



# AMITY UNIVERSITY

## UTTAR PRADESH

### POLICY GUIDELINES FOR STUDY ABROAD PROGRAMME

#### ODD SEMESTER 2026

*(In exercise of powers conferred under the provisions of section 7 (c) & 28(b) of the Amity University Uttar Pradesh Act, 2005, Article 6.3 (b)( VIII) of First Statutes and Clause 5 of First Ordinances, Amity University Uttar Pradesh, with an objective to formulate a procedure for Study Abroad Programmes, hereby notifies these Guidelines).*

#### **1.0 Short Title, Application and Commencement**

- 1.1** These Guidelines may be called Amity University Uttar Pradesh (Study Abroad Programme) Guidelines.
- 1.2** These Guidelines shall apply to all students of Amity University and its campuses.

#### **2.0 Objective**

- 2.1** The objective of these Guidelines is to formulate a procedure for Study Abroad Programmes.

#### **3.0 Introduction**

Study Abroad Programme (SAP) is important for global exposure of students of various disciplines. SAP programme has been re-engineered to give an experiential learning platform to the students of Amity on a global scale. The students will get hands-on experience of gaining knowledge of foreign culture, industry and economic dynamics. It will provide the students with an opportunity to interact with foreign faculty and carry out focused projects under their expert guidance.

##### **3.1** SAP will be offered in two modes:

- a) **Inclusive SAP:** Inclusive SAP will be offered in programmes where the academic fee includes fee for one SAP.
- b) **Optional SAP:** Optional SAP will be open to all programmes where students can opt for SAP and pay fees for the same as per approved Model Framework.

**3.2** In case student wish to go for SAP more than once, they can avail the opportunity as per the provision for SAP in the model framework of their programme on payment basis.

**3.3** Students will give their option for the semester in which they want to avail option of **inclusive SAP** right in the beginning of the programme and it will be approved on first come first serve basis, based on allocated percentage / numbers.

#### **4.0 SAP Odd Semester 2026 Locations**

The SAP 2026– ODD Semester will be conducted at the following locations:

| <b>Location</b> |
|-----------------|
| London          |
| Singapore       |
| Dubai           |
| USA             |
| Australia       |
| France          |

#### **Dates and Duration**

| <b>SEMESTER</b>                  | <b>COMMENCEMENT<br/>DATE</b> | <b>END DATE</b>             |
|----------------------------------|------------------------------|-----------------------------|
| <b>SAP ODD SEMESTER<br/>2026</b> | <b>13 NOVEMBER 2026</b>      | <b>13 DECEMBER<br/>2026</b> |

#### **5. SAP – Sample Itinerary / External Visits**

- Special modules delivered by the industry experts and Leading foreign faculty
- Industry Visits
- Extensive Project Reports
- Excellent exposure, cross cultural orientation & sensitization on the foreign economies, societies, do's and don'ts etc.
- Familiarization with industry dynamics and trends on a global scale
- Any external visits to other Universities and trips outside the destinations where SAP is being organized will only be taken with the written approval of the competent authority and will be **strictly optional**.
- However, if a student opts for such trips, they will have to make their own transportation and/or accommodation arrangements to reach the destination. Faculty members will not be making any arrangement on behalf of Amity and hence no fee or subscription needs to be paid.

- Students are required to bear daily expenses towards their local travel and Amity will not be responsible for their daily conveyance expenses.

### 5.1 Approximate Living Cost and Other Costs

- Approximate living costs for International Locations is Rs.2500 – Rs.3500 per day. These are indicative costs only and would completely depend upon the lifestyle of the individual students
- Apart from the living costs, the students would bear the costs of visa application, Insurance (Travel and Medical) and flight tickets (to and fro) and any other miscellaneous cost

### 5.2 Accommodation

- Accommodation at all SAP destinations will be provided by the **host campus/partner** on a **twin or triple sharing basis**. Students are **not permitted to arrange alternative or personal accommodation**.
- Accommodation once allotted and mentioned in the **invite letter** will **not be changed under any circumstances**. Any violation of this guideline may result in **revocation of the visa**.

