

Joining Formalities :

Please keep approx. 10 recent passport size photographs ready with you when you arrive at the Institute as you may require the same to complete various formalities.

(I) At the Institute:

1. Report at the Dean (IR)'s office (located on 1st Floor, Main Bldg.)
http://www.ir.iitb.ac.in/?page_id=952
2. Meet the Head of the Dept. / Faculty advisor :-
 - For guidance about online course registration
 - Other instructions.
3. Attend the Institute Orientation programme for registration (**refer the [Academic calendar](#) for details about the dates of orientation and instruction**), Identity card and other formalities – the registration folder provided during orientation will include all relevant forms.
4. Contact Academic office (located on 2nd Floor, Main Bldg.) for:-
 - **Collecting the Registration folder** , if you could not attend the Institute Orientation program.
 - **Payment of fees.**
 - **Collecting the Bonafide certificate** to complete the residence registration at the F.R.R.O
5. Mess advance & Boarding charges to be paid as instructed by hall manager / mess manager .
6. Leave your local contact no. with the Dean-IR office.
7. Please inform the Office of Dean-IR / the hall manager of your respective hostel if you plan to be away from the campus for a few days.
8. Do your semester registrations and pay your fees as per the Academic calendar (this needs to be done in every semester)

(II) Foreigners Regional Registration Office (FRRO): Residence permit has to be obtained for stay in India by all foreigners (including foreigners of Indian origin), having visa for a period exceeding 180 days or else penalty has to be paid for delay. This formality has to be completed within 14 days of first arrival in India. This registration needs to be made every year.

For the bonafide certificate from Academic section first make an application to Dean (IR). - <http://www.ir.iitb.ac.in/wp-content/uploads/App.-for-bonafide-cert.1.doc>

How to get to Foreign Regional Registration Office (F.R.R.O)

The FRRO Mumbai office is open from Monday to Friday between 09.30 am to 01.00 pm for processing of all cases such as registration, extension etc. and on every 1st, 3rd and 5th Saturday's till 12.00 pm. However, it is closed on Public holidays.

Address :-

The Deputy Commissioner of Police
Foreigners' Registration Branch
C.I.D.- Special Branch –II, 3rd floor, Annexe Bldg.,
Badruddin Tayabji Marg, Near Times of India Bldg.,
Behind St. Xaviers College, Before J.T. Hospital
CST, Mumbai – 400 001

FRRO Tel. : 022-22621169, Fax-022-22620721.
Enquiry for registration and Visa services call on 022-22620446
Enquiry for PIO/OCI Call on 022-22621167

Website: <http://mumbaipolice.maharashtra.gov.in/FRRO.asp>

Documents to take with (4 copies each):-

1. Passport & visa ((including the page stamped with the date of arrival in India).
2. Four or more passport size photographs.
3. Bonafide certificate from Academic section stating that they are student of IITB.
4. Letter from Hostel towards address proof.

Also refer the “Registration Instructions” and “Online Registration” links on their website.

Additional information :**(I) Open bank account (if required):**

You can open a bank account with Canara Bank/ State Bank of India located in the IITB campus (after consulting the Mess Manager of your Hostel).

Documents for opening the bank account:-

1. 2 passport size photographs.
2. copy of passport.
3. Mess manager's introduction.

(II) Foreign currency can be converted into Indian Rupees at the following places:

1. Sahar International Airport.
2. Jerry Varghese Travels
206 Gateway Plaza, Hiranandani Gardens, Powai.
(exit through IITB Main Gate, turn right cross road, next to Pizza Hut)
Ph: 6734 1700/01/30/31/32/35
Contact : Foreign Exchange Cell
3. Thomas Cook (India) Ltd.,
A 2 Silver Ark Bldg., Ground Floor, J.B. Nagar,
Opp. Hotel Kohinoor Continental, Andheri (E)
Ph: 2821 4058 / 59.

Leaving formalities :-

1. Contact the respective dealing assistants in the Academic Office.
2. Inform the Hall Manager / Mess Manager at the Hostel at least two weeks before your departure to get back your refundable deposits, settle all your hostel dues.
3. Vacation of the hostel room:
 - i) Ph.D. :- 15 days after the submission of their thesis.
 - (ii) Masters (M.Tech., M.Des., etc.) :- 15 days (after deadline given by Academic office/ HCU to the regular IITB students)

For any stay, over and above this period, application needs to be submitted (in advance) to HCU through Dean-IR, for permission. If approved, the student will be permitted to stay for the requested period subject to availability of rooms and payment of rent (applicable for furnished rooms) on a per day basis, as per hostel rules.

4. Feedback form to Dean-IR office. - <http://www.ir.iitb.ac.in/wp-content/uploads/Feedback1.doc>