

# ***Sample Admission Offer Letter for Postgraduate Programmes***

***June 14, 2013***

Dear \_\_\_\_\_

Roll Number: \_\_\_\_\_

***RE: Admission to Master's Program at South Asian University - Academic Year 2013-14***

We are pleased to inform you that based on your performance in the Entrance Test; you have been selected for admission to the following program at the South Asian University:

**M.Sc./M.A. : 2-year (4-semesters) program**

1. Please note that classes for the above course will commence from ***July 26, 2013***.
2. Please confirm your acceptance/non-acceptance of this admission offer by Email: [admissions@sau.ac.in](mailto:admissions@sau.ac.in) immediately.
3. In case you accept the offer, please note the fees that **you would need to pay**:

**One-time fees:**

- a) **Non-refundable Admission Fee US\$ 100 (Indian Rupees 5500/-)**
- b) **Refundable Security Deposit US\$ 100 (Indian Rupees 5500/-)**

**Fees to be paid per semester:**

- a) **US\$ 500 (Indian Rupees 27500/-) (for students availing of hostel seat)**
- b) **US\$ 440 (Indian Rupees 24200/-) (for day scholars not requiring hostel seat)**  
*Hostel accommodation will be available only to students from outside Delhi/NCR.*
- c) **Rs. 50/- per semester to the Students' Aid Fund.**

**Semester's duration :**      *Monsoon Semester : 26 July to 10 December*  
   *Winter Semester : 11 January to 25 May*

**In order to secure admission, you must deposit “non-refundable” advance fee of US\$ 300 (INR 16,500/-) immediately but not later than June 28, 2013.** Non-payment of the fee by the deadline would automatically result in cancellation of this admission offer to you. Remaining fee will have to be paid at the time of registration.

4. The advance fee can be remitted in cash, **or** through telegraphic transfer / Credit / debit card through SAO on-line portal/ Bank draft as per details given in Annexure-1.
5. Advance fee paid now will not be refunded except in the case of your securing less than the minimum prescribed eligibility marks in your final qualifying examination results (see point 7 below), that may not have been declared as yet.
6. After depositing your advance fee, you are advised to immediately furnish details of the fee deposited together with scanned copy of the Receipt to the Deputy Registrar (Admissions) through email at : [admissions@sau.ac.in](mailto:admissions@sau.ac.in)
7. If your final results show that you have not secured the minimum required percentage of marks (55% marks for Science programs; and 50% for Social Sciences and Law programs), your

admission will be cancelled and advance fee paid by you will be refunded **on submission of a copy of final mark sheet** issued by your University.

8. The process of registration will commence at the South Asian University, Akbar Bhawan, Chanakyapuri, New Delhi from **Monday, July 22, 2013**. You are required to present yourself **in person** for completing registration/admission formalities on any day between July 22 to July 25, 2013. In exceptional cases, registration with late fee of US \$ 10 (INR 550/-) would be permitted up to August 14, 2013. Extension for registration beyond August 14, 2013, will NOT be permitted under any circumstances. Therefore, candidates are advised NOT **to come to the University for Admission after August 14, 2013**.
9. Location map of SAU is available on University website.
10. If you need a VISA to enter India for studies at SAU, you are advised to immediately approach the Indian Embassy/High Commission in your country along with a copy of this offer letter, and apply for SAU Student VISA. The SAU VISA is a special category Visa especially instituted by the Government of India for overseas students admitted to SAU.
11. The list of documents that you MUST bring along with you is enclosed (Annexure-2). ***You are strongly cautioned not to come to SAU unless you have all originals of your qualifying degree certificates/mark sheets/transcripts, on the basis of which, you have been offered admission to this course.***
12. The University has the provision of providing a limited number of Government of India's Silver Jubilee Scholarships (SJS) to students from Afghanistan, Bangladesh, Bhutan, Maldives and Nepal, if they come from economically weaker families and cannot afford to pay their fees. In addition, financial aid at different levels is also available for students from economically weaker families from all SAARC countries. A separate application will have to be submitted for availing SJS or SAU financial aid after you join the University. Details of Scholarships and financial aid are available at SAU admission webpage. If you wish to apply for SJS/financial aid, please bring along proofs of your family income (salary slips of your parents/bank statements, copies of income tax returns, Income Certificate issued by the designated competent authority, etc.). These documents will be necessary to consider your application for grant of SJS/financial aid. Disbursal of SJS and the financial aid will require that the student maintains a minimum of 75% attendance in classes, satisfactory academic performance and good conduct. Regular attendance and presence of the awardee in the university would be compulsory throughout the course and no part-time/full-time work outside the University will be permitted.
13. Hostel accommodation (on shared basis) will be available only to students from outside Delhi and National Capital Region (NCR) for the duration of Monsoon Semester and Winter Semester expressly defined as the periods from July 20 to Dec 15 and Jan 5 to May 31 respectively for this purpose. No accommodation will be provided for spouse and family members of the students. Students will be expected to vacate the hostels during summer and winter vacations.
14. **Mess is compulsory for all Hostellers.** Mess charges are likely to be around US\$ 80 (Indian Rupees 4400/-) per month and will have to be paid in advance for each month.

Awaiting your response and with best wishes,

**Sincerely,**  
**(Anwar Ul Haq)**  
**Deputy Registrar (Admissions)**

## Annexure -1:

Remittance of fees : Following options are available for depositing the fee:

1. Payment in cash in Indian Rupees at the Cash Counter of SAU
2. Payment “on-line” by Credit Card (Please go to the fee payment link on SAU website)
3. Payment through bank draft in the name of Registrar, SAU, payable at Delhi
4. Through electronic transfer of funds to SAU bank accounts detailed below:

- 1) Bank Name : **State Bank of India**
- 2) Branch : Old JNU Campus Branch, New Delhi-110067.

3) Bank Account Number :

- |                                 |             |
|---------------------------------|-------------|
| a) For depositing Indian Rupees | 30796569318 |
| b) For depositing US \$         | 31211853518 |

- |                |   |             |
|----------------|---|-------------|
| 4) IFSC Code   | : | SBIN0001624 |
| 5) MICR Code   | : | 110002056   |
| 6) Branch Code | : | 01624       |
| 7) Swift Code  | : | SBININBB548 |

*Note: Details of the fee deposited by the candidate must immediately be furnished to the Deputy Registrar (Admissions) through email at : [admissions@sau.ac.in](mailto:admissions@sau.ac.in) giving candidate's name; course to which admitted; and scanned copy of the Bank Receipt / Cash Counter Receipt etc.*

## Annexure-2:

List of documents that must be submitted at the time of registration:

1. Recent passport size photographs (8 copies)
2. Original Matriculation (10<sup>th</sup> Class)/Higher Secondary/Pre-University or Senior School Certificate (12<sup>th</sup> Class); or an equivalent examination Certificate, showing your date of birth along with two self-attested photocopies of each.
3. Original statement of marks/transcript obtained by you in Senior School (12<sup>th</sup> Class) and Bachelor's Degree/Master's Degree examination etc. or their equivalent examination, along with two photocopies of each mark-sheet.
4. Original Bachelor's Degree along with two self-attested photocopies.
5. Original Master's Degree (if you have one) along with two self-attested photocopies.
6. Copy of Passport and Visa (if applicable)

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