



## GUIDELINES FOR SUMMER STUDY ABROAD PROGRAMME 2026

### 1.0 Short Title, Application and Commencement

- 1.1 These Guidelines may be called Amity University Uttar Pradesh (Summer- 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 Summer - Study Abroad Programmes.

### 3.0 Introduction

Summer Study Abroad Programme (SAP) is important for global exposure to students of various disciplines. Summer SAP 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.

### 4.0 Summer SAP-2026 Locations

The Summer SAP 2026 will be conducted at the following locations:

- London
- Singapore
- France
- USA

### Dates and Duration

	Commencement Date	End Date
SUMMER - SAP 2026	1st June 2026	30 <sup>th</sup> June 2026

### 5.0 SUMMER SAP – Sample Itinerary

- 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

## 6. Academic Model, Curriculum, Evaluation and Examination

### 6.1. Programme Structure & Course Curriculum

The Summer Study Abroad Program at Amity Universe offers students the opportunity to engage in a comprehensive five-week training program across our international campuses, enabling them to earn up to 10 credits. These credits will be incorporated into the Academic Bank of Credit (ABC) and can be utilized towards fulfilling requirements such as NTCC, OE, DE, SEC, VAC, or Discipline Credits, among others.

Furthermore, students may leverage these earned credits to address any outstanding coursework.

The assessment of curriculum covered during the overseas component will be conducted by faculty members at the respective foreign campuses, with final compilation and moderation overseen by the office of the Group Vice Chancellor in India.

### 6.2 Assessment & Examinations

Assessment and Evaluation of the exams will be conducted at the foreign campuses.

## 7 Fee

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

<b>Destination</b>	<b>Students whose fee structure does not include One-time SAP Tuition Fee (Non-Inclusive SAP)</b>	<b>Accommodation Cost for Students whose fee structure includes: Onetime SAP Tuition Fee (INCLUSIVE SAP)</b>
<b>LONDON (GBP)</b>	4200	2200
<b>SINGAPORE (SGD)</b>	4300	3000
<b>USA (USD)</b>	5500	5000
<b>FRANCE (Euro)</b>	4000	3500

***Amity will offer accommodation facilities at all the locations.***

The fee does not include return air tickets, visa fee, meals charges, medical insurance charges or any other out of pocket expenditure which may be borne by the students.

## **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

### **USA & France**

1. Mode of Payment – Demand Draft Only
2. Payment to be made in favor of: Amity University Uttar Pradesh
  - 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 charges should be OUR”**

## Fee Refund Policy

### Fee Refund Policy

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

Any request for withdrawal must be submitted on or before 20 April 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 20 April 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 **Application Process and Selection of the students**

- a. Students to apply for SAP to their respective HOI through their programme coordinator.
- b. Student's selection to be recommended by the Course Advisory Committee and approved by HOI.
- c. A Faculty coordinator 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 and who will also deliver the assigned course(s) & will monitor the student progress. HoI will submit a proposal to University HQ for necessary approval from Chancellor. The faculty coordinator from an institution will depend upon number of students opted for SAP campus.

- d. List of the students who are going for SAP will be forwarded to following :
- Dean (SAA&SS) for necessary approval of the University for Credit Transfer along with Course mapping.
  - Dean (Exams)
  - 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.
  - IAD will assist the HoIs / HODs, Students and faculty in Application process, logistics arrangement and other itineraries.

### **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, France & USA**
2. **Indemnity Bond on a Rs.100/- stamp paper**, notarized and signed by their parents.(Annexure B). To be filled by students **opting for Amity Accommodation**
3. **Undertaking on a Rs.100/- stamp paper**, notarized and signed by themselves. **(Annexure D)**
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 Cases of Withdrawal/Visa Refusal/Non completion of SAP courses abroad

- If the visa of any student is refused, the following will apply:
  - The student will be given a choice of an alternative foreign location. However, this may not be compulsory.
  - The student will then need to pay the fee for the new chosen destination and the old fee paid will be refunded separately as per the rules defined above.
  - Any accommodation fee paid by the student may only be refunded if Amity is able to get a refund for the same. **If accommodation and academic fees are already paid to the foreign partners, there will be no refund issued.**



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: \_\_\_\_\_

**Contact Details:**

Residential Address: \_\_\_\_\_ Mobile No: \_\_\_\_\_

\_\_\_\_\_ Email Id: \_\_\_\_\_ Emergency Contact

Details: \_\_\_\_\_ Mobile: \_\_\_\_\_

**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:** .....

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

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

Date: .....

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

**Approval by Head of Institution:**

**Signature:** .....

Date: .....

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

**Annexure B (100 Rs Stamp Paper)**

**INDEMNITY BOND**

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 Summer Study Abroad  
Programme (Summer SAP) 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  
Summer 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: \_\_\_\_\_

**UNDERTAKING**

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 Summer Study Abroad Programme (Summer SAP) 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 Summer Study Abroad Programme (Summer SAP) 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)

(Signature of the Witness)

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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



**Annexure E**

**Study Abroad/Exchange Application Form Summer SAP 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

Immigration Check Form

Academic Transcripts / Certificate

English Language test result / Letter from current institute confirming current studies in English

Bank Statement

Enrolment letter from current institute

Study Programme

Year of entry:

Period of Study

Autumn Semester (September to December)

Winter Semester (January to May)

Spring Semester (May to August)

Summer Semester (August-November)

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):  
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):

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 seven 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 **Summer SAP DESTINATION NAME** from **1<sup>st</sup> June – 30<sup>th</sup> June 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**



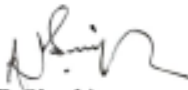
**AMITY UNIVERSITY**  
UTTAR PRADESH

**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.

*Host*

**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 Summer Study Abroad Programme from **1<sup>st</sup> June – 30<sup>th</sup> June 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 ..... He/she will not be involved in any illegal activity over there.

Date:

Place: