



Ref. No. JISU/NAD/07-2025/004

Date: 18-07-2025

NOTICE – ABC / APAAR Id creation for foreign students

All foreign students who are recently admitted / already registered under this university are instructed to submit the copies of below mentioned documents to the Office of the Controller of Examinations (Room No. 206).

Documents (except Nepal and Bhutan Citizens)

1. FRRO Registration Certificate – issued by the FRO, Gov. of India.
2. Admission Letter – issued by the Registrar Section, detailing course name, duration, start date, and institutional seals/signatures.
3. Passport (Front Page)
4. Passport (Back Page)
5. Visa
6. Passport-size Photograph – a recent, clear photo of the applicant.
7. University Identity Card – issued by the university, to be self-attested and accompanied by a signed consent.

Documents (for Nepal and Bhutan Citizens)

1. Citizenship Certificate – which recognizes an individual as a citizen of Nepal/Bhutan and is essential for verifying nationality.
2. Admission Letter – issued by the Registrar Section, detailing course name, duration, start date, and institutional seals/signatures.
3. Passport-size Photograph – a recent, clear photo of the applicant.
4. University Identity Card – issued by the university, to be self-attested and accompanied by a signed consent.

Dr. Santanu Banerjee
Dy. Controller of Examinations

Copy to–

1. Hon'ble Pro-Chancellor
2. Hon'ble Vice Chancellor
3. Hon'ble Pro-Vice Chancellors
4. All Directors and Deans
5. Controller of Examinations
6. Registrar Section
7. Admission Section
8. All HODs
9. Office file
10. Notice Board



Nodal Officer
(NAD-Digi Locker & ABC)
JIS University, Kolkata