### 5.3 Flights

- Students should book their flights **only after obtaining the visa**.

## 6.0 Academic Model, Curriculum, Evaluation and Examination

SAP Courses are offered in two models:

- Credit Transfer Model
- Certificate Model

### 6.1 Credit Transfer Model

Credit Transfer Model will provide flexibility to the students to do part of courses related to their respective programme as per model framework in SAP campus and get the credits transferred in same semester.

- The students will opt for SAP courses if the same is available in the model framework for programme group.
- The credit transfer of the SAP component to be kept as per model framework of a programme and credit transfer policy of the university.
- The List of SAP Courses (Campus-wise) will be available in the Master Academic Planning Worksheet (APW) of a Programme.

### 6.1.1 Programme Structure & Course Curriculum

#### **The programme Structure, Model and Syllabus finalized by respective Institutions/Domain**

1. The SAP campus credits and Courses will be decided semester-wise before the commencement of a semester and are included in Master Academic Planning Worksheet (MPW) of students as per the model framework as under:
  - a. The compulsory /core courses of a programme and their credits are ideally not permitted to be replaced by other courses studied and assessed during SAP.
  - b. SAP courses will be offered in lieu of Elective courses (OE/DE/SE), OABC, VAC and NTCC for credit transfer. However, core courses/Allied courses may also be considered for SAP, if HoIs wishes to offer.
2. The list of SAP courses with credit units and syllabus will be proposed by HoIs semester-wise /programme –wise and campus-wise at least three weeks before the commencement of a semester.
3. The SAP students may be given a NTCC course , if required while in India and be guided by a faculty for conduct of project during SAP, Assessment of same will be done by a board of faculty on return
4. The credit units of the NTCC course should be as per Model framework.
5. SAP will be offered in the respective destination if a minimum of 15 students are enrolled in a SAP course.
6. HOIs will provide the final list of students going for SAP, programme-wise/batch-wise for each SAP campus at two months prior to commencement of SAP.
7. HoI will provide the list of faculty who will be responsible for a course.

**A briefing session for SAP will be conducted at domain/Institution level by IAD and HOIs.**

**Calendar for briefing session on SAP should be given for preparedness of Institution and student.**

### 6.2 Assessment & Examinations

The Continuous Assessment and ESE of courses will be done by respective HOME Campuses and SAP campuses as per course curriculum.

HoIs will ensure coverage of the syllabus and continuous assessment are completed for all the courses of Home Campus before the last teaching date i.e.

The End Semester Examinations will be conducted as notified by examination department.

### **Proposed Calendar of Examination Activities for SAP is as under: -**

| <b>S. No.</b> | <b>Activity</b>                                                                                 | <b>Date</b>                              |
|---------------|-------------------------------------------------------------------------------------------------|------------------------------------------|
| 1             | Finalization of SAP Common Courses: Management / Non-Management                                 | 30 <sup>th</sup> June 2026               |
| 2             | Last Date for Uploading of SAP courses on Academic Planning Worksheet                           | 1 July 2026 (Wed)                        |
| 4             | Approval of APW of SAP Students                                                                 | 14-07-2026 (Tue)                         |
| 5             | Last date for late registration for SAP and re-setting of APW on Amizone.                       | 14 August, 2026                          |
| 6             | Last class of the ODD Semester at Home Campus                                                   | As per AUUP block academic calendar      |
| 7             | Blocking of printing of Admit Cards                                                             | As per AUUP block academic calendar      |
| 8             | Commencement of Odd Semester Examination (including Practical if any)                           | As per AUUP block academic calendar      |
| 9             | SAP Commencement Date                                                                           | <b>13<sup>th</sup> November 2026</b>     |
| 10            | SAP Completion Date                                                                             | <b>13<sup>th</sup> December 2026</b>     |
| 11            | Submission of consolidated results by foreign campuses                                          | 23rd December 2026 (Wednesday)           |
| 12            | Submission of consolidated results of all the SAP students by the office of Gr. Vice Chancellor | 6 <sup>th</sup> January 2027 (Wednesday) |

#### **Back Paper of SAP Students:**

(i) SAP students having back paper(s) will be required to appear for the examination of their backlogs after their return from SAP campuses.

(ii) Students will be permitted to write the back-paper examinations with valid Admit Card only issued by the Examination Department before End Semester Examinations for SAP students. If any student found without valid Admit Card or carrying photocopy/ scanned copy of the Admit Card in the Examination Hall during the examination, will be considered as an act of indiscipline and answer sheet of the student will be cancelled by the Examination Department. In case of loss of Admit Card, rules for duplicate admit cards will be applicable.

(iii) The students need to meet the academic requirements (attendance, IA/CA & ESE) of courses studied by them at home campus as per university norms. Attendance will be counted till the last day of teaching for SAP students at Home Campus.

(iv) The Assessment (Continuous and ESE) of SAP courses will be completed by respective SAP campuses as per course syllabus.

## SAP Fee

The following Fee structure is applicable for all domains across all Amity Universities & Institutions

| <i>Destination</i>     | <i>Students whose fee structure does not include One-time SAP Tuition Fee (Non-Inclusive SAP)</i> | <i>Accommodation Cost for Students whose fee structure includes:<br/>One time SAP Tuition Fee (INCLUSIVE SAP)</i> |
|------------------------|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <i>LONDON (GBP)</i>    | <i>4200</i>                                                                                       | <i>2200</i>                                                                                                       |
| <i>SINGAPORE (SGD)</i> | <i>4300</i>                                                                                       | <i>3000</i>                                                                                                       |
| <i>DUBAI (AED)</i>     | <i>8600</i>                                                                                       | <i>4200</i>                                                                                                       |
| <i>USA (USD)</i>       | <i>5500</i><br><i>Rs 5,50,000/-</i>                                                               | <i>5000</i><br><i>Rs 5,00,000/-</i>                                                                               |
| <i>FRANCE (Euro)</i>   | <i>4000</i><br><i>Rs 4,52,000/-</i>                                                               | <i>3500</i><br><i>Rs 3,95,000/-</i>                                                                               |
| <i>Australia (AUD)</i> | <i>5800</i><br><i>Rs 4,06,000/-</i>                                                               | <i>4900</i><br><i>Rs 3,43,000/-</i>                                                                               |

*Amity will offer accommodation facilities at all the locations*

## FEE PAYMENT INSTRUCTIONS

### LONDON CAMPUS

1. Mode of Payment - Electronic Transfer Only
2. Payment to be made in favor of:
  - a. BENEFICIARY: AMITY GLOBAL EDUCATION LTD
  - b. ACCOUNT NO.: 21853864
  - c. BANK : HSBC BANK PLC 39, TOTTENHAM COURT ROAD, LONDON, WIT 2AR
  - d. SORT CODE: 40-07-07
  - e. IBAN: GB75MIDL400707 or GB75MIDL40070721853864
  - f. SWIFT CODE: MIDL GB 21 07Y

## **SINGAPORE**

1. Mode of Payment - Electronic Transfer Only
2. Payment to be made in favor of:
  - a. BENEFICIARY: AMITY GLOBAL INSTITUTE PTE LTD
  - b. Account Number: 003-923926-2
  - c. Bank Name: DBS BANK LTD
  - d. Bank Code: 7171
  - e. Branch Code: 003
  - f. Swift Address: DBSSSGSG

## **DUBAI CAMPUS**

1. Mode of Payment - Electronic Transfer Only
2. Payment to be made in favor of:
  - a. Account Name: Amity University
  - b. Account No. (AED): 101-43395514-01
  - c. IBAN No. (AED): AE040260001014339551401
  - d. Bank Name: Emirates NBD
  - e. Branch Address: Dubai Media City Branch
  - f. Swift Code: EBILAEAD

