



International Cell Office

## Incoming Exchange Instructions

To begin with per Pune University, we have **Semester Pattern** (Two Semesters per Academic Year)

**SEM 1 (June to October)**

**SEM 2 (Nov end to April)**

\*\* BNCA would like to receive Applications from International Students 'Semester' wise.

### PROCEDURE -

#### STEP 1

BNCA to receive **scanned files** of interested students by

**SEM 1** - March 1<sup>st</sup> Week

**SEM 2** - August 1<sup>st</sup> Week

**SCANNED FILES of each student to be saved as ONE 'PDF FILE' and should contain the following :**

- A personal Statement
- An academic Letter of Reference
- Academic Portfolio along with a Curriculum Vitae clearly stating the contact info.
- Official Transcripts (ENGLISH only) scanned
- Valid Passport scanned

***All the above 5 items to be combined as ONE PDF FILE per student and emailed to Prof. Shruti Joshi***

**Email:** shruti.joshi@bnca.ac.in

#### STEP 2

**Upon receipt of the PDF scanned files - in the next 3-5 academic working days** BNCA will contact the student VIA email to send the : **BNCA Incoming Exchange Application Form** (5 page PDF file).

This form requests for Students -

- Basic personal info
- Emergency contact info
- How many SEMESTERS does the student plan to attend?
- LIST the Current courses info
- LIST the Courses to be selected at BNCA (*For queries students to get in touch with Prof. Shruti Joshi*)

This PDF FORM to be filled manually, signed, scanned and SENT BACK TO US BEFORE -

**SEM 1** (April 1st )

**SEM 2** (Sept 1st )

#### STEP 3

Students to receive **Letter of Admission** Electronically by:

**SEM 1** (April 15th )

**SEM 2** (Sept 15th )