

Frequently Asked Questions (FAQs)

1. Who can be admitted as an international student of IGNOU?

Ans. A person residing outside India and seeking admission for the courses offered by IGNOU where there are Partner Institutes of IGNOU. A list of all Partner Institutes may be seen at <http://id.ignou.ac.in>

2. What is the procedure for taking admission by an International student?

Ans. IGNOU offers its selected programmes for the international students through its overseas Partner Institutes who render student support services to such students in accepting the forms, assignments, synopsis, project and conducting the examination on behalf of IGNOU etc. The students intending to pursue the IGNOU programs should contact the concerned Partner Institute in their vicinity and fill the admission form along with the requisite fees within the prescribed date.

The details of Partner Institutes :

(<http://ignou.ac.in/userfiles/List%20of%20Partner%20Institutions.pdf>),

programsoffered by them :

(<http://www.ignou.ac.in/userfiles/programmes%20offered.pdf>)

fees applicable are available at :

<http://www.ignou.ac.in/userfiles/Fees%20structures%20of%20programmes.pdf>

3. What is the fee chargeable to International student for IGNOU programmes?

Ans. IGNOU has a two-tier fee structure for international students:

- i) Applicable for students of SAARC countries
- ii) Applicable for students residing in the countries other than the SAARC countries. The details of Programme-wise fee chargeable is available at IGNOU's website :
<http://www.ignou.ac.in/userfiles/Fees%20structures%20of%20programmes.pdf>

4. Can an international student pursue IGNOU programme from India?

Ans. The international students residing in India can pursue IGNOU programs for which they need to submit their admission forms along with a copy of valid study visa for the minimum duration of the programme, with the concerned Regional Centre and have to pay the fee applicable for international students for the programme.

5. What documents are to be submitted when an international student residing in India takes admissions in India?

Ans. The international student residing in India can apply for admission for IGNOU programmes and has to submit the following documents:

- i) Application form (can be obtained either from Regional Centre or IGNOU headquarters)

- ii) Valid study visa for the minimum duration of the programme
- iii) Demand draft for the requisite fee payable in equivalent INR favouring IGNOU payable at IGNOU
- iv) Copy of passport
- v) No objection certificate from the concerned Embassy in India regarding study in IGNOU.
- vi) Copies of the educational certificates (translated in English if in any other language).
- vii) In case of equivalence is not know, an equivalence certificate may be obtained from Association of Indian Universities (AIU) office.

6. Can a student enroll from a place where there is no Partner Institute?

Ans. Since the Partner Institute provide student support services like acceptance of admission forms / re-registration forms, evaluation of assignments, forwarding of assignments grades to IGNOU and conduct of exams / viva for the project in the absence of any Partner Institute, the IGNOU program cannot be offered from a place where there are no Partner Institutes.

7. When does the learner become eligible for obtaining the final degree?

Ans. The candidate who completes assignments, theory papers, practical, project and viva becomes eligible for the award of degree by the University. However, the Degree is conferred at the convocation of the University but until the final degree is awarded the 'provisional certificate' is issued to the learner. The student is provided Grade Card and Provisional Certificate of the completion of all the required courses and after the minimum duration of the programme.

8. How many times the University conducts the examination in a year?

Ans. The University conducts examinations twice a year i.e. June and December.

9. When does a candidate become eligible for taking the examination?

Ans. A student who has completed the minimum period of study becomes eligible for taking the examination. For example, a student of Management Program becomes eligible after six months from the registration of the particular course. Whereas, a student of Master's / Bachelor's Degree or Diploma program becomes eligible after a study of one year. Thereafter, the student can appear in the subsequent Term End Examination.

10. What is the examination fee for the international students?

Ans. IGNOU has a two-tier fee structure for the international students:

- i) Applicable to the regular students registered with the overseas Partner Institute – USD 10 per course (per subject).
- ii) Applicable for students registered as national student but appearing from overseas Partner Institute:

- a) USD 60 per course for the first appearance
 - b) USD 110 per course for the second appearance
 - c) No permission is granted for third or subsequent appearance
- iii) Applicable for students registered with the overseas Partner Institute but intending to take examination from India – Rs. 60 per course + USD 20 or equivalent INR towards administrative charges.

11. What is the schedule of filling up of examination forms?

Ans. For June Term End examination, the candidate should submit his/her filled in examination form with the concerned overseas Partner Institute / Regional Centre latest by 31st March along with the requisite fees. For the December examination the filled in examination forms should be submitted not later than 30th September.

12. Can a student take examination from a place where there is no Partner Institute?

Ans. For the A candidate to take examination at a place where there is no overseas Partner Institute the candidate has to obtain written permission from the Indian Embassy of the respective country for taking the examination at the Indianmission. However, the examination would be conducted as per the Indian Standard Time (IST).

13. What is the procedure for obtaining degree certificate from the Partner Institute / IGNOU?

Ans. The candidate who successfully completes all the components of the program is eligible for award of degree. The candidate has to submit USD 15 (for students of non-SAARC countries) and INR 500 for students of SAARC countries.

14. What is the process of getting the Degree by a student from a place where there is either no Overseas Partner Institute or the Overseas Partner Institute is not operational.

Ans. In such case, the degree fee for Non-SAARC country & SAARC country US\$15 & INR500/- respectively may be forwarded to The Director, International Division, Block 15, Section K, Second Floor, IGNOU, MaidanGarhi, New Delhi. The student also need to submit the following documents:

- (a) Degree fee (DD should be in favor of IGNOU payable at “New Delhi”)
- (b) Original ID card issued by IGNOU
- (c) if ID card is not available in such case you are advised to produce any original document issued by IGNOU viz. hall ticket, grade card etc. for collection of your degree certificate
- (d) Copy of valid passport copy duly self signed

15. Can a student seek change of Region / Partner Institute / Regional Centre during her or his studies?

Ans. A student can seek change of region from overseas to India or vice-a-versa subject to the condition:

- i) Such a change is not permissible for B.ED course from overseas to India.
- ii) Change for Management Program from the overseas to India is permissible if the candidate undertakes to remit international fees during her/ his studies.

16. What is the procedure for seeking change of Region?

Ans. IGNOU provides the facility of change of region from overseas to India and vice-a-versa subject to certain conditions as mentioned in the above question. The candidate can apply in the prescribed form along with a fee of USD 50 or equivalent INR. Such application may be sent to the Director, International Division, Block 15, Section-K, IGNOU, MaidanGarhi, New Delhi – 110068.

17. What is the procedure for obtaining transcript of the degree earned by a student?

Ans. The student can apply for transcript in the prescribed form along with a fee of INR 1000 for students of SAARC countries and USD 100 for non-SAARC countries to the Director, International Division, Block 15, Section-K, IGNOU, MaidanGarhi, New Delhi – 110068.

18. Can a student seek for migration certificate?

Ans. Once the program is completed a student can seek migration certificate giving reasons for the same. The student has to apply in the prescribed form along with a fee of USD 50 for non-SAARC countries and INR 500 for SAARC countries. The application form along with a copy of degree certificate should reach the Director, International Division, Block 15, Section-K, IGNOU, MaidanGarhi, New Delhi – 110068

19. Can a student seek for change of elective?

Ans. The student can seek change of elective in the prescribed form along with the requisite fee applicable depending upon the number of credits of the course. The fee for change of elective is as follows:

- For 4 credit course – USD 30 / INR 300
- For 6 to 8 credit course – USD 60 / INR 600

20. What is the procedure for obtaining duplicate degree?

Ans. A candidate can apply for duplicate degree enclosing a copy of the degree or program pursued with respective enrollment No. along with a fee of USD 40 for non-SAARC countries or INR 400 for students from SAARC countries.

21. Can a student who is a drop-out from another University in subsequent years complete the program from IGNOU?

Ans. A drop-out student of another University can complete the program by taking admission in the respective program of IGNOU and then seek examination / credit transfer for the courses completed by her or him from the parent University.

22. Please elaborate the rules for re-evaluation of answer scripts?

Ans. i) The request for re-evaluation by the student must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later.

ii) The date of declaration of result will be calculated from the date on which the results are placed on the IGNOU website.

iii) After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.

iv) The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also be made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.

v) Re-evaluation is permissible in TEE only and not in the Project/Dissertation Practical/Lab courses, Workshops, Assignments & Seminar etc.

23. After taking admission in any programme can a student cancel the admission and request for refund of fee?

Ans. As per IGNOU norms, Fee once paid will not be refunded under any circumstances. It is also not adjustable against any other programme of this University. However, in cases where University denies admission, the programme fee will be refunded after deduction of registration fee through A/c Payee Cheque Only.