## **USA, FRANCE & AUSTRALIA**

1. Mode of Payment – Demand Draft Only
2. Payment to be made in favor of: **Amity University Uttar Pradesh**
  - o For Outstation Campuses, the DD will be made in the name of respective campuses and will be deposited into the accounts department of the respective campus

**All bank charges both in India & overseas have to be borne by the students. The students are advised to give instructions to bankers making remittance for charges mentioning “Remittance be OURS”**

## **Fee Refund Policy**

### **1. Withdrawal Request Deadline**

Any request for withdrawal must be submitted on or before 15 September 2026 through a written application to the respective Head of Institution (HoI). The application must be approved by the HoI before further processing.

### **2. Refund for non-participants**

Any student unable to go on the SAP Program including visa refusal cases will be eligible for a refund of the fee paid, excluding accommodation charges if accommodation has already been booked.

**No refunds will be permitted after 25 September 2026, under any circumstances, including visa refusal cases.**

### 3. **Processing Charges**

Refunds for withdrawal cases will be issued after deducting processing charges, as decided by the competent authority.

### 4. **Accommodation & Academic Fee Paid to Foreign Partners**

If accommodation and academic fees have already been paid to foreign partners at the time of cancellation, no refund will be issued.

### 5. **No Refund After Program Commencement**

No fee refund requests will be entertained under any circumstances after the commencement of the SAP Program.

### 6. **Indiscipline Cases**

In cases of indiscipline, the entire fee will be forfeited.

### 7. **Program Cancellation by University**

If the University withdraws the SAP course for any reason, the student's fee will be refunded in full.

### 8. **IAD & SAP Office, including any of its officials, faculty, and staff, shall not be held responsible for the submission, processing, or refund of SAP fees under any circumstances. Students are advised to directly approach their respective institutions for any matters related to fee payment, submission, discrepancies, or refund.**

## **RISK AND CONTINGENCY:**

The programme is subject to visa approvals, minimum enrolment requirements, airline schedules, and destination-specific travel advisories. Option of alternative destination to be selected in case of unforeseen circumstances leading to cancellation of any of the SAP destination.

## **Application Process and Selection of the students**

- Students apply for SAP to their respective HOI through their programme coordinator.
- Student's APW will be approved by HoI on AMIZONE as per model framework.
- Student's selection to be recommended by the **Course Advisory Committee** and approved by **HOI**.
- A Faculty coordinator/s will be designated by HoI/Domain Head (selected from the respective Institutes/group of institutions of a domain from where students for SAP have been approved), who will accompany the students to each SAP campus/es and who will also deliver the assigned course(s) & will monitor the student progress. HoI will submit a proposal to the Group Vice Chancellor for consideration and necessary approval from Chancellor. The faculty coordinator from an institution will depend upon the number of students opted for SAP campus and the courses which are assigned for teaching at SAP

campus/es.

- List of the students who are going for SAP will be forwarded to following:
  - **Vice Chancellor** for necessary approval for Credit Transfer along with CourseMapping.
  - **COE** for examination planning
  - **IAD and Office of Amity Group Vice Chancellor** for information, further processing and necessary action for facilitating visa and other logistics arrangements and coordination with SAP campuses.

### 8.1 Documents Required for SAP Application

The students have to upload the following forms on their Amizone (SAP-Upload Documents) and also submit to their respective Programme Coordinator/Programme Leader: -

1. SAP Application Form (**Annexure A**) for **Singapore, Dubai, Australia, France & USA**
2. **Indemnity Bond on a Rs.100/- stamp paper**, notarized and signed by parents of the applicant.(Annexure B).
3. **Undertaking on a Rs.100/- stamp paper**, notarized and signed by applicant. (**Annexure C**)
4. **SAP London Application form**– for SAP London only (**Annexure E**)
5. **Travel & Medical Insurance**
6. **Bonafide Letter** (to be issued by respective institute)
7. **Passport copy**
8. **Fee Receipt**
9. **Sponsorship Letter**
10. **Aadhar Card**
11. **PAN Card (of student)**
12. **PAN Card (of the person who paid SAP Fees)**

### 8.2 General Guidelines for Students

1. Accommodation at all SAP destinations will be provided by the host campus/partner on a **twin or triple sharing basis**. Students are **not permitted to arrange alternative or personal accommodation**.
2. Students should book their flights **only after obtaining the visa**.

