

# STUDY IN INDIA

## Institute Dashboard Process

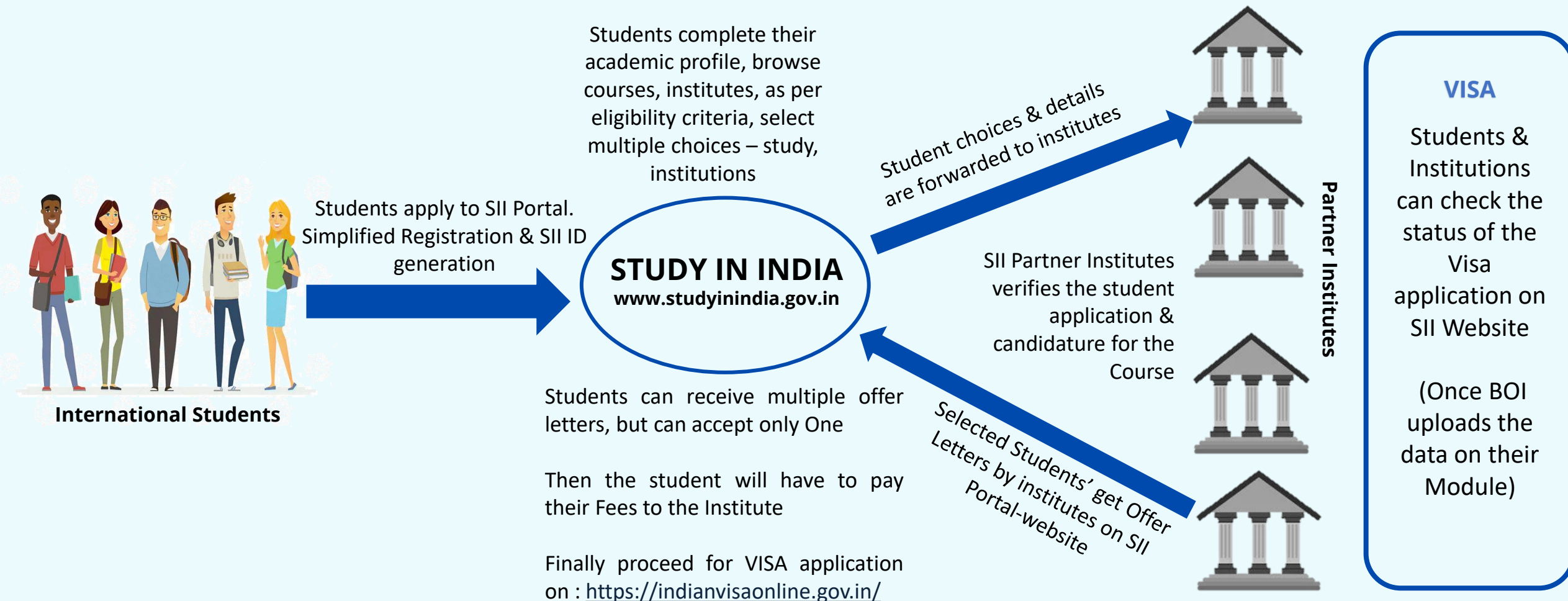
Implementing agency EdCIL (India) Limited

**INDIA OFFERS A  
PLATFORM TO  
EXPRESS, LEARN &  
PURSUE YOUR  
ASPIRATIONS FREELY.**

It's a place where your  
voice and ideas are  
celebrated & heard.

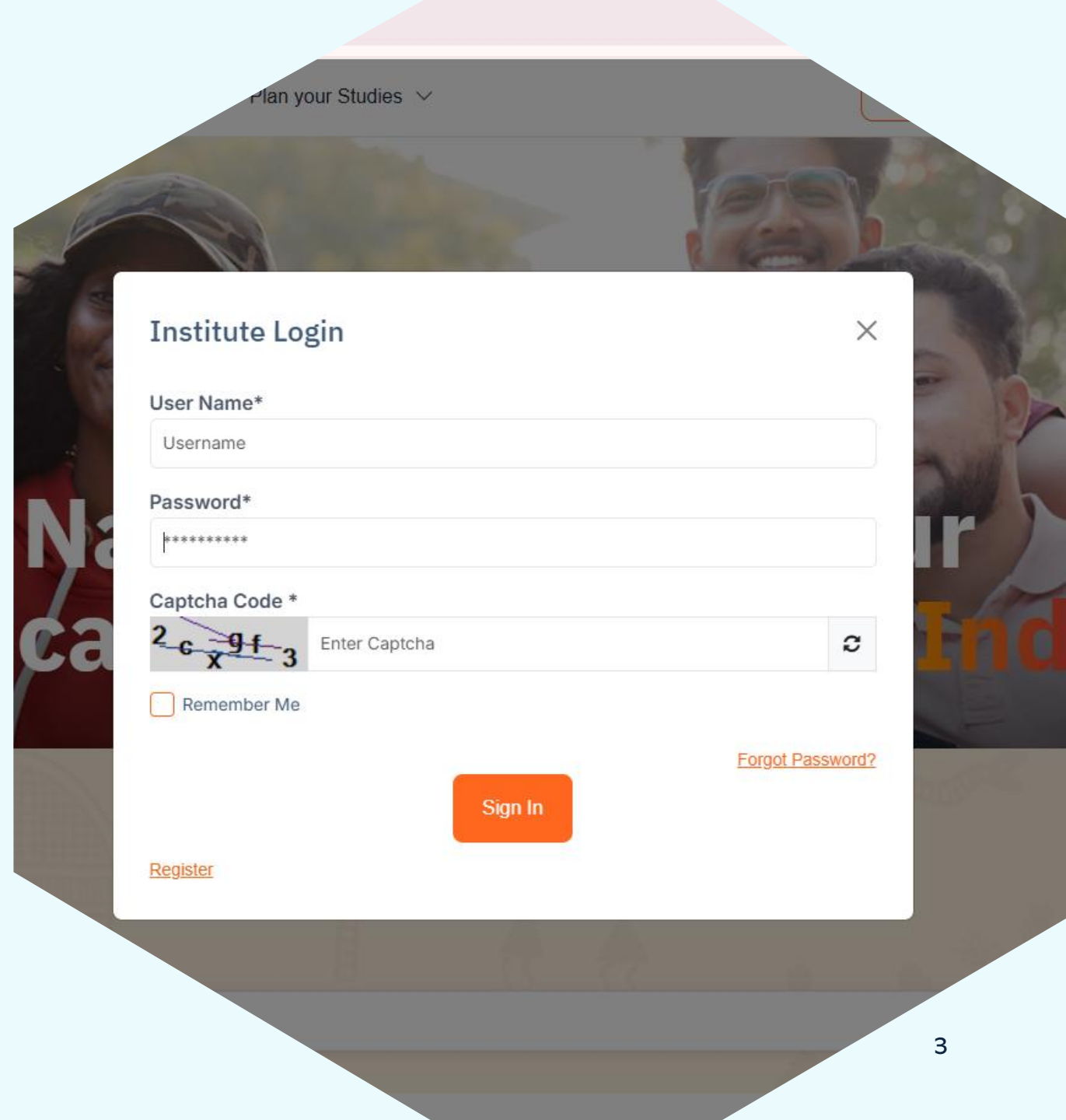


# Study in India Website Flow



# Institute Dashboard

Complete Process for Institutes on the SII Website



# Steps for Study in India Partner institutes



## Institute Registration

Institute needs to register with SII with relevant eligibility document & Undertaking



## Institute Approval on SII

Study in India team checks & approves the institute based on the documents uploaded.

**Login Credentials is shared with Institute**



## Institute Profile completion

Institute adds the courses offered by them to foreign students on the website & other details

**Adding of both Full term & Short-term courses is possible**



## Get Student Application

Institute receives student application on their Dashboard itself. They can check the documents of the students.



## Accept/Reject Student

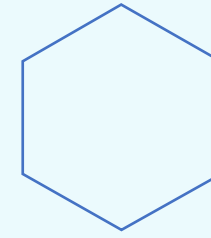
After verifying the student application, now you can accept/reject the student & upload their Offer letters.



