

Joining Formalities :-

Please keep approx. 10 recent passport size photographs ready with you when you arrive at the Institute as you may require these 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. (i) In case of project work, meet the project guide
(ii) In case of course work :-
 - Meet the Head of the Host Dept.
 - Contact the course instructors for registering for courses
3. Contact Academic office (located on 2nd Floor, Main Bldg.) for:-
 - **Issue of Roll no.**
 - **Course registration** – As opposed to online registration for courses for full program students, course registration for visiting students is done manually (on dates as mentioned in the [Academic calendar](#) – **Registrations are typically in end of December and the instructions begin in the first week of January; or end of July and instructions start a few days later**).
 - The Academic office will give 2 copies of the registration form.
 - The courses need to be filled up on the form, and need to be signed by the respective course instructors.
 - The form is to be finally signed by the Foreign Students Advisor.
 - 1 copy of the form is to be submitted to the Academic office and the other copy is to be given to the Advisor for record. Please take note of the minimum credits (15) & maximum credits (40) you are permitted to take in a semester, as mentioned in your offer letter.
 - **Course adjustment** - To be done by the date as mentioned in the Academic calendar. No requests after this deadline will be considered.
 - **Payment of fees** (as mentioned in the offer letter) .
 - **Identity card** (needed for accessing library, gymkhana facilities & Out Patient facility at the IITB Hospital)
 - **Bonafide certificate** (as applicable) to complete the residence registration at the F.R.R.O
 - **Next semester course registrations, payment of fees & relevant formalities.**
4. Dean-IR office will coordinate with the Computer Centre to obtain the login id and password for your internet access on campus.
5. Mess advance & Boarding charges to be paid as instructed by hall manager / mess manager at the hostels.
6. Please share 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.

(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://mumbai.police.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, cross road, turn right ,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. Inform the Hall Manager at the Hostel at least two weeks before your departure to get back your refundable deposits, settle all your hostel dues.
2. Vacation of the hostel room:
 - i. Course work students: 7 days after the Institute's end semester exams.
 - ii. Project work students: 7 days after the approved duration of project work.

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.

3. In case you have issued any books from the Central Library please return it before your departure.
4. Feedback form to Dean-IR office -
<http://www.ir.iitb.ac.in/wp-content/uploads/Feedback1.doc>