



International Management Institute
Kolkata

APPLICATION INSTRUCTIONS FOR EXCHANGE STUDENTS

Connotation of Exchange Student

You are a student from a university/institute that has a reciprocal exchange agreement with IMI Kolkata. You must be nominated by your university/institute to pursue few courses at IMI Kolkata. The coordinator from the home university/institute from where you belong must submit your application.

If you qualify as an exchange student, the documents mentioned below must be submitted before the due date put forth by IMI Kolkata to complete the admission process under exchange programme for one or more trimesters.

Documents required for completing the application procedure

- **Exchange Student Admission Application Form** (duly filled in by the student, also signed and stamped by the home university/institution).
- **Statement of Purpose** The exchange student has to explain his/her motivation to pursue courses at IMI Kolkata, i.e. why s/he decided to come to IMI Kolkata (1 Page).
- **Transcripts of Records** Current Academic Transcripts need to be submitted. Must be an official transcript stamped and signed by a university official. Without these IMI Kolkata cannot validate the application form and cannot register the student.
- **Proof of English Proficiency** All non-native English speakers are required to validate English proficiency prior to admission. Native speakers of English belonging from a country in which English is the exclusive official language are exempt from this prerequisite.
- **Photocopy/Scanned Copy of Passport**

- **Brief Resume (in English)**
- **Letter from a Guarantor** The guarantor may be the student's ~~parent~~ relative. The letter should state that s/he is taking entire responsibility for expenses to be incurred by the student in India for boarding & lodging/food/academic/health issues/legal matters and the like. Submission of an identity proof of the guarantor to IMI Kolkata is required.
- **Application Requirement** At least a completed Bachelor Programme in Engineering, Management, Business Studies, Social Science and Humanities with a minimum of 6 CGPA on a 10 point scale.

All classes are conducted in English, therefore students are expected to have a sufficient command over the English language in order to understand, make oral presentations, write reports and exams etc.

- **Course Registration** IMI Kolkata needs a formal document via email from the home institution/university of the exchange student for course registration. The document is needed before the arrival of the students at the IMI Kolkata campus.
- **Grading at IMI Kolkata** The grading system at IMI Kolkata is on a 10-point scale. In each course a student is awarded a Letter Grade only. The weighted average for all courses taken by a student in the program is called the Cumulative Grade Point Average (CGPA).

The letter grades and the equivalent grade points are as follows

Grade	Points	
A+	10	Exceptional
A	9	Excellent
A-	8	Proficient
B+	7	Very Good
B	6	Good
B-	5	Fair
C+	4	Satisfactory
C	3	Unsatisfactory
C-	2	Poor
D	1	Very Poor
F	0	Fail

Estimated Cost for a Trimester

Tuition Fees

Waived as per agreement with IMI Kolkata

Travel & Health Insurance

Before the students leave their country, they must make sure that they have taken out travel insurance and health insurance valid for the full length of stay in India covering health issues, accidents and sanitary repatriation. Otherwise, an amount of US\$ 200 approximately will be charged by IMI Kolkata towards health insurance cover.

Accommodation

Accommodation for exchange students in the rooms at IMI Kolkata campus may be arranged subject to availability. The charge applicable is US\$ 300 per month.

Food

Students at IMI Kolkata pay INR 5200 approx. per month for normal Indian food available at the IMI Kolkata mess/canteen. Special food may be arranged for exchange students at a higher cost.

Books/Supplies

INR 1000 approximately per course per student during a trimester.

Miscellaneous

Expenses for local travel, toiletries, some recreation, vacation meals, and incidentals will depend on individual spending habits. This amount is expected to range between INR 5000-8000 in normal circumstances.

Study Programme Taught in English- Post-Graduate Diploma in Management (PGDM) equivalent to MBA.

Summary of Course Structure- Each Course is of 30 hours duration that is equivalent to 3 credits. However, few courses of 15 hours duration each are also there

IMI Kolkata Academic Calendar

Term I and IV:	Mid/Last week of June
Term II and V:	Mid/Last week of September
Term III and VI:	First Week of January

Nomination and Application Deadline

Nomination Deadline for Trimester I and IV - March 10, 2019

Application Deadline for Trimester I and IV - April 15, 2019

Nomination Deadline for Trimester II and V - June 10, 2019

Application Deadline for Trimester II and V - July 15, 2019

Nomination Deadline for Trimester III and VI - September 10, 2019

Application Deadline for Trimester III and VI - October 15, 2019

Please Note:

1. The duly filled-in application form must be signed and stamped by the Home Institution.
 2. Please send the filled in application in pdf format. Applications which are not in pdf format will not be accepted. No photos of application form will be accepted.
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Orientation Programme - *IMI Kolkata may provide an orientation programme for all International students before the commencement of classes. The programme would cover matters viz. healthcare, banking, academic expectations and standards, general life and culture in Kolkata.*

General Rules for students applying to undertake the exchange programme:

1. The students are expected to uphold the decorum of the Institute abiding by the rules of the hostel and the Institute in general during their stay as disciplinary action deemed fit by the Institute authorities will be initiated against the offenders.
2. Any act of intimidation or violence, wilful damage to property, or drunken and riotous behaviour constitutes an offense.
3. Use of narcotics, smoking, consumption of alcoholic beverages and gambling are strictly prohibited in the Institute premises.
4. Students have to keep the Institute informed about any leave taken by them.
5. For any intended travel plan outside the city, students must provide the Institute with necessary details of their travel with proper contact numbers prior to their travel.
6. They also have to abide by the stipulations as specified by the Foreigners Regional Registration Office (FRRO) of India.

Pre-requisite for undertaking the exchange programme

VISA : All students living outside India will have to apply for a visa. Please check with your nearest Indian Embassy or Consulate. On acceptance at IMI Kolkata, the students will receive the official acceptance letter in English for visa purposes.

International Relations & Partnership

Tirthankar Nag, Ph.D.

Professor & Dean (Research & International Relations)

Contact: +91 -33- 6652 9622

Email : t.nag@imi-k.edu.in

Application forms and other related documents are to be forwarded to:

International Relations Department

Email: internationalrelations@imi-k.edu.in

For any query related to this, kindly contact: +91 -33- 6652-9657/9648