## Final Confirmation

Student will now accept the offer letter & institute need to give final confirmation to the student

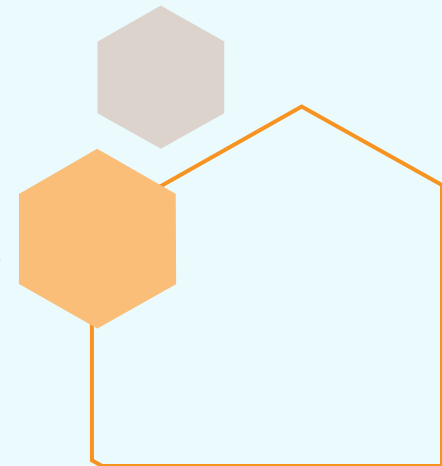
**Then only the student details are transferred to the JSON shared to BOI**

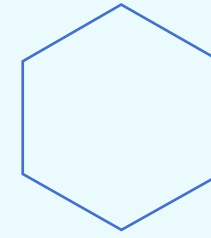


# Institute Eligibility Criteria

The SII programme strictly partners with institutes that are eligible as per the following norms (Institute falling in any one of the following Institute Eligibility Criteria):

1. Listed/ figured in the NIRF
2. A valid NAAC score of 3.01 on scale of 4.0
3. Institutes granted the status of Institution of National Importance or Institute of Eminence
4. Listed in QS World Ranking Asia 2024 onwards
5. Accorded Autonomous Status by any statutory bodies, Ministries viz., MHA, AICTE, UGC, NMC, NCI, etc. of the Government of India.
6. Institutions with 80% admissions consecutively for the last 5 Academic Years.
7. Foreign Institutes having Offshore Campus in India should upload either UGC document or GIFT City Approval document (\*Regulatory approval from IFSCA (International Financial Services Centers Authority) & UGC (University Grants Commission))