3. Any **pre-existing medical conditions**, including psychiatric or psychological conditions, must be disclosed along with proper medical advice **before proceeding for SAP**
4. Students must adhere to the **highest standards of conduct** as stipulated by the University.
5. Students are expected to be **actively engaged** in classroom sessions and contribute to **interactive learning**.
6. During industry visits, students should **represent themselves as brand ambassadors of Amity**, leaving a **positive and lasting impression**.
7. Any case of **indiscipline** will result in **immediate termination of the SAP for the student**, and the student will be sent back to the home campus.
8. Students must report back to their home campus by the **due date**. Any extension beyond SAP dates will be granted **only by University HQ** based on recommendations from the **HoI**.

#### **9. Policy for Withdrawal due to Visa Refusal / Non-completion of SAP Courses Abroad / Family, Medical, or Other Exigencies**

Any request for withdrawal must be submitted before 20th September 2026 through a written application to the respective HoI. Such applications must be approved by the HoI prior to further processing.

If a student's Withdrawal Application from SAP is received:

##### **a) Before Blocking of Attendance for SAP:**

- i) The student will be given the option of an alternate foreign location if their visa has been rejected. However, this is not mandatory. For France, no refunds will be permitted after 20 September 2026.
- ii) The student will need to pay the fee for the newly chosen destination. The previously paid fee will be refunded separately as per the rules defined above. Any accommodation fee paid by the student will only be refunded if Amity is able to secure a refund.
- iii) If the student does not wish to opt for an alternate foreign location, the case will be examined and recommended for withdrawal from SAP by the HoI with justifiable reasons for approval by the competent authority.
- iv) No refunds will be permitted after 25 September 2026.
- v) The APW of the student will be reset to regular non-SAP.
- vi) Students will not be permitted to write examinations of home campus courses with the SAP group.
- vii) Internal Assessment for home campus courses in lieu of SAP must be completed within the same semester.
- viii) Permission for appearing in examinations of home campus courses in lieu of SAP courses will be specially considered during 'I' Category Examinations for students who stand "DE". To avail this permission, detailed attendance of the student for each course will be examined by the HoI and submitted for approval by the competent authority. The maximum permissible grade will be "B+".

ix) Amity acknowledges that visa refusal is beyond the student's control; hence, we may allow a waiver of the B+ cap for a student whose visa is refused. This may also apply in unforeseen or exceptional circumstances, the validity of which will be decided by a suitable committee as per University norms.

**b) Not able to go for SAP after appearing in the examination of Home Campus courses with the SAP group OR return from SAP without completing requirements due to unforeseen circumstances:**

- i) No refund request will be entertained under any circumstances, including visa refusal or medical grounds, after the commencement of the SAP Program.
- ii) The student must apply to the HoI for withdrawal from SAP.
- iii) The case will be examined and recommended for withdrawal by the HoI with justifiable reasons for approval by the competent authority.
- iv) The APW of the student will be reset to regular non-SAP.
- v) Examinations of the courses for which the student has appeared with the SAP group will be considered valid.
- vi) Internal Assessment for home campus courses in lieu of SAP must be completed within the same semester.
- vii) Attendance for home campus courses in lieu of SAP courses will be examined.
- viii) Permission for appearing in examinations of home campus courses in lieu of SAP courses will be specially considered during 'I' Category Examinations for students who stand "DE". To avail this permission, detailed attendance of the student for each course will be examined by the HoI and submitted for approval by the competent authority. The maximum permissible grade will be "B+".

