

STUDENT EXCHANGE PROGRAM (2024 - 2025)

Name of University	FLAME University, Pune, India
Coordinating Office	FLAME International Relations Office
Campus Address	FLAME University Gat No. 1270, Lavale, Off Pune Bangalore Highway, Pune - 412115, Maharashtra, India
Contact Information	Ms. Benita Albert Choytoa, Assistant Manager The Office of International Relations FLAME University
Email	study.abroad@flame.edu.in benita.choytoa@flame.edu.in
Website	http://www.flame.edu.in/global-connect/study-abroad

GENERAL INFORMATION

Tentative Academic Calendar	FALL SEMESTER (End of July To Mid-December 2023) SPRING SEMESTER (Mid-December 2023 To April 2024)
Student Workload	The normal workload for full-time students is 18 credits per semester, but it may vary depending on the requirements of the home university.
Application Deadline	FALL SEMESTER 30 March 2024 SPRING SEMESTER 30 September 2024
Application Checklist	<p>Please read through the information provided below: Exchange students must send the following documents by e-mail attachment in PDF format (do not zip) to FLAME University (study.abroad@flame.edu.in):</p> <ul style="list-style-type: none"> • FLAME University Student Exchange Application Form • Latest Transcript from Home University • Copy of Passport • Approval Letter from Home University (signed and stamped) • Copy of photograph – size less than 50 KB. • Copy of Double Vaccination Certificate <p>It is very important that the applicants spell their full name as it appears on their passport. Applications received after the deadline or not supplemented with requisite documents shall not be processed.</p> <p>Students who need a visa should bear in mind that the visa application process may take up to eight weeks or so depending on Indian Embassy in your home country. Applicants will require Travel Insurance, Health Insurance and a Health Fitness Certificate on arrival along with the other documents mentioned in the Letter of Acceptance.</p>
Language Requirement	Medium of instruction and examination at FLAME University is the English language in all courses, other than specific language courses. Minimum English language proficiency is required. Students who do not fulfill the language requirement cannot be accepted.
Services available to exchange students	<ul style="list-style-type: none"> • Access to campus facilities including the library, dining, Wi-Fi, infirmary, laundry, regular shuttle service to the city etc. • Each student will be assigned a student and faculty mentor who will help in academic and administrative matters during the first week after arrival.

COURSE-RELATED INFORMATION FOR EXCHANGE STUDENTS

Online course information	http://www.flame.edu.in/academics
Course schedule/timetable	Will be provided upon arrival
Level of courses	Exchange students normally take courses according to the academic level at their home institution.

Wire Transfer Details

Name of the Bank	Bank of India
Branch	Lavale, Pune-411042
Name of the Account	FLAME UNIVERSITY
Current A/c No	062020110000581
Swift Code	BKIDINBBPMB
RTGS / IFSC Code	BKID0000620

VISA REQUIREMENTS

Are exchange students required to obtain a student visa?	Depends on nationality; information available at https://indianvisaonline.gov.in/visa/index.html
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DOCUMENTS REQUIRED

Which documents should a student bring along?	<ol style="list-style-type: none">10 hard copies of photographs with size 2x2 inches and soft copy 50 kb in jpg formatFLAME University Admission LetterScanned copy (PDF format) of passport (file size less than 200 KB)Scanned copy (PDF format) of visa (file size less than 200 KB)Scanned copy of your passport size photograph with size less than 50 KB.Scanned Copy of Double Vaccination CertificateA negative RT-PCR report with a validity of 72 hours.Hard copy of the Health Insurance and a Medical Fitness Certificate issued by a registered / authorized Medical Practitioner.
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ACCOMMODATION

Is university accommodation available for exchange students?	FLAME University programs are residential and it is mandatory for all students to live on campus for the complete duration of the program. The students are not required to pay tuition fees to FLAME University, in case the same is already paid at the home institution; though they are required to pay boarding, lodging and other charges for the period of stay.
Is university accommodation guaranteed?	Yes
Website for information on Accommodation	http://www.flame.edu.in/campus-life/infrastructure
Is an airport pick-up service available?	Yes and is chargeable <ul style="list-style-type: none">Mumbai Airport to FLAME University: Sedan: Rs. 3850 +GST / Bigger Vehicles: Rs. 5280 +GST.Pune Airport to FLAME University: Rs. 1800

FEES

<p>The charges per Semester for the 2023 - 2024 Session (in Indian Rupees):</p> <p>Residential Fees (includes housing and basic meal plan): Rs. 90,000</p> <ul style="list-style-type: none">Housing, Residence is in apartment-style twin-sharing rooms with common or attached bathroom facilities shared by flatmates.Residence fees also include dining charges and laundry services for up to 40 clothes per month. Usage of services above that limit is chargeable. <p>Other Fees (Includes IT services, on-campus medical expenses, Counseling and University bus service from campus to Pune city – (Fergusson College Road) and back - Rs. 35,000.</p> <p>**Additional sum of Rs 65,000 for housing facilities based on apartment style twin sharing air-conditioned rooms with attached bathroom.</p> <p>All payments are to be made in Indian Rupees, by means of a wire transfer or Demand Draft drawn on any bank operational in India.</p> <p>All fees/dues / charges mentioned in the FLAME Admission offer letter are to be paid for the confirmation of your acceptance.</p>
<ul style="list-style-type: none">Please note that like regular FLAME students, the exchange students will be bound by the academic and residential rules and regulations of the University and will abide by the laws of the country.Fulfillment of visa requirements and obtaining the same for the required duration including any renewal/extension is the candidate's responsibility.