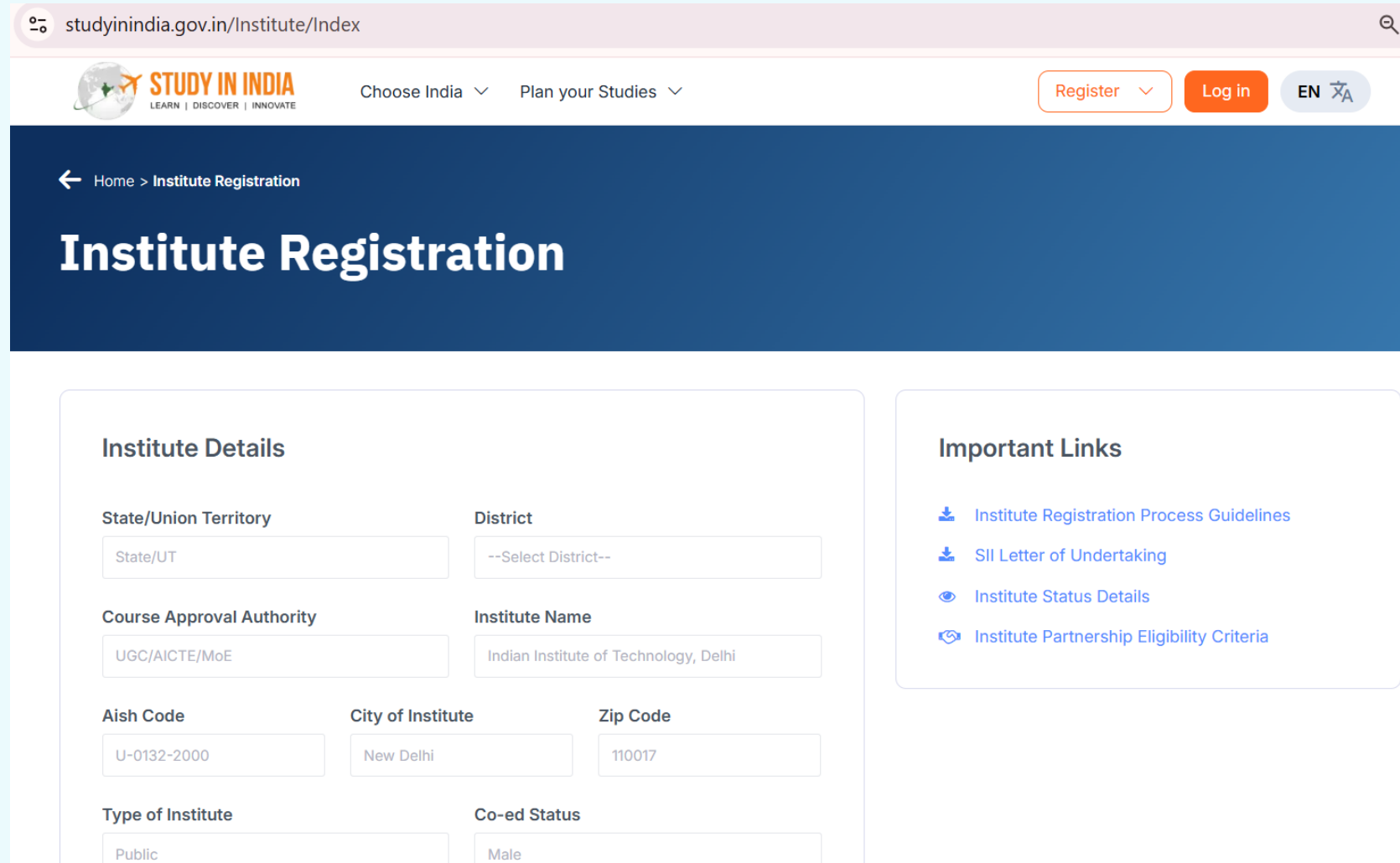




# Institute Registration

All the interested institutes can register as a partner institute at :  
<https://studyinindia.gov.in/Institute/Index>

1. Fill in all the required fields
2. Upload the relevant eligibility criteria document
3. Upload letter of undertaking
4. Click on Register Button
5. SII team will then check the Institute request & approve the Institute & send the institute login credentials to the registered email IDs



The screenshot shows the 'Institute Registration' page on the studyinindia.gov.in website. The page has a dark blue header with the 'STUDY IN INDIA' logo and navigation links like 'Choose India' and 'Plan your Studies'. Below the header, there's a breadcrumb trail 'Home > Institute Registration' and a large 'Institute Registration' title. The main content area contains a registration form with the following fields:

- Institute Details**
  - State/Union Territory:
  - District:
  - Course Approval Authority:
  - Institute Name:
  - Aish Code:
  - City of Institute:
  - Zip Code:
  - Type of Institute:
  - Co-ed Status:

On the right side, there's a section titled 'Important Links' with four links:

- [Institute Registration Process Guidelines](#)
- [SII Letter of Undertaking](#)
- [Institute Status Details](#)
- [Institute Partnership Eligibility Criteria](#)

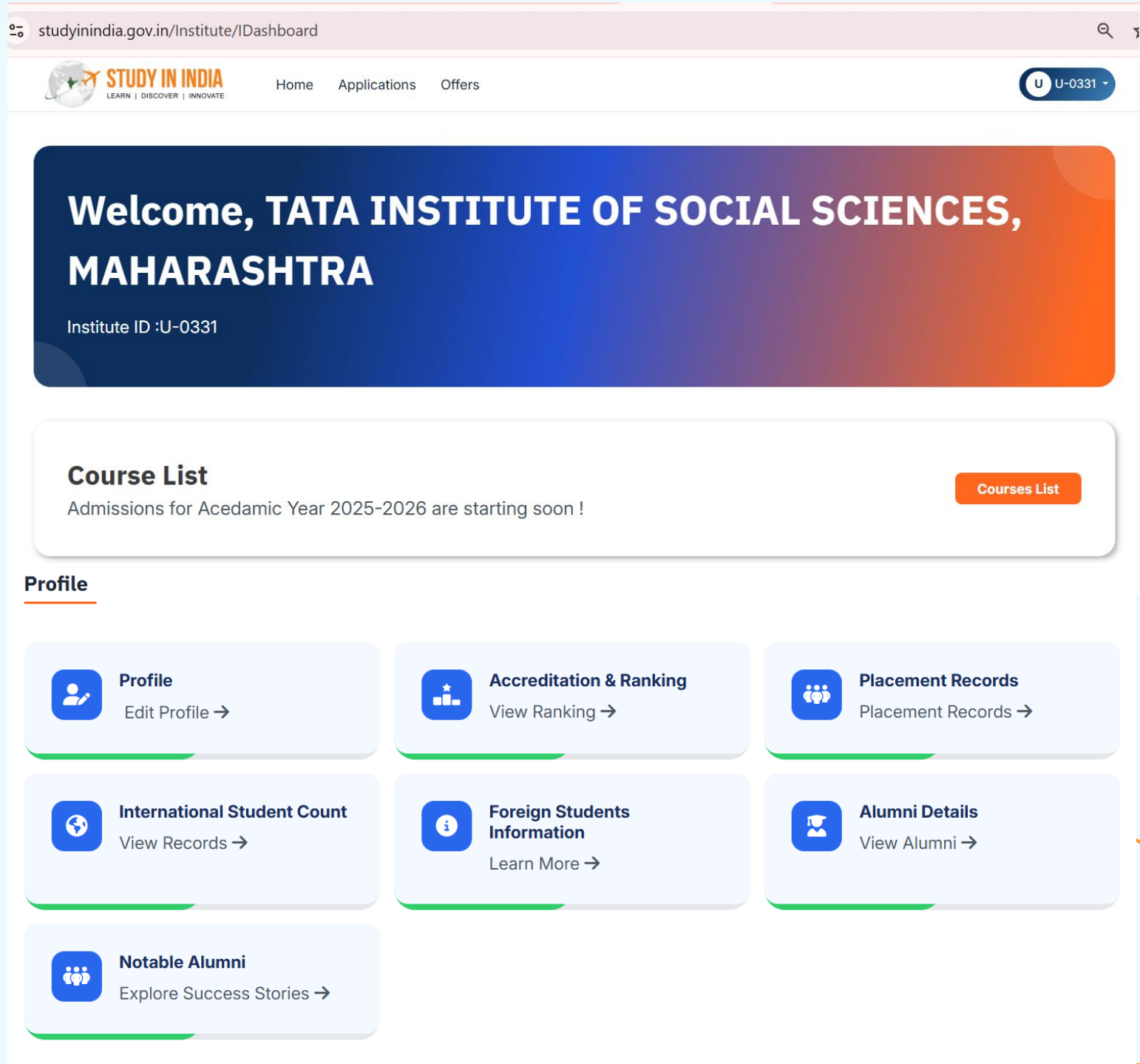


# Institute profile completion

- After receiving the credentials institute can login to their Dashboard

## Log in -> Institute Login

- Institute needs to compulsorily add the Course details in the Course List section (only then the students can apply & institute will receive the applications)
- Institute can also complete their profile by adding the About institute, Accreditation & ranking, Placement records etc.



The screenshot shows the 'Institute IDashboard' for 'TATA INSTITUTE OF SOCIAL SCIENCES, MAHARASHTRA'. The header includes the 'STUDY IN INDIA' logo, navigation links (Home, Applications, Offers), and a user profile dropdown showing 'U-0331'. The main banner displays the institute's name and ID. Below this, a 'Course List' section indicates that admissions for the 2025-2026 academic year are starting soon, with a 'Courses List' button. The 'Profile' section contains several interactive cards: 'Profile' (Edit Profile), 'Accreditation & Ranking' (View Ranking), 'Placement Records' (Placement Records), 'International Student Count' (View Records), 'Foreign Students Information' (Learn More), 'Alumni Details' (View Alumni), and 'Notable Alumni' (Explore Success Stories).

studyinindia.gov.in/Institute/IDashboard

STUDY IN INDIA  
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Home Applications Offers

U U-0331

## Welcome, TATA INSTITUTE OF SOCIAL SCIENCES, MAHARASHTRA


Institute ID :U-0331


### Course List


Admissions for Acedamic Year 2025-2026 are starting soon !


[Courses List](#)


### Profile


**Profile**  
Edit Profile →


**Accreditation & Ranking**  
View Ranking →

**Placement Records**  
Placement Records →

**International Student Count**  
View Records →

**Foreign Students Information**  
Learn More →

**Alumni Details**  
View Alumni →

**Notable Alumni**  
Explore Success Stories →

# Institute Course Addition

- For adding the courses (institute dashboard)

Course list -> Add Course

- Please add all the details of the course here.

**Course List**  
Admissions for Acedamic Year 2025-2026 are starting soon !

Courses List

← Dashboard > Course List

**Course List**

Q

+ Add Course

**Course Fee Programs**

Select Course Type \*

Regular Academic Program

**COURSE DETAILS**

**Discipline \***

--Select--

**Course of Study**

--Select--

**Programme Level \***

--Select--

**Course Title\***

Course Title

**Qualification \***

--Select--

**Course Start Date\***

dd-mm-yyyy

**Total seat offer to foreign student \***

Total seat offer to be foreign Student

**Course Duration (in Months) \***

Course Duration

**Mode of Study \***

Offline



# Institute Course Addition

- Select appropriate Discipline, then corresponding Programme Level associated with the Discipline
- Select the Qualification from the Dropdown for the corresponding Programme Level
- Finally select/enter the Course of Study

Discipline *	Programme Level *	Qualification *	Course of Study
--Select--	--Select--	Bachelor of Technology (B.Tech)	Computer Science and Engineering
--Select-- AGRICULTURE ALLIED MEDICAL COURSES ARCHITECTURE ARTS BUDDHIST STUDIES COMMERCE COMPUTER APPLICATIONS DESIGN EDUCATION <b>ENGINEERING</b> HOTEL MANAGEMENT & TOURISM HUMANITIES LAW MANAGEMENT MULTIMEDIA & ANIMATION OPTOMETRY PHARMACY SCIENCE VOCATIONAL COURSES	--Select-- Diploma Under Graduate (UG) Dual Bachelors Degree Post Graduate (PG) Post Graduate Diplomas Dual Bachelors And Masters Degree Dual Masters PhD Integrated PhD M.Tech + PhD (Integrated) M.E	--Select-- Bachelor of Engineering (B.E.) Bachelor of Science (B.Sc) <b>Bachelor of Technology (B.Tech)</b> Bachelor of Technology (B.Tech - 3 Continent) Bachelor of Technology (B.Tech - Evening) Bachelor of Technology (B.Tech - International) Bachelor of Vocation (B.Voc.)	Cloud Computing and Virtualization Communication Engineering Computational Sustainability Computer Aided Structural Analysis and Design Computer and Communication Engineering Computer Engineering Computer Engineering (Cloud Technology and Mobile Application) Computer Science & Design Computer Science & Engineering - Android Application Development Computer Science & Engineering - Machine Learning Computer Science & Engineering with a Specialization in Blockchain Technology Computer Science & Engineering with specialization in Cyber Physical Systems Computer Science & Medical Engineering Computer Science ( Specialization in Cyber Security) Computer Science (Data Science) Computer Science and Applied Mathematics Computer Science and Biosciences Computer Science and Business System <b>Computer Science and Engineering</b> Computer Science and Engineering (Computer Science & Engg. / Artificial Intelligence)

- **For Example** – if your institute is offering the Course **B.Tech Computer Science Engineering** to foreign students
  - **Discipline** : Engineering
  - **Programme Level** : Under Graduation (UG)
  - **Qualification** : B.Tech
  - **Course of Study** : Compute Science Engineering

# Institute Course Addition

- Fill Basic eligibility criteria for the mentioned course. If mutually Inclusive, select AND otherwise, select OR dropdown. Once filled, click on +Add Row Button
- Select the minimum qualification required by your institute for the course  
**For example** —for UG (B.Com) requirement is 10<sup>th</sup> with 73% and 10+2 with 51%. The entry will be as follows

(This is just for reference; you need to add required educational qualification for the course your institute is offering to the foreign students)

**EDUCATIONAL QUALIFICATIONS (Required for above mentioned course) \***

Qualification	Subject and Percentage		Operator	Action
10th	Any Subject	73	And	
10+2	Any Subject	51	And	<button>Remove</button>
--Select Qualification--	--Select Subject--	--Select Percentage--	--Select--	<button>Remove</button>

**+ Add Row**

# Institute Course Addition

- If institute has some additional eligibility criteria, they can also fill that in the additional Qualification section
- And add the Fees details & click on submit
- As soon as the institute clicks on submit the course is live on the website & students can now apply for this course in the institute.

## ADDITIONAL EXAMS / CRITERIA (if any)

Example: ( SAT Level I with minimum 850 score ) And ( IELTS with minimum 8.5 score )

## ANNUAL FEES

Currency \*

Currency \*

Currency \*

Currency \*

Annual Tuition Fees (SAARC Country) \*

Total Annual Fees (SAARC Country) \*

Annual Tuition Fees (Non SAARC Country) \*

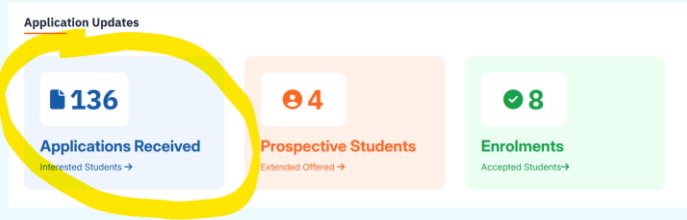
Total Annual Fees (Non SAARC Country) \*

**\*NOTE:** Annual Total Fees should include tuition, hostel, food, examination fees, or any other fees charged by the institute from the student

Submit

# Institute Student application

- Institutes will be able to view all the students who have applied to your institutes **“Application Received”** tab



- All the details about the students will be mentioned on the dashboard:  
Name, Country, Email, Mobile no., Course Applied by the student, Date of application
- Institutes can view the students' information & documents uploaded on the SII portal
- The accept/reject the student & upload the offer letter

← Dashboard > Interested Students

















## Interested Students

AGARWAL VARSHA

Mobile No.	Course Type	Dicipline	Program Level	Course/Program	Status	Applied/ Withdraw Date	Application Pending Days	Approval Status	Offer Letter
nail.com 8095175519	Regular Academic Program	HUMANITIES	Post Graduate (PG)	Master of Arts (M.A.)_Human Resource Management & Labour Relations – Mumbai Campus		10-11-2025	31	Accept Reject	Upload Offer Letter

# Institute Student application

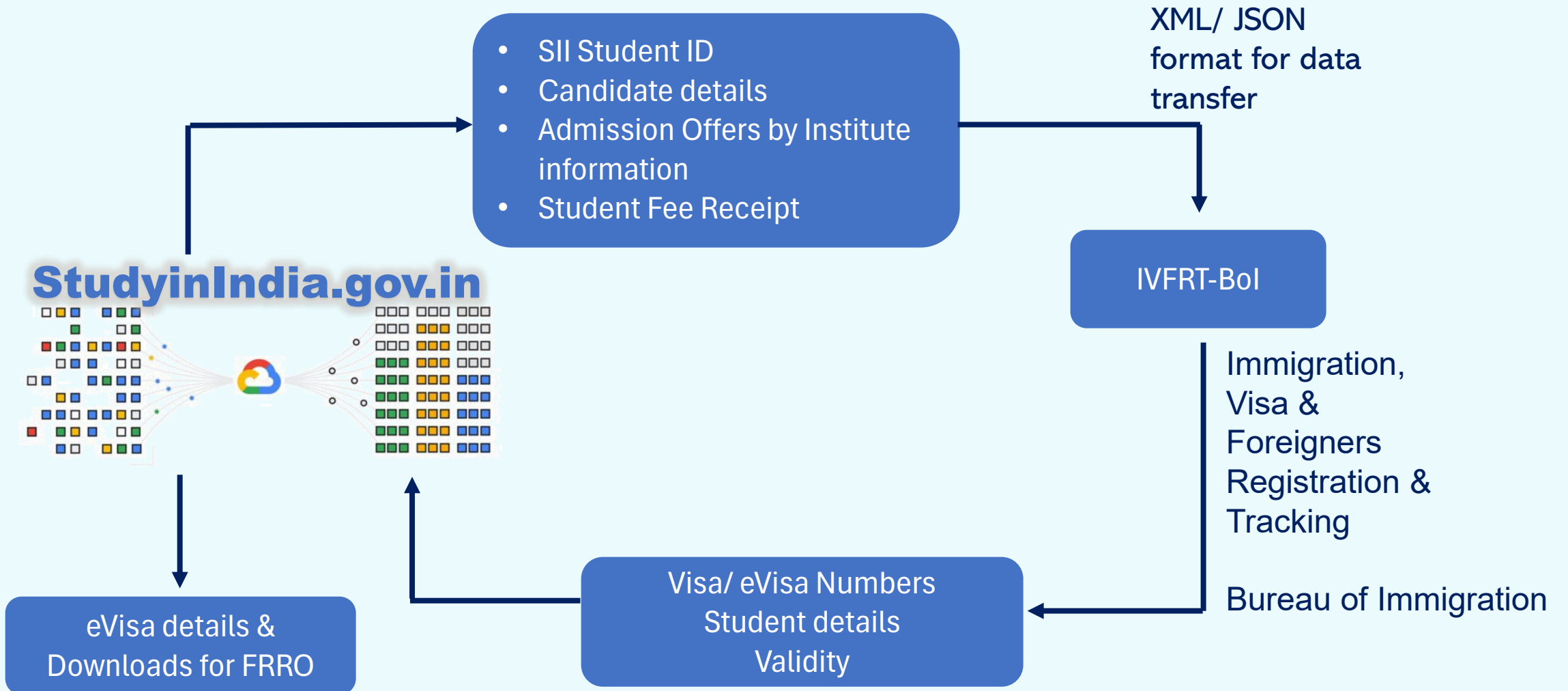
- You can view the status if the student has accepted the offer letter in the column **“Student Acceptance”**
- After the Student has accepted the offer letter, the Institute needs to confirm again regarding the student’s admission under the column **“Final Confirmation”**
- Upon final confirmation from the student & Institute, Institute must do the following:
  - Select **‘Fees Paid to the Institute’** as **“Yes”** or **“No”** from the dropdown.
  - If selected **“Yes”**, then upload the receipt of fee payment by clicking on the **‘Upload’** button made available against the student under the **‘Upload Fee Receipt’** column.

Offers													
Extended		Accepted 8		Rejected		Search by Student Name or ID							
#	Student Name	Nationality	Course	Programme	Admission Letter	Student Acceptance	Status	Final Confirmation	Fees Paid Status	Upload Fee Receipt	Fees Paid	Fee Receipt	Remarks by Institute
1	STAUNER AURELIA 25-49-1000283270	GERMANY	Short Term Program	-		Accepted	-	Confirmed			Yes		-
2	BODET JOSEPHINE 25-33-1000286006	FRANCE	Short Term Program	-		Accepted	-	Confirmed			Yes		-
3	DIPASQUANTONIO ELEANOR 25-1-1000286053	UNITED STATES	Short Term Program	-		Accepted	-	Confirmed			Yes		-
4	PORTMAN ALFRED 25-44-1000284363	UNITED KINGDOM	Short Term Program	-		Accepted	-	Confirmed			Yes		-

**NOTE:** Only after the institute has given final confirmation to student, the SII ID of the student is shared in a JSON format to indianvisaonline portal (IVFRT). So make sure to give final confirmation to all the accepted students.

# Data transfer in SII & IVFRT-BoI

Only after the institute has given final confirmation to student, the SII ID of the student is shared in a JSON format to indianvisaonline portal (IVFRT). So make sure to give final confirmation to all the accepted students.





# SII Social Media & Outreach



**FACEBOOK**  
432K followers



**FB- Community**  
50.8K members



**INSTAGRAM Followers**  
20.8K followers



**YOUTUBE Community**  
14.8K subscribers



**QUORA Family**  
8.7M content views



**X (Twitter) Followers**  
10.7K followers

# Thank you

**For any Study in India Queries connect with us at:**

**Email:** [help.studyinindia@gov.in](mailto:help.studyinindia@gov.in), [studyinindia@edcil.co.in](mailto:studyinindia@edcil.co.in)

**International Toll-Free No.:** +91 120-6565065

**Website:** [www.studyinindia.gov.in](http://www.studyinindia.gov.in)

**For any SII Updates follow us at :**



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