## Annexure A



**AMITY UNIVERSITY**  
UTTAR PRADESH

**Institution:-** \_\_\_\_\_

**Destination opted** for the Study Abroad Programme

| Preference 1 <sup>st</sup> | Preference 2 <sup>nd</sup> |
|----------------------------|----------------------------|
|                            |                            |

**Name:** \_\_\_\_\_

**Enrolment No:** \_\_\_\_\_

**Programme:** \_\_\_\_\_ **Batch:** \_\_\_\_\_ **Semester:** \_\_\_\_\_

**Institution:** \_\_\_\_\_ **Campus** \_\_\_\_\_

**Mobile:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Aadhar Number:** \_\_\_\_\_ **PAN Number:** \_\_\_\_\_

**Passport Number:** \_\_\_\_\_ **Date of issue:** \_\_\_\_\_ **Date of Expiry** \_\_\_\_\_

### **Academic Performance:-**

| Semester | SGPA | CGPA | No. of Back papers |
|----------|------|------|--------------------|
|          |      |      |                    |
|          |      |      |                    |

**Write a short note on how you stand to benefit from this Study Abroad Programme?**

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**Parents Details:**

Father's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_ Organization: \_\_\_\_\_

Designation: \_\_\_\_\_ Mobile No: \_\_\_\_\_ Email: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_ Organization \_\_\_\_\_

Designation: \_\_\_\_\_ Mobile No: \_\_\_\_\_ Email: \_\_\_\_\_

**Any previous Medical History:** \_\_\_\_\_**Financial Details:**

How are you going to fund your SAP trip:

Family Income: \_\_\_\_\_

**Emergency Contact Details:**

Name: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**Undertaking:**

All the information given above is true to the best of my knowledge and belief and I have submitted the undertaking for Study Abroad Programme in prescribed format of the Amity University.

**Date:** .....**Signature:** .....**Recommendation of Programme Coordinator/Programme Leader:**\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**Signature:** .....

Date: .....

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Contact No: \_\_\_\_\_

**Approval by Head of Institution:**\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: .....

Institute Stamp

**Signature:** .....

Name: \_\_\_\_\_

## Annexure B

### INDEMNITY BOND (on Rs 100 Stamp Paper)

I am the father/natural guardian of Mr./Ms. \_\_\_\_\_, r/o \_\_\_\_\_  
\_\_\_\_\_, aged about \_\_\_\_\_ years, who is studying at  
\_\_\_\_\_  
\_\_\_\_\_  
(Institute's Name) in its \_\_\_\_\_ Programme bearing enrolment no.  
\_\_\_\_\_, is now proceeding to \_\_\_\_\_ as a part of Study Abroad Programme  
(SAP) Odd Semester 2026.

I have understood that Amity and \_\_\_\_\_ (Visiting Institution for SAP) have made the necessary  
arrangement for the conduct of said program. I have gone through the rules and regulations prescribed by the  
Amity and \_\_\_\_\_ to be followed by the students, while on an outstation tour, which I have  
found very appropriate, and the same has also been read and understood by my son/daughter who has also  
executed an undertaking for the same. I have fully understood that my son/daughter is going entirely at his/her  
own accord and Amity and \_\_\_\_\_ (Visiting Institution for SAP) shall not be responsible for his/her  
own actions and deeds during their stay in \_\_\_\_\_ (Place of visit)

I hereby promise to keep indemnified and harmless the Amity and \_\_\_\_\_ (Visiting Institution for  
SAP), its Parents body, their Employees /officials, from every type of loss(s) or damage(s) which may arise out from  
the action or inaction of my son/daughter, during the said tours, and also from any claim arising from those action  
or inaction of my son/daughter.

**Signature of the Indemnifier** \_\_\_\_\_

**Name of the Indemnifier** \_\_\_\_\_

**1. Signature of Witness:** \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

**2. Signature of Witness:** \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

I \_\_\_\_\_, s/d/o \_\_\_\_\_ r/o \_\_\_\_\_  
 \_\_\_\_\_ aged about \_\_\_\_\_ yrs, is studying at  
 \_\_\_\_\_ (Institution's Name) in its \_\_\_\_\_ Programme bearing  
 enrolment no \_\_\_\_\_ and now proceeding to \_\_\_\_\_ (Visiting Institution for  
SAP), for ` Study Abroad Programme (SAP) Odd Semester 2026 from ..... till.....

