

## Frequently Asked Questions (FAQs)

1. Who is an International Students?

Ans. International students are categorized as Overseas Students and Foreign Student Residing in India (FSRI)

2. Can International Students join the programmes offered by IGNOU?

Ans. Yes, International Students can join the IGNOU's programmes from Overseas as well as residing in India from the programme offered from them. The list of the programmes is available on the University website on the following link <http://www.ignou.ac.in/ignou/aboutignou/division/id/idprogoffrd>

3. Can an Overseas student join the programmes offered by IGNOU from anywhere?

Ans. No, the students desirous of joining of IGNOU's programmes can seek their admission through Overseas Study Centres and a list of Overseas Study Centres is available on our website at the following link: <http://www.ignou.ac.in/ignou/aboutignou/division/id/introduction>

4. What is the procedure to join the programmes of IGNOU as an overseas student as well as a Foreign Students Residing in India (FSRI)?

Ans. The student desirous joining programme from IGNOU has to go through the prospectus available on website for their category. The detailed information about eligibility, fees and the documents to be enclosed is available in the prospectus on the website at page no. 291-292 on the following link (<http://www.ignou.ac.in/ignou/aboutignou/division/id/IDProspectus>). The students are requested to go through the instructions carefully before submitting their application. Please note that mere submission of application form alongwith requisite documents and fees does not mean that the student is admitted. The admission is subject to scrutiny of admission form by International Division.

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

Ans. The checklist of documents to be enclosed alongwith admission form is as under:

- i) Application form (can be downloaded from IGNOU's Website)
- 1) Valid study visa for the minimum duration of the programme (Not required for Citizen of Nepal and Bhutan)
- 2) Demand draft for the requisite fee payable in equivalent INR through Demand in favour of "IGNOU" payable at "New Delhi".
- 3) Copy of passport
- 4) No objection certificate from the concerned Embassy in India regarding study in IGNOU.

- 5) Copies of the educational certificates (translated in English by the designated authentic agency if in any other language).
- 6) Equivalence Certificate: In case of equivalence is not known, an equivalence certificate to be obtained from Association of Indian Universities (AIU) office.
- 7) Valid proof of Residence in India.

The students can submit their admission form along with documents at the nearest Regional Centre or at the following address

The Director  
International Division  
IGNOU, Block No.15  
Section K, Maidan Garhi  
New Delhi-110 068.

6. What are the documents required to be submitted by overseas students along with admission form?

Ans. The checklist of documents to be enclosed is as under:

- i) Application form (can be downloaded from IGNOU's Website)
- ii) Copies of the educational certificates (translated in English by the designated authentic agency if in any other language).
- iii) Copy of passport
- iv) Residence permit of respective country for other than the national of that country.
- v) Equivalence Certificate: In case of equivalence is not known, an equivalence certificate to be obtained from Association of Indian Universities (AIU) office.

The students can submit their admission form along with documents and pay the fee at respective Overseas Study Centre. A list of Overseas Study Centres alongwith their address is available on the following link:

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

7. Whom to contact in International Division in case of any clarification?

Ans. The student can contact on the following telephone numbers and email address  
Contact No: +91-11-29533987, 29571687, 29571689, 29571690,  
Email id: [internationaldivision@ignou.ac.in](mailto:internationaldivision@ignou.ac.in), [directorid@ignou.ac.in](mailto:directorid@ignou.ac.in)

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

Ans. For this purpose, International students are further divided as into SAARC and NON-SAARC categories. In case of FSRI students, fee is based on their citizenship whereas for overseas students, it is based on their location. A list of programmes available for each category at the fee is available on the following link: <http://www.ignou.ac.in/ignou/aboutignou/division/id/feestructure>

9. What is Re-registration and when it is to be done?

Ans. Depending upon the structure of programme, a student is required to re-register. The process and schedule of re-registration is defined for each programme wherever applicable in the prospectus as well as on the website. The International Students are required to refer the International Prospectus on the following link: (<http://www.ignou.ac.in/ignou/aboutignou/division/id/IDProspectus>). The online re-registration facility is also available for international students.

10. Where to get the re-registration and other forms used for various purposes in the International Division?

Ans. Re-registration and other forms like admission form, examination form, for issue of migration certificate and transcript etc. are available on the link: <http://ignou.ac.in/ignou/aboutignou/division/id/forms>

11. When university provides the study material to the learner?

Ans. The University provides study material after admission & re-registration however, the study material is also available on the e-Gyankosh platform on the following link: (<http://egyankosh.ac.in/>). Facebook live and YouTube video programmes are also available on this link.

12. What is the importance/role of assignments in ODL system and how to get it?

Ans. Assignments is an integral component of teaching learning methodology and has due weightage in completion of the programme. Assignments for the current session are made available on the website Students are advised to download the same from the following link: (<https://webservices.ignou.ac.in/assignments/>)

13. When the Assignment should be submitted?

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

14. 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.

15. 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.

16. 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.

17. 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>

18. What is the schedule and process of filling up of examination forms?

Ans. The schedule of submission of examination form is available on the University website. The overseas students shall submit their examination form through their Overseas Study Centre and FSRI are required to their examination form at the International Division on the following address:

The Director  
International Division  
IGNOU, Block No.15  
Section K, Maidan Garhi  
New Delhi-110 068.

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

Ans. Presently, this facility is not available.

20. 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.

21. Where the student should submit their synopsis and what is the process?

Ans. The Synopsis should be sent/submitted as defined in the prospectus for each programme in national prospectus. 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. In case of FSRI the evaluated synopsis will be sent back on their registered addresses.

22. What is the process of submitting the project?

Ans. Once the approved synopsis is received by the student, the student can start work on the project report and the same is to be submitted alongwith the original approved Synopsis duly authenticated by the project supervisor alongwith the bio-data of the supervisor. For programme specific details, please refer to the project guidelines on the website.

23. 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.

24. What is the procedure for obtaining duplicate degree?

Ans. A candidate can apply on prescribed proforma for duplicate degree enclosing a copy of the Grade Card/degree of program pursued with respective enrolment no. alongwith the requisite fee, copy of FIR ( with concerned Police Department), copy of advertisement in local national Newspaper, requisite affidavit duly notarized in court of law to The Director, International Division, Block 15, Section-K, IGNOU, Maidan Garhi, New Delhi – 110068.

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

Ans. Yes, the student can change his/her Regional Centre/Study Centre/Overseas Study Centre. The process/ policy on the subject is available in the international prospectus on the following link:

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

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

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

27. 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 performa available on the website along with the requisite fee and a copy of degree certificate to The Director, International Division, Block 15, Section-K, IGNOU, Maidan Garhi, New Delhi – 110068

28. 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.

29. 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 alongwith 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).

30. 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.

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. What is the process of admission in MBA programme in IGNOU for Overseas and FSRI students?

Ans. Overseas students having 50% plus marks in graduation degree from recognized university are admitted in the programme. However, FSRI students have to appear in the OPENMAT Entrance Exam of IGNOU and admission is considered on merit.

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