24. To whom the International student should submit the Assignments/ Synopsis / Project?

Ans. It should be submitted to the respective Partner Institution. In case of foreign student residing in India, all the related activities will be done at the respective study centre.

25. When the Assignment should be submitted?

Ans. It should be submitted as per the last date mentioned on Assignments of respective session of admission.

26. How much time it takes for updating assignments marks/Grades on the IGNOU's website?

Ans. It takes about 15 working days for updating assignment marks on the IGNOU website.

27. How one can submit Synopsis for Project?

Ans. The student has to prepare the brief of Project under the guidance of project supervisor (kindly refer point No. 4 of MS-100 guidelines for project course).

28. Is submission of Synopsis sufficient for submitting the project for completion of the programme

Ans. No, the Synopsis submitted by the student is forwarded to the concerned school / faculty. The outcome of the same is intimated to the student through PI. If the Synopsis is approved then only the student may start preparing working on the Project.

29. How much time it takes for approval/disapproval of the Synopsis.

Ans. As per IGNOU norms it takes three months' times for approval / disapproval of Synopsis.

30. What is the process of submitting the project?

Ans. The project report is to be submitted with the original approval of Synopsis duly authenticated by the project supervisor along with the bio-data of the supervisor and a certificate of originality as specified in the guidelines on the project.

31. Is there any course in IGNOU that will help a learner who has not studied in any educational institution?

Ans. IGNOU has a bridge course called BPP (Bachelor Preparatory Program) of 6 months after completing which the learner may pursue Bachelors degree program from IGNOU. But note that BPP is never equivalent to 10+2 and its validity is only within IGNOU.

32. Whether a learner can get transfer from India to abroad for continuing his/her studies?

Ans. The learner may get transfer to such countries where IGNOU has its partner institutes and the program he/she wants to pursue is in offer in such Partner Institutes. For this a list of partner institutes along with the programs offered may be seen at: <http://id.ignou.ac.in>

33. For enquiring about the equivalence of credits/certification of international degree what is the learner supposed to do?

Ans. For necessary information AIU office may be contacted for getting equivalence of the student's degree/certification. After confirming the equivalence, the student may submit the letter of equivalence from AIU with admission form for further processing in IGNOU.

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35. If the maximum duration for BA program is over what shall one do

Ans. One can apply for re-admission for all the incomplete courses in a program. After maximum duration of BA i.e. 06 years, two more years of re-admission time is left for completing the incomplete courses. One is required to take re-admission by paying a pro-rata fee.

36. If an overseas student wants to do MBA program from India what are the procedures?

Ans. If one wants to take admissions from India, one needs to appear the OPENMAT Entrance conducted by IGNOU. Only after clearing the OPENMAT exam, one can apply for admissions into the MBA program. For further details, the student may communicate with the nearest Regional Center.

37. Can a student do MBA from a place where there is no Partner Institute of the University?

Ans. In this regard, this is to inform that IGNOU offers its programmes only through its Partner Institutions located in different places in the world which acts as the study centers. Where there is no IGNOU's PI, it may not be possible to offer any IGNOU's programme from there.

38. I am interested in taking admission in M. SC(DFSM).I am an Indian national who lives in Canada and has Canadian Citizenship. I am interested in this program and would like to start as soon as possible. Please if you can reply as soon as possible. The reason I have chosen IGNOU is as there is no option for distance education for M.Sc. in Canada

Ans. IGNOU offers its program through its Partner Institutes functioning at selected countries. These Partner institutes accept the admission forms, examination forms, assignments, projects, conduct examination and Viva-vice etc. viz. provide the student support services to IGNOU students. Since none of the Partner institute is operational from Indonesia / Canada, it is regretted that no program of IGNOU can be offered to you from there.

39. Please inform the process how to obtain attested BCA mark sheets to be sent to USA where I will be pursuing Masters? Is there a university application/form? Kindly advice

Ans. In order to get the degree / grade card attested, you are advised to apply in the prescribed form (Scanned copy enclosed) alongwith requisite fee of US\$100 in the form of Demand Draft in favour of "IGNOU" payable at New Delhi. On receipt of the application, the same would be processed and it may take 10-15 working days.
