



INSTRUCTIONS TO THE CANDIDATES

**Children of Indian Workers in Gulf Countries (CIWGC) Category
Admission 2022 – B.E. / B.Tech.**

**ATTACH THE FOLLOWING SCANNED COPY OF DOCUMENTS AND CERTIFICATES
FOR ONLINE REGISTRATION (Size : 256 KB - 2 MB in PDF format for Uploading)**

1. Recent NRI status certificate of the (Father / Mother / Legal Guardian*) issued by the Indian Embassy of the respective country with their seal as per the Annexure - I (Affidavit for NRI status is not accepted). **The Embassy Certificate obtained prior to January 2022 shall not be accepted.**
2. Employment Certificate of the NRI (Father / Mother / Legal Guardian) as per the Annexure - II. In the case of self employment, nature of business, annual income and required proof: Income - Tax paid (for the last 3 years) to be produced.
3. NRE / NRI bank account statement of the NRI (Father / Mother / Legal Guardian), at least for the last six months.
4. Valid Indian Passport and Visa of the NRI (Father / Mother / Legal Guardian).
5. **Birth Certificate or Valid Indian Passport of the Candidate.**
6. School Transfer Certificate / Migration Certificate. If these certificates are not issued in the respective country, an equivalent transfer certificate from the Principal has to be specially obtained.
7. **For 10+2 type of Indian Boards OR Foreign Boards:**
 - a. Mark sheets of Secondary School Leaving Certificate (X Standard) or equivalent.
 - b. Higher Secondary Certificate (XII Standard) or equivalent.

OR

 - c. For 8+4 type of Foreign Boards: Mark Sheets from 8th to 12th standards.
 - d. For 9+3 type of Foreign Boards: Mark Sheets from 9th to 12th standards.

**Certificate to be provided for the Legal Guardian of the candidate by the court as per provisions of "The Guardians and Wards Act 1890".*

NOTE:

- 1. Scanned Copy of the documents listed above (1 to 7) must be uploaded without fail.**
2. Printed mark sheets issued by the respective boards only will be accepted.
3. Hand written mark sheets will not be accepted.
4. Equivalence of marks for grades should be provided by the examination authorities / Boards.
5. Information for applicants regarding admission will be available in Anna University Web Portal. Do not expect individual email communication.
6. The Scanned copy of the High School Diploma Certificate (if the student has completed studies from International Boards which provide three / four year high school diploma) must be attached. Such student should also enclose the photocopy of the mark sheet of 8th Standard or 9th Standard or equivalent level (Pre-Diploma level).
7. Anna University reserves the right to ask for additional documents if necessary.
8. Predicted scores will not be accepted.
9. In case, the final transcripts have not been received before the last date of registration of applications, submit the other documents. However, the final transcripts should be submitted before the commencement of Choice Filling/Counseling.

1. ADMISSION REQUIREMENTS

Application Form

Applicants can register online at the Web Portal: www.annauniv.edu/cfa from **24.06.2022**.

If the candidate wishes to apply for both CIWGC and NRI Categories, separate applications should be submitted.

Eligibility and Academic Qualifications required for B.E. / B. Tech.(Four year) Degree Programmes:

Candidates must have passed the qualifying examination, i.e. (10 + 2) of Indian System or its equivalent (completed 12 years of school education).

The Candidate should have passed in all the subjects and scored a minimum average of 45 percentage in Mathematics, Physics and Chemistry put together.

In case, the results are awaited for the qualifying examinations, applications may be submitted with other documents before the deadline. However, the transcripts should be produced before the counseling.

If the candidate has grade certificates, he/she has to produce either the actual marks or equivalent marks for the respective grades. In case equivalent mark range is given for grades by the respective examination authorities, **only the minimum marks applicable to the grades in the eligible subjects (Mathematics, Physics and Chemistry) will be taken into account.** The candidate should provide equivalent mark or mark range for grades from the respective board only.

Letters from Principals regarding equivalent mark or mark range for grades will not be accepted. The candidate has to provide a pass certificate, if it is not clear from the mark sheet whether the candidate has passed all the subjects. Mark sheets with voluminous data or confusing formats will not be accepted. The decision of Anna University will be final in case of any ambiguity in the eligibility criteria.

Registration Fee: US \$250 (+18% GST) (Use Debit Card / Credit Card)

The Payment can be made using Debit Card / Credit Card.

The transaction charges for Online Payment, if any, should be borne by the Candidate.

COUNSELING PROCEDURE

At the time of Online Choice filling / Counseling, the candidates have to pay \$1,000/- as Initial deposit through Online mode and a Non- refundable Counseling fee of \$50 (+18% GST) for participating in Online Counseling.

After the last date of registration of application, a merit list will be prepared based on the aggregate mark calculated for 200, Mathematics reduced to 100 and Physics and Chemistry marks to 50 each. The aggregate mark will be considered for ranking.

Determination of Inter-se-merit :

In cases where more than one student have got the same marks in the common merit list, the inter-se-merit among such students shall be determined in the order of priority as specified below:-

- (i) Percentage of Marks in Mathematics
- (ii) Percentage of Marks in Physics
- (iii) Percentage of Marks in the Optional Subject
- (iv) Percentage of Total marks in the qualifying Examination
- (v) Percentage of Total marks in X Standard Examination
- (vi) Date of Birth
- (vii) Random number assigned.

The Counseling for Admission for the Academic year 2022-2023 will be conducted only through Online. Once the Rank list has been published, the Web Portal for exercising the choice of the branch of study will be available.

Important:

The Candidates are informed that admission will only be Provisional. If the candidate is found ineligible on verification of original certificates by the Competent Authority, they cannot claim any right for admission or continuation of study at any stage.

The Candidates can apply only through online mode.

www.annauniv.edu/cfa

ANNEXURE - I**FORMAT FOR NRI CERTIFICATE FROM EMBASSY**

(In the Letter Head of the Embassy office)

No.

Dated:

CERTIFICATE

This is to certify that (Father / Mother / Legal Guardian)holder of Indian passport no.....datedissued at (Place of issue)is residing in this country sinceHe / She is a Non- Resident Indian.

(Signature, Designation & seal of the issuing authority)

**Note: 1. The NRI Certificate given by embassy in a different format is accepted
2. Affidavit of NRI Certificate is not accepted.**

ANNEXURE - II**FORMAT FOR THE CERTIFICATE FROM THE EMPLOYER**

(In the letter Head of the Company / Organization)

No.

Dated:

This is to certify that(Father / Mother / Legal Guardian)holder of Indian passport no.....datedissued at(place of issue).....is an employee of our company / organization since (Date of joining).....in the position of.....(Designation)and drawing a monthly salary of

This certificate is being issued upon his / her request for the purpose of college admission.

(Signature, Designation & seal of the issuing authority)