

Basic Information	
Name of the Institution	Centre for Environmental Planning and Technology (CEPT University)
Country	India
Website	www.cept.ac.in

Contact Information	
Address	International Office, CEPT University, Kasturbhai Lalbhai Campus, University Road, Navrangpura – 380009.
E-mail	internationaloffice@cept.ac.in
Phone	+91 - 79 - 68310000
Website	www.cept.ac.in

Nomination & Application details	
Nomination	Nominations are to be sent by Partner University via e-mail
Incoming student's details required for their nomination.	Kindly provide the following information while nominating the exchange student: 1) Name (as per passport): 2) Gender: 3) Duration of Exchange: 1 Semester / 1 Year 4) Semester/s: 5) Email ID: 6) Current year and semester at Home University
Key Dates & Deadlines	Monsoon Semester <i>(end-July to early-Dec)</i> Nomination deadline: 15th March Application deadline: 15th April The Monsoon Semester commences in July and runs for sixteen weeks of teaching with additional juries and Winter School.
	Spring Semester <i>(mid-January to mid-May)</i> Nomination deadline: 15th October Application deadline: 15th November

	The Spring Semester commences in January and runs for sixteen weeks of teaching with additional juries and Summer School.
Nomination & Application Process	<p>On receiving the nominations, the following information is sent by International Office to the exchange students. The exchange students need to submit via email the requested documents by 15th April and 15th November for the Monsoon and Spring Semesters respectively.</p> <ol style="list-style-type: none"> 1) Curriculum Vitae 2) Letter of motivation: this letter should be in English (approx. 1 page stating the reasons for the planned stay abroad at CEPT). 3) Transcript of records 4) Copy of Passport 5) Student-I card 6) Passport-size photograph 7) Portfolio 8) Declaration for health 9) Exchange Application Form (attached) - to be filled electronically, hand-written form will not be accepted.
Important Instructions for Application	All applications should be emailed to the International Office at internationaloffice@cept.ac.in and rucha.mehta@cept.ac.in . Please do not send the application via post/courier.

Acceptance and FRRO Process	
Acceptance	<p>The Selection Committee will review exchange student applications. On approval from the committee, the exchange student will be notified by email and will receive a formal Letter of Acceptance by end of May/1st week of June for Monsoon Semester and by end of November/1st week of December for Spring Semester.</p> <p><i>*Admission of exchange students for a Semester/Year is subject to approval by the Dean & the Program Coordinator of the respective Faculty/Department.</i></p>
What is FRRO?	<p>FRRO (Foreign Regional Registration Office) process is a mandatory registration process for all foreign nationals coming to India. All foreigners (including foreigners of Indian origin) visiting India on long term (more than 180 days) Student Visa, Medical Visa, Research Visa and Employment Visa are required to get themselves registered with the Foreigners Regional Registration Officer (FRRO) / Foreigners Registration Officer (FRO) concerned having jurisdiction</p>

	<p>over the place where the foreigner intends to stay, within 14 days of arrival.</p> <p>The stepwise FRRO process will be facilitated by the International Office at CEPT University. However, arranging the documentation and completing the registration for receiving the FRRO Residence Permit is the responsibility of the student/fellow.</p> <p>If the FRRO process is not completed within 14 days of arrival, the huge penalty needs to be paid by the student.</p>
<p>Documents required for office records upon arrival</p>	<p>Documents to be submitted by the exchange students at the International Office:</p> <ol style="list-style-type: none"> 1) Color copy of Passport and Visa (bearing the arrival stamp) 2) Indian Mobile No. (once the local no. is received) 3) Two Passport-size photographs.
<p>FRRO Process</p>	<p>List of forms to be filled for completion of FRRO Process:</p> <ol style="list-style-type: none"> 1) Form C – Part 1 (Temporary) and Part 2 (Final) 2) S - Form 3) e-FRRO Form for application of Residential Permit 4) Final Residential Permit
<p>Digital copies required for FRRO registration</p>	<p>Digital copies of the following documents will be required for FRRO registration (color copies required):</p> <ol style="list-style-type: none"> 1) Scanned copy of Passport (Max. 200 KB) (PDF) 2) Scanned copy of Visa (Max. 200 KB) (PDF) 3) Rental Agreement (Max. 200 KB) (PDF) 4) Passport Size Photo (Max. 50 KB) (JPEG) <p>The exchange students are requested to keep these documents ready before applying for the FRRO registration. Hardcopies of the above-mentioned documents will also be required.</p>
<p>FRRO Residence Permit</p>	<p>The FRRO process is successfully completed once exchange students have received the e-FRRO (Residence Permit) on their registered email after the application.</p> <p>It is mandatory to share the e-FRRO (Residence Permit) with the International Office, CEPT University.</p> <p>The exchange students are not permitted to travel without the Residence Permit. Hence, we advise all students to complete the process at the earliest and to avoid huge penalty for late submission.</p>

Academic Information																			
Curriculum	CEPT University follows a choice-based curriculum where exchange students can choose from a wide range of design studios and electives offered in the host Faculty each semester.																		
Language Requirements	<p>English is the primary mode of instruction at CEPT University, and it is essential that exchange students can both speak and write in clear English.</p> <p>CEPT University reserves the right, in individual circumstances, to specify an additional language requirement for an applicant if necessary, or to require a higher level than that indicated in the program.</p>																		
Grading System	<table border="1"> <tbody> <tr> <td>Grade</td> <td>O</td> <td>A</td> <td>B</td> <td>C</td> <td>F</td> </tr> <tr> <td>Grade Point</td> <td>5</td> <td>4</td> <td>3</td> <td>2</td> <td>0</td> </tr> <tr> <td>Mark Range</td> <td>90-100</td> <td>80-89</td> <td>65-79</td> <td>55-64</td> <td>0-54</td> </tr> </tbody> </table>	Grade	O	A	B	C	F	Grade Point	5	4	3	2	0	Mark Range	90-100	80-89	65-79	55-64	0-54
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Credit System	<p>Exchange students can opt upto 20 academic credits per semester for both UG and PG Programs.</p> <p>The minimum credits will be based on the chosen program.</p> <p>The credits can be transferred to their Home University.</p>																		
Results	<p>Exchange students will receive a Grade Report on successful completion of the registered course and at the end of the duration of their study at CEPT (1 semester/year).</p> <p>Please note, a degree will not be awarded to exchange students.</p>																		
Course Registration	<p>The course catalogue for the forthcoming semester will be uploaded on the website two weeks before the commencement of each semester.</p> <p>Course Registration Process will be carried out online and registration instructions will be emailed to the exchange students. The Studio Selection process will be carried out in-person. Further details will be shared closer to the time of course registration process and studio selection process.</p>																		

Additional Information	
Health Measures	<p>CEPT University has an in-house doctor and counsellor. However, in case of any major health disease, we suggest exchange students to visit the hospitals that are affiliated with CEPT.</p> <p>The Declaration listing the ongoing physical or mental health issues and medication (if any) needs to be submitted at the time of application process. It will help us in assisting the exchange students better once they are on campus.</p> <p>The health details shared with us will remain confidential. In the absence of any health issues, the Declaration should mention that the exchange students currently have no known physical or mental health issues that could affect their studies at CEPT.</p>
Accommodation	<p>CEPT University has a new hostel known as 'Student Village'. This accommodation facility is on a first-come-first-serve basis. Additionally, we assist in finding accommodation as per the student's requirement. Please note, it is solely the student's decision to finalize the place.</p>
Per month living cost	<p>It will cost approximately 45000-50000/- INR per month for accommodation, transportation, food and other expenses.</p>