I have taken the necessary permission/concurrence from my Parents/Guardian, for my travel to this study abroad programme.

**I hereby undertake that:**

1. I shall follow the rules and regulations as laid by Amity & \_\_\_\_\_  
 \_\_\_\_\_ (Visiting Institution for SAP) for the Study Abroad Programme (SAP) Odd Semester 2026 which have been clearly read and understood by me.
2. I shall not break any of the rules & regulations and also the laws of the Country where I am proceeding.
3. I shall not indulge in any unlawful activity and any activity other than my duties & obligations.
4. I shall not do anything which may cause any injury or damage to me or to any other person.
5. I shall keep my visa papers with full security & always ready.
6. I shall observe strict discipline and follow the instructions of my Teachers/Professors/Attendants and other authorities during my stay at .....
7. I shall not do anything while undergoing the said tour at (place of visit), which may bring disrepute to Amity & \_\_\_\_\_ (Visiting Institution for SAP), its officials, or prejudice the relations between Amity and the participating institutions.
8. I will make the complete payment as laid down by Amity & \_\_\_\_\_ Visiting Institution for SAP) for the said Programme.
9. I have taken the necessary Insurance Policy, and Amity & \_\_\_\_\_ (Visiting Institution for SAP) has no liability whatsoever, to bear, in case any mishap / mishappening occurs to me.
10. I shall in no case leave .....(place of stay) during my stay for this Study Abroad Program and would proceed straight back to India post completion. In case due to extreme circumstances

I need to leave ..... (Place of stay)., I understand that I would need the written permission of Director, Amity .....

11. I also understand that in case I am found guilty of any unlawful activity or breaking the rules mentioned above or otherwise, I shall be liable to be deported back to India and Amity & ..... (Visiting Institution for SAP) shall not be liable for any financial claims/refunds.

12. I am responsible for my visa documentation and shall not hold Amity & \_\_\_\_\_ (Visiting Institution for SAP) responsible for Visa Rejection.

13. I would make the complete payment towards any loss or damage caused by me to the Institute's property or the Arrangements made during my stay at ..... (Place of stay).

(Signature of the Student)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

(Signature of the Witness)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_



## Annexure E

### Study Abroad/Exchange Application Form 2026

In order for your application to be processed, we must have a **fully** completed Application Form and all supporting documents.

Supporting documents required are:

Full copy of the passport

Bank Statement

Enrolment letter from current institute

Study Programme

Year of entry:

Period of Study

☐ Odd Semester (November to December)

☐ Even Semester (April to May)

☐ Summer Semester (June)

Study Programme

NAME (MUST BE AS IN PASSPORT):

Last Name:

First Name:

Middle Name(s):

☐

Male

☐

Female

Date of Birth: (Day/Month/Year)

Country of Citizenship (as in passport):

Passport Number:

Passport Issue date: (DD/MM/YY)  
Passport Expiry Date: (DD/MM/YY)

Permanent/Home Mailing Address:

Home number/Street: Town/City:  
State/Province: Postal/Zip Code: Country:  
Telephone (Inc country code):  
Mobile:  
Email:  
Alternative email:

Home University:  
Current Year of Study:

#### Contact Details of your Next of Kin

Title: Full Name:  
Email:  
Address:  
Home number/Street: Town/City:  
State/Province: Postal/Zip Code: Country:  
Telephone (Inc country code):

#### Disability/Learning Difference Information

Amity University [In] London welcomes students with disabilities and strongly encourages you to disclose any disability or medical condition which may impact your studies. Declaring disability will not affect the academic decision about your application but will help us put any individual arrangements or facilities in place for the start of your study abroad programme.

Please tick **at least one** of the following:

- ☐ No known disabilities
- ☐ Specific Learning disability e.g. Dyslexia
- ☐ Blind/partially sighted
- ☐ Deaf/hearing impairment
- ☐ Wheelchair user/mobility difficulty
- ☐ Mental health difficulties
- ☐ Unseen disability e.g. Diabetes, Epilepsy, Asthma

- ☐ Autistic spectrum disorder/Asperger’s Syndrome
- ☐ Disability not otherwise listed, please explain below

Please indicate any additional support you may require

### Competence in English Language

Is English your first language      Yes ☐      ☐ No

Are you currently being taught in English?      ☐ Yes      No ☐

### Personal Statement

Please tell us a bit about yourself, including your reasons for choosing to study abroad at Amity University [In] London permission (please limit to 300 words):

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Have you ever studied in the UK before? If yes, where did you study, how long did you study for and what programme did you study? What type of visa did you have for your studies?

Declarations

I give Amity University [In] London permission to contact 3<sup>rd</sup> parties (e.g. parents, guardians or home institution).

- ☐ Yes, I give consent to contact 3<sup>rd</sup> parties
- ☐ No, I do not give consent to contact 3<sup>rd</sup> parties

Do you have any criminal convictions? ☐ Yes ☐ No

(If yes, you will be contacted confidentially for further information and to determine your eligibility to attend Amity University [In] London permission.)

I undertake that I will return to my home country with ODD days of the end of the course at Amity specified in my invitation letter.

I agree to provide a copy of my exit stamp obtained when leaving the UK to Amity within even days of returning home. I understand that my certificate and transcript will not be provided until I send the exit stamp to Amity University [IN] London.

I confirm that the above information is correct and complete and all supporting documents are correct and authentic. If you are submitting this form electronically, please type your name or enter your electronic signature below. In doing so, you confirm that the above statement is correct, as if the document has been signed and dated by hand.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_

**ANNEXURE F:**

**BANK LETTER FORMAT (To be issued in Institute’s letterhead and signed by Hol/HoD)**

**XX-XX-2026**

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **STUDENT NAME, ENROLLMENT NO.** is a bona-fide student of **COURSE NAME** of **XXXX-XXXX** batch at **INSTITUTION NAME**, Amity University Uttar Pradesh, Noida.

**He/She** is going for Amity University’s Study Abroad Program to gain global exposure at **SAP DESTINATION NAME** from **13<sup>th</sup> November– 13<sup>th</sup> December 2026**.

The purpose of the letter is to allow him/her to remit the appropriate fee of **FEE AMOUNT** for the aforesaid Programme.

You are requested to do the needful.

Thank You!

Yours Sincerely,

**ANNEXURE G**

**SAMPLE BONAFIDE LETTER**



**AMITY UNIVERSITY**  
— UTTAR PRADESH —

**AMITY SCHOOL OF INSURANCE, BANKING & ACTUARIAL SCIENCE**

07<sup>th</sup> February 2024

**TO WHOM SO EVER IT MAY CONCERN**

This is to certify that Mr.Piyush Kalra, S/o Mr.Kapil Kalra, Enrolment No.A2883121036, is a bonafide student of Bachelor of Science (Actuarial Science) program Amity School of Insurance, Banking and Actuarial Science, Amity University Uttar Pradesh during the academic year 2021-24. He is a regular student.

  
(A.P. Singh)  
Director.



**ANNEXURE H:**

**SPONSOR LETTER FORMAT (To be issued by Father/Mother on 100 Rs Stamp Paper)**

**SPONSOR LETTER**

I, .....certify that my ward ..... studying in ....., Enrollment No ..... from **Institution Name** Amity University Uttar Pradesh is going for Study Abroad Programme for 5 weeks from **13<sup>th</sup> November– 13<sup>th</sup> December 2026** to Amity University [In] London.

I certify that he/ She is ready to go abroad from Amity University Uttar Pradesh. I have funded all the expenses and tuition fees from our own account and will bear all the expenses during his/her stay in London . He/she will not be involved in any illegal activity over there.

Date:

Place: