



# AMITY UNIVERSITY

## UTTAR PRADESH

### POLICY GUIDELINES FOR STUDY ABROAD PROGRAMME

#### EVEN SEMESTER 2025

*(In exercise of powers conferred under the provisions of section 7 (c) & 28(b) of the Amity University Uttar Pradesh Act, 2005, Article 6.3 (b)( VIII) of First Statutes and Clause 5 of First Ordinances, Amity University Uttar Pradesh, with an objective to formulate a procedure for Study Abroad Programmes, hereby notifies these Guidelines).*

#### **1.0 Short Title, Application and Commencement**

- 1.1** These Guidelines may be called Amity University Uttar Pradesh (Study Abroad Programme) Guidelines.
- 1.2** These Guidelines shall apply to all students of Amity University and its campuses.

#### **2.0 Objective**

**2.1** The objective of these Guidelines is to formulate a procedure for Study Abroad Programmes.

#### **3.0 Introduction**

Study Abroad Programme (SAP) is important for global exposure of students of various disciplines. SAP programme has been re-engineered to give an experiential learning platform to the students of Amity on a global scale. The students will get hands-on experience of gaining knowledge of foreign culture, industry and economic dynamics. It will provide the students with an opportunity to interact with foreign faculty and carry out focused projects under their expert guidance.

#### **3.1** SAP will be offered in two modes:

- a) **Inclusive SAP:** Inclusive SAP will be offered in programmes where the academic fee includes fee for one SAP.
- b) **Optional SAP:** Optional SAP will be open to all programmes where students can opt for SAP and pay fees for the same as per approved Model Framework.

#### **3.2** The list of programmes\* where Inclusive SAP was offered from Academic Session 2017-2018 onwards with distribution of percentage of students who will be permitted to avail opportunity for inclusive SAP will be as below:-

#	Programs	Semester wise Percentage of students allowed to opt for Inclusive SAP						
1	MBA MBA (Business Analytics) MBA (Finance) MBA (HR) MBA (International Business) MBA (Marketing & Sales)	<b>Sem 2</b> <b>35-40%</b>	<b>Sem 3</b> <b>35-40%</b>	<b>Sem 4</b> <b>20-30%</b>				
2	BBA BBA (F&A) BBA (IB) BBA (FBE) BBA (M&S) BBA + MBA  (IB) – Dual BBA + MBA (Dual)  BBA + MBA (IB) Integrated  BBA + MBA Integrated  BBA + MBA (Dual)		<b>Sem 3</b> <b>30-35%</b>	<b>Sem 4</b> <b>30-35%</b>	<b>Sem 5</b> <b>20-25%</b>			
3	B.Tech (Aeronautical Engg.)  B.Tech (Aerospace Engg.)  B.Tech (Aerospace Engg.) + M.Tech. (Avionics) Dual Degree  B.Tech + M.Tech (Aerospace Engineering) – Integrated  B.Tech (Automobile Engg.)  B.Tech (Avionics)  B.Tech (Bioinformatics)  B.Tech (Biotechnology)  B.Tech + M.Tech (Biotechnology) Dual Degree  B.Tech (Civil Engg.)  B.Tech (Civil Engg.) + MBA  B.Tech (Computer Science & Engg.)  B.Tech (Computer Science & Engg.) + MBA  B.Tech (Electronics & Communication Engg.)		<b>Sem 3</b> <b>25-30%</b>	<b>Sem 3</b> <b>25-30%</b>	<b>Sem 5</b> <b>20-25%</b>	<b>Sem 6</b> <b>10-15%</b>	<b>Sem7</b> <b>5-10%</b>	<b>Sem 8</b> <b>5-10%</b>

B.Tech (Electronics & Communication Engg.) + MBA								
B.Tech (Electrical & Electronics Engineering)								
B.Tech (Electronics & Instrumentation)								
B.Tech (Electronics & Telecommunication)								
B.Tech (Food Technology)								
B.Tech (Industrial Heavy Machinery)								
B.Tech (Information Technology)								
B.Tech (Mechanical Engineering)								
B.Tech (Mechanical Engineering) + MBA								
B.Tech( MAE) + MBA								
B.Tech (Mechanical Engineering) + M.Tech (Automobile Engineering) Dual Degree								
B.Tech (Nanotechnology)								
B.Tech + M.Tech (Nanotechnology) Dual Degree								
B.Tech (Nuclear Science & Technology)								
B.Tech+M.Tech. (Nuclear Science & Technology) – Dual Degree								
B.Tech (Solar and Alternate Energy)								

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*\*The programmes in which Inclusive SAP is offered may change as per the decision of AUUP.*

**3.3** According to the percentage of students as allocated above, students will go for **inclusive SAP** to offered SAP campuses in one / more than one batches as per the dates specified in SAP calendar.

**3.4** In case the percentage of students opting for SAP falls below the allocated percentage as mentioned above, the percentage of the students opting for SAP in the next semester can be increased on pro-rata basis with a similar percentage.

**3.5** A separate section for SAP students will be created for completion of course syllabus at home campus on a fast-track mode.

**3.6** Students of programmes, where inclusive SAP has been offered, will avail the option of **inclusive SAP** only in the defined semester as per allocated percentage. However, in case student wish to go for SAP more than once, they can avail the opportunity as per the provision for SAP in the model framework of their programme on payment basis.

**3.7** Students will give their option for the semester in which they want to avail option of **inclusive SAP** right in the beginning of the programme and it will be approved on first come first serve basis, based on allocated percentage / numbers.

#### **4.0 SAP Even Semester 2025 Locations**

The SAP 2025– EVEN Semester will be conducted at the following locations:

<b>Location</b>	<b>Fee Inclusive</b>	<b>Fee Non-Inclusive</b>
London	Yes	YES
Singapore	Yes	YES
Dubai	Yes	YES
USA	Yes	YES
Australia	Yes	YES
France	YES	YES

#### **Dates and Duration**

<b>SEMESTER</b>	<b>COMMENCEMENT DATE</b>	<b>END DATE</b>
<b>SAP EVEN SEMESTER 2025</b>	<b>28 APRIL 2025</b>	<b>30 MAY 2025</b>
<b>SAP 2025 – Even Semester (USA only)</b>	<b>15th May 2025</b>	<b>15th JUNE 2025</b>

## 5. SAP – Sample Itinerary / External Visits

- Special modules delivered by the industry experts and Leading foreign faculty
- Industry Visits
- Extensive Project Reports
  
- Excellent exposure, cross cultural orientation & sensitization on the foreign economies, societies, do's and don'ts etc.
  
- Familiarization with industry dynamics and trends on a global scale
  
- Any external visits to other Universities and trips outside the destinations where SAP is being organized will only be taken with the written approval of the competent authority and will be **strictly optional**.
  
- However, if a student opts for such trips, they will have to make their own transportation and/or accommodation arrangements to reach the destination. Faculty members will not be making any arrangement on behalf of Amity and hence no fee or subscription needs to be paid.
  
- Students are required to bear daily expenses towards their local travel and Amity will not be responsible for their daily conveyance expenses.

### 5.1 Approximate Living Cost and Other Costs

- Approximate living costs for International Locations is Rs.2500 – Rs.3500 per day. These are indicative costs only and would completely depend upon the lifestyle of the individual students
- Apart from the living costs, the students would bear the costs of visa application, Insurance (Travel and Medical) and flight tickets (to and fro) and any other miscellaneous cost

## 6.0 Academic Model, Curriculum, Evaluation and Examination

SAP Courses are offered in two models:

- i. Credit Transfer Model
- ii. Certificate Model

### 5.1 Credit Transfer Model

Credit Transfer Model will provide flexibility to the students to do part of courses related to their respective programme as per model framework in SAP campus and get the credits transferred in same semester.

- a. The students will opt for SAP courses if the same is available in the model framework for programme group.
- b. The credit transfer of the SAP component to be kept as per model framework of a programme and credit transfer policy of the university. The students may take upto 20% extra credits to the prescribed credits for a semester, which will also be included in SGPA for the semester.

- c. The List of SAP Courses (Campus-wise) will be available in the Master Academic Planning Worksheet (APW) of a Programme.

### **6.1.1 Programme Structure & Course Curriculum**

#### **The programme Structure, Model and Syllabus finalized by respective Institutions/Domain**

1. The SAP campus credits and Courses will be decided semester-wise before the commencement of a semester and are included in Master Academic Planning Worksheet (MPW) of students as per the model framework as under:
  - a. The compulsory /core courses of a programme and their credits are ideally not permitted to be replaced by other courses studied and assessed during SAP.
  - b. SAP courses will be offered in lieu of Elective courses (OE/DE/SE), OABC, VAC and NTCC for credit transfer. However, core courses/Allied courses may also be considered for SAP, if Hols wishes to offer.
  - c. Institution may offer some extra Credits courses for a semester as per Credit Transfer policy of the University.
2. The list of SAP courses with credit units and syllabus will be proposed by Hols semester-wise / programme –wise and campus-wise at least three weeks before the commencement of a semester.
3. The SAP students may be given a NTCC course , if required while in India and be guided by a faculty for conduct of project during SAP, Assessment of same will be done by a board of faculty on return
4. The credit units of the NTCC course should be as per Model framework. The credit of research project of SAP should not exceed 3 credits, if NTCC is not given in the model framework for a particular semester of a programme.
5. Therefore, Course syllabus of Home campus courses will be completed on fast track for SAPstudents.
6. SAP will be offered on a Campus if a minimum of 10-15 students will be enrolled in a SAP course.
7. HOIs will provide the list of students going for SAP, programme-wise/batch-wise for each SAP campus at least three weeks prior to commencement of SAP.
8. HoI will provide the list of faculty who will be responsible for a course.

A briefing session for SAP will be conducted at domain/Institution level by IAD and HOIs, before students submit their APW.

Calendar for briefing session on SAP should be given for preparedness of Institution and student.

## 6.2 Assessment & Examinations

The Continuous Assessment and ESE of courses will be done by respective HOME Campuses and SAP campuses as per course curriculum.

Hols will ensure coverage of the syllabus and continuous assessment are completed for all the courses of Home Campus before the last teaching date i.e.

The End Semester Examinations will be conducted before the students leave for SAP as per the Examination activity calendar given below:

**Proposed Calendar of Examination Activities for SAP is as under: -**

S. No.	Activity	Dates	
		<b>4<sup>th</sup> ,6<sup>th</sup> &amp; 8<sup>th</sup> Semester of all UG programmes, 4<sup>th</sup> Semester of PG and 8<sup>th</sup> semester of Integrated programmes</b>	<b>2<sup>nd</sup> Semester of all UG &amp; PG programmes</b>
1	Finalization of SAP Common Courses: Management / Non-Management	<b>18 Nov 2024</b>	
2	Last Date for Uploading of SAP courses on Academic Planning Worksheet	4 Dec 2024 (Wed)	25 Dec 2024 (Wed)
3	Approval of APWs of SAP Students	10-12-2024 (Tue)	30-12-2024 (Mon)
4	Commencement of Even Semester Classes	11-12-2024 (Wed)	02-01-2025 (Thu) PG 27-01-2025 (Mon) UG
5	Last date for late registration for SAP and re-setting of APWs on Amizone	29 Feb 2025	
6	Last date for Submission of Pre-Examination Faculty Feedback by the SAP Students	As per proposed SAP activity calendar	
7	Remaining/Balance classes of SAP Group students to be completed on Fast Track Mode	NA	NA
8	Last date for Submission of On-line Examination Forms by the SAP students	As per AUUP block academic calendar	As per proposed SAP activity calendar
9	Notification of Examination Schedule <i>(Subject to the 100% approval of APWs of SAP students)</i>	As per AUUP block academic calendar	As per proposed SAP activity calendar
10	Last date for GSSC Completion & Submission of Satisfactory Report on Amizone	As per AUUP block academic calendar	As per proposed SAP activity calendar
11	Last Class of the Even Semester at Home Campus	As per AUUP block academic calendar	<b>11-04-2025 (Friday) (Classes to be conducted on fast track mode)</b>

S. No.	Activity	Dates	
		<b>4th ,6<sup>th</sup> &amp; 8<sup>th</sup> Semester of all UG programmes, 4<sup>th</sup> Semester of PG and 8<sup>th</sup> semester of Integrated programmes</b>	<b>2<sup>nd</sup> Semester of all UG &amp; PG programmes</b>
12	Blocking of Attendance of SAP Students	As per AUUP block academic calender	12-04-2025 (Saturday)
13	Last Date & Time for Approval of Examination Forms of SAP Students by HoIs.	As per AUUP block academic calender	14-04-2025 (Monday)
14	Last Date & Time for Generation of Admit Cards by Examination Department.	As per AUUP block academic calender	15-04-2025 (Tuesday)
15	Last Date for Taking printout of Admit Cards and distribution of Admit Cards to SAP Students by the Institutions	As per AUUP block academic calender	16-04-2025 (Wednesday)
16	Blocking of printing of Admit Cards	As per AUUP block academic calender	16-04-2025 (Wednesday)
17	Commencement of Even Semester Examination (including Practical if any)	<b>07-04-2025 (Monday) to 24-04-2025 (Thursday)</b>	<b>17-04-2025 (Thursday) to 25-04-2025 (Friday)</b>
18	SAP Commencement Date	<b>28<sup>th</sup> April 2025 (Monday)</b>	
19	SAP Completion Date	<b>30<sup>th</sup> May 2025 (Friday)</b>	
20	Submission of consolidated results by foreign campuses	13 <sup>th</sup> June 2025 (Friday)	
21	Submission of consolidated results of all the SAP students by the office of Gr. Vice Chancellor	24 <sup>th</sup> June 2025 (Tuesday)	

### **Back Paper of SAP Students:**

(i) SAP students having back paper(s) will be required to appear for the examination of their backlogs after their return from SAP campuses.

(ii) Students will be permitted to write the back-paper examinations with valid Admit Card only issued by the Examination Department before End Semester Examinations for SAP students. If any student found without valid Admit Card or carrying photocopy/ scanned copy of the Admit Card in the Examination Hall during the examination, will be considered as an act of indiscipline and answer sheet of the student will be cancelled by the Examination Department. In case of loss of Admit Card, rules for duplicate admit cards will be applicable.

(iii) The students need to meet the academic requirements (attendance, IA/CA & ESE) of courses studied by them at home campus as per university norms. Attendance will be counted till the last day of teaching for SAP students at Home Campus.

(iv) The Assessment (Continuous and ESE) of SAP courses will be completed by respective SAP campuses as per course syllabus.



## Fee

The following Fee structure is applicable for all domains across all Amity Universities & Institutions

<b>Destination</b>	<b>Students whose fee structure does not include One-time SAP Tuition Fee (Non-Inclusive SAP)</b>	<b>Accommodation Cost for Students whose fee structure includes: Onetime SAP Tuition Fee (INCLUSIVE SAP)</b>
<b>LONDON (GBP)</b>	3500	1500
<b>SINGAPORE (SGD)</b>	3900	2600
<b>DUBAI (AED)</b>	7790	3800
<b>USA</b>	USD 5000 Rs 4,35,000/-	USD 4500 Rs 3,91,500/-
<b>AUSTRALIA</b>	Rs 3,00,000/-	Rs 2,75,000/-
<b>FRANCE</b>	Rs 3,30,000/-	Rs 2,75,000/-

*Amity will offer accommodation facilities at all the locations. However, Amity will not be able to assist those students who are choosing any other accommodation options at the destinations mentioned above.*

## **FEE PAYMENT INSTRUCTIONS**

### **LONDON CAMPUS**

1. Mode of Payment - Electronic Transfer Only
2. Payment to be made in favor of:
  - a. BENEFICIARY: AMITY GLOBAL EDUCATION LTD
  - b. ACCOUNT NO.: 21853864
  - c. BANK : HSBC BANK PLC 39, TOTTENHAM COURT ROAD, LONDON, WIT 2AR
  - d. SORT CODE: 40-07-07
  - e. IBAN: GB75MIDL400707 or GB75MIDL40070721853864
  - f. SWIFT CODE: MIDL GB 21 07Y

### **SINGAPORE**

1. Mode of Payment - Electronic Transfer Only
2. Payment to be made in favor of:
  - a. BENEFICIARY: AMITY GLOBAL INSTITUTE PTE LTD
  - b. Account Number: 003-923926-2
  - c. Bank Name: DBS BANK LTD
  - d. Bank Code: 7171
  - e. Branch Code: 003
  - f. Swift Address: DBSSGSG

### **DUBAI CAMPUS**

1. Mode of Payment - Electronic Transfer Only
2. Payment to be made in favor of:
  - a. Account Name: Amity University
  - b. Account No. (AED): 101-43395514-01
  - c. IBAN No. (AED): AE040260001014339551401
  - d. Bank Name: Emirates NBD
  - e. Branch Address: Dubai Media City Branch
  - f. Swift Code: EBILAEAD

### **USA, FRANCE & AUSTRALIA**

1. Mode of Payment – Demand Draft Only
2. Payment to be made in favor of: Amity University Uttar Pradesh
  - o For Outstation Campuses, the DD will be made in the name of respective campuses and will be deposited into the accounts department of the respective campus

**All bank charges both in India & overseas have to be borne by the students. The students are advised to give institutions to bankers making remittance for charges mentioning “Remittance be OURS”**

## Fee Refund Policy

- Any request for withdrawal must be submitted before 10 March 2025 with a written application to their respective HOI. Such an application must be approved by their HOIs before further processing.
- Any student who won't be able to go on SAP will henceforth be allowed to take the refund of the fee paid to us, except for accommodation if it has already been booked. For France, London and Australia, no refunds will be permitted after 15 March 2025. For USA, Singapore, Dubai, no refund will be permitted after 10 April 2025.
- The fee of withdrawal cases will be refunded after deducting the processing charges as applicable & decided by the competent authority.
- At the time of cancellation, if accommodation and academic fees are already paid to the foreign partners, there will be no refund issued.
- No fees refund request will be entertained under any circumstances after the commencement of the SAP Program.
- The Fee of indiscipline case will be forfeited.
- If the University withdraws to offer the SAP course for some reason, the fee of student will be refunded.
- In case the program is deferred due to COVID-19 pandemic, the SAP fee paid by the student will be automatically carried forward to the next semester. The student will be given an opportunity to go on SAP in their next semester.

## Application Process and Selection of the students

- Students apply for SAP to their respective HOI through their programme coordinator.
- Student's APW will be approved by HOI on AMIZONE as per model framework.
- Student's selection to be recommended by the **Course Advisory Committee** and approved by **HOI**.
- A Faculty coordinator/s will be designated by HOI/Domain Head (selected from the respective Institutes/group of institutions of a domain from where students for SAP have been approved), who will accompany the students to each SAP campus/es and who will also deliver the assigned course(s) & will monitor the student progress. HOI will submit a proposal to the Group Vice Chancellor for consideration and necessary approval from Chancellor. The faculty coordinator from an institution will depend upon the number of students opted for SAP campus and the courses which are assigned for teaching at SAP campus/es.
- List of the students who are going for SAP will be forwarded to following:
  - **Vice Chancellor** for necessary approval for Credit Transfer along

with CourseMapping.

- **COE** for examination planning
- **IAD and Office of Amity Group Vice Chancellor** for information, further processing and necessary action for facilitating visa and other logistics arrangements and coordination with SAP campuses.

- **IAD** will assist the Hols / HODs, Students and faculty in Visa Application process, logistics arrangement and other itineraries.

### **8.1 Documents Required for SAP Application**

The students have to upload the following forms on their Amizone (SAP-Upload Documents) and also submit to their respective Programme Coordinator/Programme Leader: -

1. SAP Application Form (**Annexure A**) for **Singapore, Dubai, Australia, France Canada & USA**
2. **Indemnity Bond on a Rs.100/- stamp paper**, notarized and signed by their parents.(Annexure B). To be filled by students **opting for Amity Accommodation**
3. In-case the student is opting **for own accommodation** then he must submit the **Indemnity Bond on a Rs.100/- stamp paper**, notarized and signed by their parents.  
**(Annexure C)**
4. **Undertaking on a Rs.10/- stamp paper**, notarized and signed by themselves.  
**(Annexure D)**
5. **SAP London Application form**– for SAP London only (Annexure E)
6. **Travel & Medical Insurance**
7. **Bonafide Letter** (to be issued by respective institute)
8. **Passport copy**
9. **Fee Receipt**
10. **Sponsorship Letter**
11. **Aadhar Card**
12. **PAN Card (of the person who paid SAP Fees)**

### **8.2 General Guidelines for Students**

1. The students must adhere to the highest standards of conduct stipulated by the University.
2. The students must be actively engaged in making their classroom sessions interactive learning.

3. When going for industry visits, showcasing themselves as brand Amity and leave alasting impression.
4. Any case of indiscipline will result in terminating the SAP for a student immediately and the student will be sent back to home campus.
5. The students must report back to their home campus by the due date. Any extension beyond SAP dates will be given by University HQ on recommendations of HOI.

**9 Policy for Withdrawal due to Visa Refusal/Non-completion of SAP courses abroad/ family, medical or any other exigency:**

If student's Withdrawal Application from SAP is received: -

**a) Before Blocking of Attendance for SAP:**

- i) The student will be given a choice of an alternate foreign location, if his/ her visa has been rejected. However, this may not be compulsory. For France and Australia, no refunds will be permitted after 20 March 2025
- ii) The student will then need to pay the fee for the new chosen destination and the old fee paid will be refunded separately as per the rules defined above. Any accommodation fee paid by the student may only be refunded if Amity is able to get a refund for the same.
- iii) If a student is not interested in availing the option of an alternate foreign location, case will be examined and recommended for withdrawal from SAP by HOI with justifiable reasons for approval of competent authority.
- iv) The APW of the student will be reset to regular non-SAP.
- v) Students will not be permitted to write examination of home campus courses with SAP group.
- vi) Internal Assessment for home campus courses in lieu of SAP to be completed within the same semester.
- vii) Permission for appearing in examination of home campus courses in lieu of SAP courses will be specially considered during 'I' Category Examinations for students who stand "DE". To avail the permission, detailed attendance of the student for each course will be examined by the HOI and put for approval of the competent authority. The maximum permissible grade will be "B+".
- viii) Amity acknowledges the fact that visa refusal is not under the control of the student; hence we may allow the waiver of B+ cap for a student whose visa is refused. This may be applicable for any unforeseen / exceptional circumstance, the efficacy of which may be decided by appointing a suitable committee as per University norms.

**b) Not able to go for SAP after appearing in the examination of Home Campus courses with the SAP group or Return from SAP without completing the requirement due to unforeseen circumstances**

- i) Student will apply to HOI for withdrawal from SAP.
- ii) The case will be examined and recommended for withdrawal by HOI with

justifiable reasons for approval of competent authority.

- iii) The APW of the student will be reset to regular non-SAP.
- iv) Examinations of the courses for which the student has appeared with the SAP group, will be considered valid.
- v) Internal Assessment for home campus courses in lieu of SAP to be completed within the same semester.
- vi) Attendance of home campus courses in lieu of SAP courses to be examined.
- vii) Permission for appearing in examination of home campus courses in lieu of SAP courses will be specially considered during 'I' Category Examinations for students who stand "DE". To avail the permission, detail attendance of the student for each course will be examined by the HoI and put for approval of the competent authority. Maximum permissible grade will be "B+".

Annexure A



# AMITY UNIVERSITY

UTTAR PRADESH

Institution:- \_\_\_\_\_

Campus opted for the Study Abroad Programme

Preference 1 <sup>st</sup>	Preference 2 <sup>nd</sup>

Name: \_\_\_\_\_

Enrolment No: \_\_\_\_\_

Programme: \_\_\_\_\_ Batch: \_\_\_\_\_ Semester: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Aadhar Number: \_\_\_\_\_ PAN Number: \_\_\_\_\_

**Academic Performance:-**

Semester	SGPA	CGPA	No. of Back papers

**Write a short note on how you stand to benefit from this Study Abroad Programme?**

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**Passport Details** (please attach photocopy).

Passport No:- \_\_\_\_\_ Date of Issue: \_\_\_\_\_ Valid upto : \_\_\_\_\_

Place of issue: \_\_\_\_\_ Issued by: \_\_\_\_\_

**Parents Details:**

Father's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_ Organization: \_\_\_\_\_

Designation: \_\_\_\_\_ Mobile No: \_\_\_\_\_ Email: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_ Organization: \_\_\_\_\_

\_\_\_\_\_

Designation: \_\_\_\_\_ Mobile No: \_\_\_\_\_ Email: \_\_\_\_\_

**Any previous Medical History:** \_\_\_\_\_

**Financial Details:**

How are you going to fund your SAP trip:

\_\_\_\_\_  
\_\_\_\_\_

Family Income: \_\_\_\_\_

**Contact Details:**

Residential Address: \_\_\_\_\_  
\_\_\_\_\_ Mobile

No: \_\_\_\_\_

\_\_\_\_\_ Email Id: \_\_\_\_\_

\_\_\_\_\_ Emergency ContactDetails: \_\_\_\_\_ Mobile: \_\_\_\_\_

\_\_\_\_\_

**Undertaking:**

All the information given above is true to the best of my knowledge and belief and I have submitted the undertaking for Study Abroad Programme in prescribed format of the Amity University.

Date: .....

Signature: .....

**Recommendation of Programme Coordinator/Programme Leader:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** .....

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: .....

Contact No: \_\_\_\_\_

**Approval by Head of Institution:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** .....

Date: .....

Name: \_\_\_\_\_



## Annexure B

### INDEMNITY BOND

I am the father/natural guardian of Mr./Ms. \_\_\_\_\_, r/o \_\_\_\_\_  
\_\_\_\_\_, aged about \_\_\_\_\_ years, who is studying at  
\_\_\_\_\_  
\_\_\_\_\_(Institute's Name) in its \_\_\_\_\_ Programme bearing enrolment no.  
\_\_\_\_\_, is now proceeding to..... as a part of Study Abroad Programme  
(SAP) Even Semester 2025.

I have understood that Amity and..... (Visiting Institution for SAP) have made the necessary arrangement for the conduct of said program. I have gone through the rules and regulations prescribed by the Amity and ..... to be followed by the students, while on an outstation tour, which I have found very appropriate, and the same has also been read and understood by my son/daughter who has also executed an undertaking for the same. I have fully understood that my son/daughter is going entirely at his/her own accord and Amity and..... (Visiting Institution for SAP) shall not be responsible for his/her own actions and deeds during their stay in ..... (Place of visit)

I hereby promise to keep indemnified and harmless the Amity and..... (Visiting Institution for SAP), its Parents body, their Employees /officials, from every type of loss(s) or damage(s) which may arise out from the action or inaction of my son/daughter, during the said tours, and also from any claim arising from those action or inaction of my son/daughter.

**Signature of the Indemnifier** \_\_\_\_\_

**Name of the Indemnifier** \_\_\_\_\_

**1. Signature of Witness:** \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

**2. Signature of Witness:** \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

**Annexure C (for students who opt for Own Accommodation)**

**INDEMNITY BOND**

I am the father/natural guardian of Mr./Ms. \_\_\_\_\_, r/o \_\_\_\_\_  
\_\_\_\_\_, aged about \_\_\_\_\_ years, who is studying at  
\_\_\_\_\_ (Institute's Name) in its \_\_\_\_\_ Programme bearing enrolment no.  
\_\_\_\_\_, is now proceeding to.....as a part of Study Abroad Programme (SAP) Even  
Semester 2025.

We have made necessary arrangements for the accommodation of our ward on our own at  
.....

I have understood that Amity and..... (Visiting Institution for SAP) have made the necessary  
arrangement for the conduct of said program. I have gone through the rules and regulations prescribed by the  
Amity and ..... to be followed by the students, while on an outstation tour, which I  
have found very appropriate, and the same has also been read and understood by my son/daughter who  
has also executed an undertaking for the same. I have fully understood that my son/daughter is going  
entirely at his/her own accord and Amity and..... (Visiting Institution for SAP) shall not be responsible  
for his/her

own actions and deeds during their stay in ..... (Place of visit)

I hereby promise to keep indemnified and harmless the Amity and..... (Visiting Institution for  
SAP), its Parents body, their Employees /officials, from every type of loss(s) or damage(s) which may arise  
out from the action or inaction of my son/daughter, during the said tours, and also from any claim arising  
from those action or inaction of my son/daughter.

**Signature of the Indemnifier** \_\_\_\_\_

**Name of the Indemnifier** \_\_\_\_\_

**1. Signature of Witness:** \_\_\_\_\_

**2. Signature of Witness:** \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

**UNDERTAKING**

I \_\_\_\_\_, s/d/o \_\_\_\_\_ r/o \_\_\_\_\_  
 \_\_\_\_\_ aged about \_\_\_\_\_yrs, is studying at  
 \_\_\_\_\_(Institution's Name) in its \_\_\_\_\_ Programme bearing  
 enrolment no \_\_\_\_\_, and now proceeding to \_\_\_\_\_(Visiting  
Institution for SAP), for `Study Abroad Programme (SAP) Even Semester 2025 from .....till.....

I have taken the necessary permission/concurrence from my Parents/Guardian, for my travel to this study abroad programme.

**I hereby undertake that:**

1. I shall follow the rules and regulations as laid by Amity & \_\_\_\_\_  
 \_\_\_\_\_(Visiting Institution for SAP) for the Study Abroad Programme (SAP) 2025 which have been clearly read and understood by me.
2. I shall not break any of the rules & regulations and also the laws of the Country where I am proceeding.
3. I shall not indulge in any unlawful activity and any activity other than my duties & obligations.
4. I shall not do anything which may cause any injury or damage to me or to any other person.
5. I shall keep my visa papers with full security & always ready.
6. I shall observe strict discipline and follow the instructions of my Teachers/Professors/Attendants and other authorities during my stay at .....
7. I shall not do anything while undergoing the said tour at (place of visit), which may bring disrepute to Amity & \_\_\_\_\_(Visiting Institution for SAP), its officials, or prejudice the relations between Amity and the participating institutions.
8. I will make the complete payment as laid down by Amity & \_\_\_\_\_Visiting Institution for SAP) for the said Programme.
9. I have taken the necessary Insurance Policy, and Amity & \_\_\_\_\_(Visiting Institution for SAP) has no liability whatsoever, to bear, in case any mishap / mishappening occurs to me.
10. I shall in no case leave .....(place of stay) during my stay for this Study Abroad Program and would proceed straight back to India post completion. In case due to extreme circumstances

I need to leave ..... (Place of stay), I understand that I would need the written permission of Director, Amity .....

11. I also understand that in case I am found guilty of any unlawful activity or breaking the rules mentioned above or otherwise, I shall be liable to be deported back to India and Amity & ..... (Visiting Institution for SAP) shall not be liable for any financial claims/refunds.

12. I am responsible for my visa documentation and shall not hold Amity & \_\_\_\_\_ (Visiting Institution for SAP) responsible for Visa Rejection.

13. I would make the complete payment towards any loss or damage caused by me to the Institute's property or the Arrangements made during my stay at ..... (Place of stay).

(Signature of the Student)

(Signature of the Witness)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**Annexure E**

**Study Abroad/Exchange Application Form 2025**

In order for your application to be processed, we must have a **fully** completed Application Form and all supporting documents.

Supporting documents required are:

Full copy of the passport

Bank Statement

Enrolment letter from current institute

Study Programme

Year of entry:

Period of Study

Odd Semester (November to December)

Even Semester (April to May)

Summer Semester (June)

Study Programme

NAME (MUST BE AS IN PASSPORT):

Last Name:

First Name:

Middle Name(s):

Male

Female

Date of Birth: (Day/Month/Year)

Country of Citizenship (as in passport):

Passport Number:

Passport Issue date: (DD/MM/YY)  
Passport Expiry Date: (DD/MM/YY)

Permanent/Home Mailing Address:

Home number/Street: Town/City:  
State/Province: Postal/Zip Code: Country:  
Telephone (Inc country code):  
Mobile:  
Email:  
Alternative email:

Home University:  
Current Year of Study:

#### Contact Details of your Next of Kin

Title: Full Name:  
Email:  
Address:  
Home number/Street: Town/City:  
State/Province: Postal/Zip Code: Country:  
Telephone (Inc country code):

#### Disability/Learning Difference Information

Amity University [In] London welcomes students with disabilities and strongly encourages you to disclose any disability or medical condition which may impact your studies. Declaring disability will not affect the academic decision about your application but will help us put any individual arrangements or facilities in place for the start of your study abroad programme.

Please tick **at least one** of the following:

- No known disabilities
- Specific Learning disability e.g. Dyslexia
- Blind/partially sighted
- Deaf/hearing impairment
- Wheelchair user/mobility difficulty
- Mental health difficulties
- Unseen disability e.g. Diabetes, Epilepsy, Asthma

- Autistic spectrum disorder/Asperger's Syndrome
- Disability not otherwise listed, please explain below

Please indicate any additional support you may require

### Competence in English Language

Is English your first language      Yes       No

Are you currently being taught in English?       Yes      No

### Personal Statement

Please tell us a bit about yourself, including your reasons for choosing to study abroad at Amity University [In] London permission (please limit to 300 words):

Have you ever studied in the UK before? If yes, where did you study, how long did you study for and what programme did you study? What type of visa did you have for your studies?

Declarations

I give Amity University [In] London permission to contact 3<sup>rd</sup> parties (e.g. parents, guardians or home institution).

Yes, I give consent to contact 3<sup>rd</sup> parties

No, I do not give consent to contact 3<sup>rd</sup> parties

Do you have any criminal convictions?  Yes  No

(If yes, you will be contacted confidentially for further information and to determine your eligibility to attend Amity University [In] London permission.)

I undertake that I will return to my home country with ODD days of the end of the course at Amity specified in my invitation letter.

I agree to provide a copy of my exit stamp obtained when leaving the UK to Amity within even days of returning home. I understand that my certificate and transcript will not be provided until I send the exit stamp to Amity University [IN] London.

I confirm that the above information is correct and complete and all supporting documents are correct and authentic. If you are submitting this form electronically, please type your name or enter your electronic signature below. In doing so, you confirm that the above statement is correct, as if the document has been signed and dated by hand.

SIGNED: \_\_\_\_\_

DATE: \_



**ANNEXURE F:**

**BANK LETTER FORMAT (To be issued in Institute's letterhead and signed by HoI/HoD)**

**XX-XX-2024**

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **STUDENT NAME, ENROLLMENT NO.** is a bona-fide student of **COURSE NAME** of **XXXX-XXXX** batch at **INSTITUTION NAME**, Amity University Uttar Pradesh, Noida.

**He/She** is going for Amity University's Study Abroad Program to gain global exposure at **SAP DESTINATION NAME** from **28<sup>th</sup> April – 30<sup>th</sup> May 2025**.

The purpose of the letter is to allow him/her to remit the appropriate fee of **FEE AMOUNT** for the aforesaid Programme.

You are requested to do the needful.

Thank You!

Yours Sincerely,

**ANNEXURE G**  
**SAMPLE BONAFIDE LETTER**



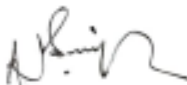
**AMITY UNIVERSITY**  
UTTAR PRADESH

**AMITY SCHOOL OF INSURANCE, BANKING & ACTUARIAL SCIENCE**

07<sup>th</sup> February 2024

**TO WHOM SO EVER IT MAY CONCERN**

This is to certify that Mr.Piyush Kalra, S/o Mr.Kapil Kalra, Enrolment No.A2883121036, is a bonafide student of Bachelor of Science (Actuarial Science) program Amity School of Insurance, Banking and Actuarial Science, Amity University Uttar Pradesh during the academic year 2021-24. He is a regular student.

  
(A.P. Singh)  
Director.



**ANNEXURE H:**

**SPONSOR LETTER FORMAT (To be issued by Father/Mother on 100 Rs Stamp Paper)**

**SPONSOR LETTER**

I, .....certify that my ward ..... studying in ....., Enrollment No ..... from **Institution Name** Amity University Uttar Pradesh is going for Study Abroad Programme for 5 weeks from **28<sup>th</sup> April – 30<sup>th</sup> May 2025** to Amity University [In] London.

I certify that he/ She is ready to go abroad from Amity University Uttar Pradesh. I have funded all the expenses and tuition fees from our own account and will bear all the expenses during his/her stay in ..... He/she will not be involved in any illegal activity over there.

Date:

Place: