

Many historical facts bear testimony to the Buddhist influence on the culture of Amravati in the bygone years. The valley between the Krishna and the Godavari River had been a prominent site of Buddhism since before the Satvahana rose to power.

Amaravati is known for its own school of architecture influenced by Buddhist art and culture. The Amravati school of architecture has unique features, which are evident from the sculptural work on the Buddhist monastery of Amaravathi.

According to art historians and art critics, Amaravati art is among the major three ancient schools of Indian art.

Amaravati is a seat of pilgrimage for not only Buddhists but also Hindus. It is home to several Lord Shiva temples, of which the most famous is Lord Amaralingeswara or Amareswara Swamy Temple.

Amaravati is also known as the 'City of Tolerance' or Sridhanyakataka. Being a center of pilgrimage for Hindus and Buddhism, Amaravati is also known as 'Punyakshetra' (holy land).

Language

The people of Amravati mainly speak Telugu and English.

Clothing

Since the temperature in Amravati is very hot during summers and gets pretty cold in winters. Students are recommended to carry suitable clothing. On-campus, the preferred and recommended clothing are Pants, Trousers, Jeans, Indian clothing, T-shirts, Semi formals/casuals. Students are requested to avoid clothes above the knees.

How to reach SRM University AP

From Vijayawada Airport

REACHING SRM UNIVERSITY-AP

The SRM University-AP, Andhra Pradesh campus is located between the cities Vijayawada and Guntur. It can be reached from various parts of the country in several ways:

By Rail

Those coming from other states of India by train, should get down at the Vijayawada Railway Station (railway code: BZA), which is well-connected with almost all parts of the country. One can also use the Guntur Railway Station (code: GNT). From the stations, you may engage a taxi to reach SRM University.

By Air

The nearest airport is the Vijayawada International Airport (IATA: VGA) is about 45km from campus. You may engage a taxi from the airport to reach SRM University.

By Bus

Buses operated by APSRTC from Pandit Nehru Bus Station and NTR Bus Station connect the University city with Vijaywada and Guntur respectively.



SRM University, Andhra Pradesh Neerukonda, Mangalagiri Mandal, Guntur District, Mangalagiri, Andhra Pradesh 522240

+91-863-2343000 1800-599-2233 (Toll Free) Email: admissions@srmap.edu.in

VISA Information

All international students will require a 'Student VISA' regarding UG/PG Programs endorsed to SRM University-AP, Andhra Pradesh for joining full-time courses. No other endorsement is acceptable.

Students wishing to join a research program will require a 'Research VISA' endorsed to

SRM University-AP, Andhra Pradesh. The visa should be valid for the prescribed duration of the course. Visa may be obtained after issuing an offer of admission.

All International Students wishing to undertake any research work or join an M.Tech./Ph.D. program will have to obtain prior security clearance from the Ministry of Home Affairs and the approval of the Department of Higher Education, Ministry of Human Resource Development, Government of India. Students have to have the NOC from the home country and this must be on the student visa/research visa endorsed to this institution.

Arrival Formalities

Get the Confirmed Admission Letter (CAL) from the Office of International Relations, in order to obtain the VISA (on payment of the non-refundable advance amount of 500 USD or the Indian equivalent).

Submit the Confirmed Admission Letter (CAL) to the Indian Embassy of the respective country for obtaining the 'Student/ researcher VISA.

Report at SRM-AP for admission on or before the enrolment date (mentioned on the CAL). Submit the below-mentioned documents (in original along with the attested photocopies) and get them verified by the Office of International Relations.

Students are required to undergo a medical fitness examination and get a medical fitness certificate. As per government rules, all international students entering India on 'Student VISA' have to be tested for Covid-19 and will not be given admission if found to be positive.

Within a week of arrival in India, students are required to register their names with the police in the 'Foreigner Regional Registration Office (FRRO)' of Guntur urban. Alternatively, one may apply online through an e-FRRO portal based out of Hyderabad.

Student Enrolment Procedure:

The student has to fill all his details in SRM – AP Online Application Form

- Personal details
- Education details
- Address details
- Student has to upload all the supporting documents.

After verification of all documents, the student will receive ERP Credentials, official email id, ID card, classes timetable, classroom details.

FRRO - Foreign Registration Office and Related Services



FRRO registration is applicable for all country students except Nepal and Bhutan. For FFRO Registration or visa extension assistance, students have to contact the Office international relations office at Block B - Cabin 6.

The Foreigner Registration Office is the primary body to regulate the international student's registration, movement, stay, departure, and also for recommending the extension of stay in India being operated by the Ministry of External Affairs, Govt ofIndia

Registration is mandatory and as mentioned on the website of "BUREAU OF IMMIGRATION, Ministry of Home Affairs, Govt. of India. that every Foreigner visiting India on Student Visa(S) (including those coming for the study of Yoga, Vedic Culture, the Indian system of dance and Music), Research Visa(R), valid for more than 180 days are required to get himself/herself registered with concerned FRRO, within 14 days of his/her first arrival, irrespective of the duration of his / her stay.

Even in other Visa types, if the Indian Visa has a stipulation/ observation/ Special endorsement for registration made by the Indian Mission / Embassy on the Indian Visafor less than 180 days, the Foreigners are required to be registered

• It is part of the normal mandatory process set up by the Ministry of External Affairs of India for all international students that within the stipulated timeframe of arrival in India, the student has to register his/her name online with the police in the designated Foreigner Regional Registration Office (FRRO) at nearby Regional Office

• The time frame or rules for the FRRO may vary from 24 hours to 14 days of arrival depending on the country of origin, thus seek the most updated information from the Ministry of External Affair website.

• A student with a PIO card also must register at the FRRO. Only OCI cardholders need not register.

• SRM University International relations office would provide necessary assistance and information in this regard. It is the responsibility of the students to get the registration done on time as early as possible after arriving in India by submitting the essential documents required for FRRO Registration.

Late submission or non-submission of required FRRO registration documents to International Relations Office may cause Expiry of 14 days' time of registration , which again results in the penalty in the form of fine or cancellation of the visa by the FRRO Administration, fine may be less or more depending upon the screening of the student's case which may vary from one student to another, in this whole scenario International relations Office would not be responsible for any communication with FRRO for any sort of relief.

As soon as FRRO registration takes place with all essential documents submitted online by the student and verification done by FRRO personnel from the university and at the residence of the student, the student receives the residence permit issued by FRRO. It is the responsibility of the student to submit that document to the University within the stipulated time as prescribed by the University from time to time.

• The applicable fee or fine if any for the FRRO/Visa extension/immigration process and other related expenses has to be additionally borne by the student.

• It is also the responsibility of the student to inform designated FRRO in case they are leaving the county (both in case of temporary movement like going for holidays and also in case students want to permanently leave the county because the program is over or students wants to discontinue the program or student has been expelled or have been denied admission.)

• Students are not required to register / herself on each visit as long as he/she is visiting on the same visa on which he/she is registered earlier. However, theregistered foreigner needs to report to FRRO, if; re-enters India on a fresh visa.

• Further, if the registered foreigner obtains a new passport during the validity of his registration and visa, then the foreigner is required to get the visa transferred on to his new passport from FRRO.

• Also, in case there are any changes in the foreign registration rule then University may seek more information as required from the student and/or can direct to follow the most recent guidelines as applicable and define by the government from time to time.

• University may debar the student to continue attending classes or staying in the university residential facility if a student does not maintain a valid visa/ FRRO or does not follow any guidelines issued by the Govt. of India/ Govt. of Andhra Pradesh /University/ any other authority from time to time.

• For loss of attendance/academics or any expenditure so occurred because of such action by the university, the student himself will be responsible and no relaxation or benefit may be provided in such cases and all expenditure has to be borne by the student.

• In case the initial visa is not endorsed for the complete duration of the program or the student has to extend the stay because he/she is not able to complete the program in the stipulated time then the student should apply for the extension of the visa before it expires, student needs to approach international relations office for supporting documents from the university. Essential Documents Required for FRRO registration for First time after arriving in India

- Passport: Bio-Data page of Passport along with page bearing last Indian Immigration arrival stamp
- Visa: Indian Visa including entry immigration seal
- Residence proof: (Form 'C') Proof of Residence campus hostel
- Registration Certificate: FRRO/ FRO Registration Certificate/ Residential Permit
- Photo: Applicant's Photo
- Form 'S': Student academic information need to update then the number will come
- Bonafide Certificate: University must issue in prescribed format
- Financial resource proof: NRO account details and Scholarship letter, whichever is applicable

Preparation for Coming to India

(1) Application and Acquisition of Visa

International students who receive a Confirmed Admission Letter (CAL) from SRM University-AP need to obtain a visa to enter India.

Certificate of Eligibility

You must apply for a Confirmed Admission Letter (CAL) as a first step in obtaining your visa. The CAL is issued by the Office of International Relations, and it has the advantage of reducing the time required to obtain a visa and complete immigration procedures. SRM University-AP can act as a proxy for the application procedure to obtain the certificate. For further information, you should contact the Office of International Relations at the faculty/graduate school you wish to enter.

Visa

A visa is required to enter India. In order to obtain this, you need to apply to the India Embassy or Consulate in your country before your departure. The visa will be sealed into your passport. After obtaining the Confirmed Admission Letter, please apply for a visa through the India Embassy or Consulate in your country. Please be sure to have all other necessary documents with you at the India Embassy.

(2) Preparation before Departure

Necessary Items

- Passport
- Airline Ticket
- Confirmed Admission Letter & Visa
- Cash

In India, most payments are made using cash. You are highly recommended to bring a reasonable amount of money in cash as it may take some time to receive any form of income through a scholarship etc. Foreign currency exchange service is available at all Indian Airports. Please refer to the airport's website for the availability of your currency.

(3) After your arrival in India - Check List

After arriving at SRM University-AP, please be sure to complete all of the following.

- Register for an SRM University-AP Hostel or look for an apartment
- Needs Get a Form- "C" Arrival Report of Foreigner in Institute.
- Registration in e-FRRO portal Foreign Regional Registration Offices
- Open a bank account in said the SRM University campus
- Go to an orientation for new international students

(4) Orientation for New International Students

Office of International Relations and Academic Affairs Department provides an orientation for newly arrived international students which covers what to expect in your daily life and information to help you adjust to Indian society.

Currency Exchange Procedure and Centers

In India, almost every major town/city will have a currency exchanging facility. The simplest means for **currency exchange** in **India** is through an ATM. You could use your ATM Debit Card of the country of residence to withdraw the required amount. Banks may charge an **exchange** rate transaction fee as well as a service fee when using your ATM card overseas.

A few Examples of other currency exchange providers are Unimoni (formerly UAE Exchange), Muthoot Forex, Thomas Cook, Cox & Kings, etc. For exchanging currency, you need to go nearby

- 1. Go to a forex store/bank and initiate your buy/sell currency transaction.
- 2. Produce the required documents.
 - Confirmed Air Ticket showing travel within 60 days
 - PAN Card /Passport
 - Valid Visa (Mandatory for some countries)
- 3. Get the currency exchanged.

The nearest currency exchange providers to SRM University AP are

1-

2-

Once you get to the campus, you're not alone. We run a wide range of services to help you. These are the ways we will support your mental health, academic life, and career planning during your time with us.

(1) The Office of International Relations

Living abroad can be very stressful. We provide counseling services to international students. To meet the unique needs of international students, counseling sessions deal with wide-ranging issues including psychological, interpersonal, and cultural adjustment problems, career and academic concerns, and any other difficulties that international students may encounter. The counselors will help you make your own decisions to resolve these difficulties.

Language: English, Hindi, Tamil & Telugu Location: 1st Floor, Cabin No. 6, Neerukonda, Mangalagiri Mandal Guntur District, Mangalagiri, Andhra Pradesh 522240 Email ID: assocdirector.ir@srmap.edu.in Phone Number: +91-863-2343000 Ext. No (3070) Counseling Center Hours: 9:00-17:00 Weekdays

Please email or call for an appointment.

(2) The Student Affairs Office

The Student Counselling Office offers counseling services for various issues about students' university life including academic, career problems, and/or interpersonal issues with your friends and families.

Language: English, Hindi, Tamil & Telugu Location: Student Affairs Office, 1st Floor, Cabin 10 Centre Hours: 9:00-17:00 Weekdays Email : asstdirector.as@srmap.edu.in Phone : +91-863-2343000 Ext.No3114

Please email or call for an appointment

(3) The Academic Affairs

The Academic Affairs Office provides academic counseling, a tutoring service, and study skills seminars.

Language: English, Hindi, Tamil & Telugu Location: 1st Floor, Cabin No. 16, Neerukonda, Mangalagiri, Guntur District, Andhra Pradesh 522240 Centre Hours: 9:00-17:00 Weekdays Phone :+91-863-2343000 Ext.No. 3636 Email: academics.helpdesk@srmap.edu.in

Please email or call for an appointment

(4) Corporate Relations & Career Services

CR&CS offers various job search support including resume critique, mock interview, career counseling, and seminars for students who would like to find employment after

graduation in India. If you are planning to obtain employment in India, you should start your job search process early. We encourage you to take advantage of the rich resources at the Career Centre. For more details, please refer to the website. <u>https://srmap.edu.in/about/crcs/</u>

Language: English, Hindi, Tamil & Telugu Location: 1st Floor, Cabin No. 16, Neerukonda, Mangalagiri, Guntur District, A.P-522240 Working Hours: 9:00-17:00 Weekdays Phone: +91-863-2343000 Email: cr-cs@srmap.edu.in

(5) Office of the Controller of Examinations

SRM University-AP issues a variety of certifications and documents on request. The available certificate differs depending on the student's status. When you need certifications, ask at the Office of the Controller of Examinations. It will take about a day to issue a soft copy certification written in English and about hard copy student has to visit Office to collect it.

Location: X-LAB-303, Neerukonda, Mangalagiri, Guntur District, AP-522240 Working Hours: 9:00-17:00 Weekdays Phone: +91-863-2343000 Email: coe@srmap.edu.in

(6) Department of ITKM and Corporate Communications

SRM University – AP makes available to its student's community computing and network resources, including shared information technology resources that use text, voice, images, and video to deliver information. ID cards Email ID's, Wi-Fi and other technical supports.

Location: Academic Block, Data Centre, Neerukonda, Mangalagiri, Guntur District, AP-522240 Working Hours: 9:00-17:00 Weekdays Phone: +91-863-2343000 Ext.No3838 Email: <u>itkmhelp@srmap.edu.in</u>

(7) University Libraries

SRM University – AP has the Central Library. In Library ID card is required to enter the libraries to use the services provided. Undergraduate students and graduate students can use the ID card as their library card.

Opening Hours Weekdays: 8:00-22:00 Phone: +91-863-2343000 Ext.No3062 Email: librarian@srmap.edu.in

Service hours differ depending on the room of the library. Opening hours and closed days will be changed.

For updated information, check the library website: <u>https://srmap.edu.in/library/</u>

As the Library is a place of self-study and research, members should maintain an atmosphere of dignity, peace, and silence within the library premises.

(8) Health Care Center

SRM University – AP Health Care Centre provides medical check-ups, health consultation and primary care for non-life-threatening conditions to students and staff. If you have any concerns about your health, feel free to contact the Health Care center.

Location: Health Care Center, Neerukonda, Mangalagiri, Guntur District, AP-522240 Working Hours: 24/7 Phone : +91-863-2343000 Ext.No. 3052

(9) Bank

SRM University – AP has an Indian bank breach in said the campus with help of this students get the financial services like ATM cash deposits and withdraws internet bank and soon.

Location: Indian bank, Neerukonda, Mangalagiri, District, AP-522240. Working Hours: 9:00-17:00 Weekdays Phone : +91-863-2343000 Ext.No. 3059

(10) Postal Services

SRM University – AP has a sub-post office in said the campus with help of these students get the financial services and postal services.

Location: Sub-post office, Neerukonda, Mangalagiri, Guntur District, AP-522240. Working Hours: 9:00-17:00 Weekdays

Campus Facilities

The campus provides an ambiance conducive to teaching, learning, and research. Its proximity to the educational hub of Amravati makes it an excellent education destination.

- A fully Wi-Fi campus.
- Air-conditioned classrooms with audio-visual and multimedia facilities.
- State-of-the-art auditorium.
- Well-equipped conference hall and Seminar Hall.
- Libraries with over 1,30,000 books, 30,000 e-books and 550+ national and

international journals.

- Data Centre where more than 20 servers store all databases related to students' exams, accounts, website hosting with a bandwidth of 1Gbps.
- 24 hours Internet connectivity with 4Mbps bandwidth.
- Separate Hostels for boys & girls with adequate safety arrangements for girls' hostel.
- Professionally managed mess and canteen.
- Tie-up with a nearby hospital for OPD and emergencies.
- Student activity Centre for co-curricular and extra-curricular activities.

SRM University, Andhra Pradesh understands cultural sensitivity and caters to the diversified needs of all.

SRM University, Andhra Pradesh encourages students to make the most of the eco-friendly green spaces that facilitate a conducive environment for learning and creativity – from scholarly research, campus sports to academic excellence.

We provide the infrastructure and resources to nurture the leaders of tomorrow.

- Infrastructure
- Library
- Fitness Centre and Sports
- Health & Safety
- Student Clubs and Societies

Infrastructure

SRM University, AP – Andhra Pradesh is designed by Perkins + Will, the American architecture firm which specializes in educational institutions and has been involved in developing some of the marquee structures in this category.

At SRM AP, learning happens everywhere: In and out of the classroom, on and off-campus, and in both formal and informal settings. Our buildings foster a new culture of learning that is multi-dimensional, global, social, experiential, and interactive.

We have a range of learning spaces: From traditional classrooms to active, problem-based environments and adaptive learning, the latest technology for hybrid curricula, instant feedback, and immersive simulation environments.

Library Services

SRM University A.P – aims to build a world-class library for the benefit of students, faculty, and researchers. Our aim is to build one of the best international libraries according to International Standards. Now the University library has an excellent collection of books covering various branches of Engineering and Sciences, Entrepreneurship & Management, Liberal Arts & Social Sciences, and its related fields.

The Central Library subscribes to national and international journals in print, e-Journals, and technical & general magazines too. The library has access facility NPTEL video courses, e-PG Pataskala, Swayam Programs, and other E-Learning resources initiated by the Government of India. Central Library is using in-house software for Library automation and

implemented RFID technology.

Features & Working Hours

Fully air-conditioned and automated with RFID (Radio Frequency Identification) technology, Well protected with fire alarms and CCTV security systems

Fitness Centre and Sports

SRM AP - Andhra Pradesh campus, sports facilities include badminton, basketball and volleyball courts, athletic tracks, cricket grounds, gymnasiums, yoga rooms, soccer grounds, and table tennis.

Students are encouraged to participate in sports at national and international meets. Student clubs for different sports have faculty members designated to guide students. These expert trainers identify special skills; provide intensive training and help students achieve their sports goals.

Further to providing grounds and facilities for students, SRM AP - Andhra Pradesh regularly hosts local, state, and international tournaments on campus.

Health & Safety

Medical facilities are provided to all the students in the University by a certified and registered Medical Practitioner assisted by nurses, who are available on campus 24/7.

First-Aid/Medical Facilities: First-Aid/medical facilities are provided for all employees and students in the University by a certified and registered Medical Practitioner, available on campus 24/7.

Ambulance: In case of medical emergencies an ambulance is available on campus.

Emergency / Fire Exits, Fire Alarms, and Fire Extinguishers are available in the university for the safety of all. The university map/layout has more details.

Student Clubs and Societies

The intelligent and vibrant students embark on the erudite journey at SRM University-AP, Andhra Pradesh with shimmering dreams of conquering the world with their transformative ideas. The Department of Student Affairs works in congruence with faculty, staff, and students to expedite the holistic development of the learners. With the intent of ensuring students' success, engagement, and leadership development, the department provides an inclusive, and engaging community to the diverse students of SRM University-AP.

Fostering a learning environment beyond academics, the Department of Student Affairs exposes the students to Clubs and Societies that enhance their talent and passion. A broad array of extra and co-curricular activities is hosted by these clubs to relentlessly provide an enriching experience to the students of SRM University-AP.

Art and CultureEntertainmentSkill-Development

Photography Club	Movie Club	SAE Club
Music Club	E-sports Club	App Design and
		Development Club
Realistic Dance Club	Sports Club	Ennovab
Creative Arts Club	Literary Club	Natural Sciences Club
	Theatre Club	Autonomous Systems Club
		Business Voyage

Accommodation

SRM University AP has a hostel facility for boys inside the campus. The hostel has AC as well as non-AC rooms. There are single-seater as well as two and three-seater rooms available. The SRM AP campus has a hostel available for girls.

Students have to book their hostel room through the portal

Hostel Booking guide: <u>https://srmap.edu.in/file/2020/03/Hostel-booking-help-guide..pdf?x68017</u>