



CENTRE FOR ADMISSIONS
Anna University, Chennai – 600 025, INDIA

INSTRUCTIONS TO THE CANDIDATES

Children of Indian Workers in Gulf Countries (CIWGC) Category
Admission 2022 – M.B.A. Degree Programme

**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. **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.
7. Mark Sheets of qualifying degree for all the semesters / Consolidated Mark Sheet.
 8. Qualifying Degree Certificate / Provisional Certificate
 9. Transfer Certificate / Migration Certificate.
 10. If the student has studied in a University other than Anna University, then Mode of Study certificate from the Registrar of respective University has to be specially obtained as per Annexure – III.

**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 10) 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 uploaded in Anna University Web Portal.
6. Anna University reserves the right to ask for additional documents if necessary.
7. Predicted scores will not be accepted.
8. 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 / Online Counseling.

1. ADMISSION REQUIREMENTS

1.1. Application Form

Applicants can register online at the Web Portal: www.annauniv.edu/cfa from **13.07.2022**

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

1.2. Eligibility and Academic Qualifications required for a M.B.A. Degree Programme (Two year):

Pattern of Study	Education
M.B.A.	<p>A pass in a recognized Bachelor's degree of minimum 3 years duration and obtained atleast 50% (45% in the case of candidates belonging to reserved category) in the qualifying Degree Examination.</p> <p>(a) 10+2+3 years pattern (Or)</p> <p>(b) 10+3 years Diploma +3 years pattern (Or)</p> <p>(c) B.E./ B.Tech./B.Arch./B.Pharm. (Or)</p> <p>(d) (i) 10+2+AMIE* (Or) (ii) 10+3 years Diploma (awarded by the State Board of Technical Education)+ AMIE*</p>
<p>*Candidates with section 'A' &'B' certificates (A.M.I.E.) and other similar certificates of professional bodies or societies recognized by the Ministry of Human Resource Development, Government of India and enrolled before 31.05.2013 are considered to be equivalent to B.E./B.Tech. Degree holders only with 2 years regular full time Teaching / Industrial experience in the relevant field after successful completion of the course including project work. An Experience Certificate is to be produced by the candidates.</p>	

If the candidates produce grade certificates, they have to produce either the actual marks of equivalent marks for the respective grades. In case equivalent marks range is given for grades by the respective examination authorities, only the minimum marks applicable to the grades in the eligible subjects will be taken into account. The candidates should provide equivalent mark or mark range for grades from the respective board only.

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.

1.3. 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.

1.4. Counseling Procedure

The Counseling for Admission for the Academic year 2022-2023 will be conducted only through Online. At the time of Online Choice filling / Counseling, the candidates have to pay \$1,000/- (+18% GST) as Initial deposit through Online mode and a Non-refundable Counseling fee of \$50 (+18% GST) for participating in Online Counseling. 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)

ANNEXURE - III

FORMAT FOR THE MODE OF STUDY CERTIFICATE

(in the Letter head of the University)

No.

Dated:

This is to certify that Mr./Mrs..... (Register No.) pursued B.E./B.Tech. Degree programme in branch in Department of of four years duration from to in the college of this University.

Mr./Ms.was a full time regular student of this University during the above period. He/She has qualified for the award of the Degree with..... CGPA/Percentage in Academic year 20..... - 20.....

This certificate is issued to enable Mr./Mrs. to apply for Higher Studies.

REGISTRAR
*(Signature, Designation & seal
of the issuing authority)*