

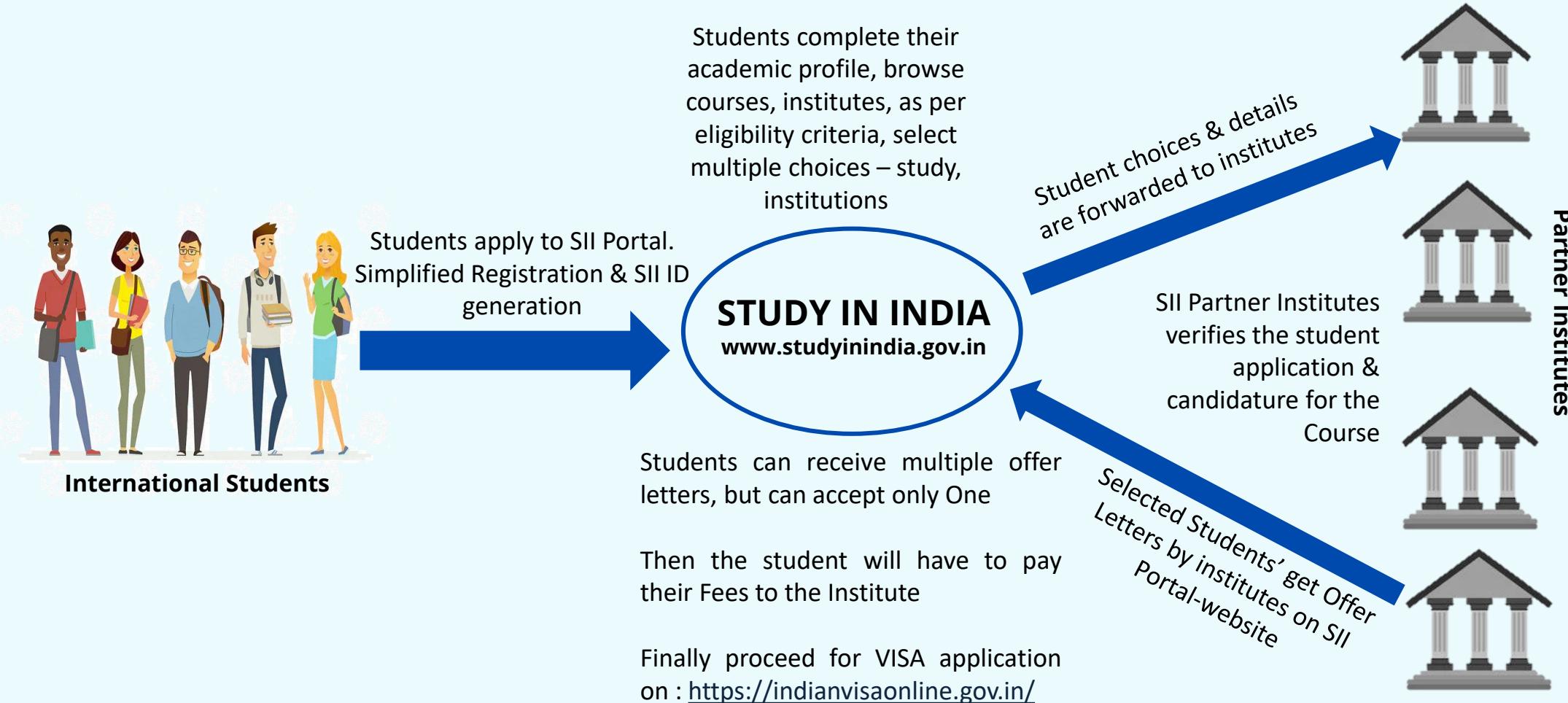
STUDY IN INDIA

Institute Dashboard Process

Implementing agency EdCIL (India) Limited

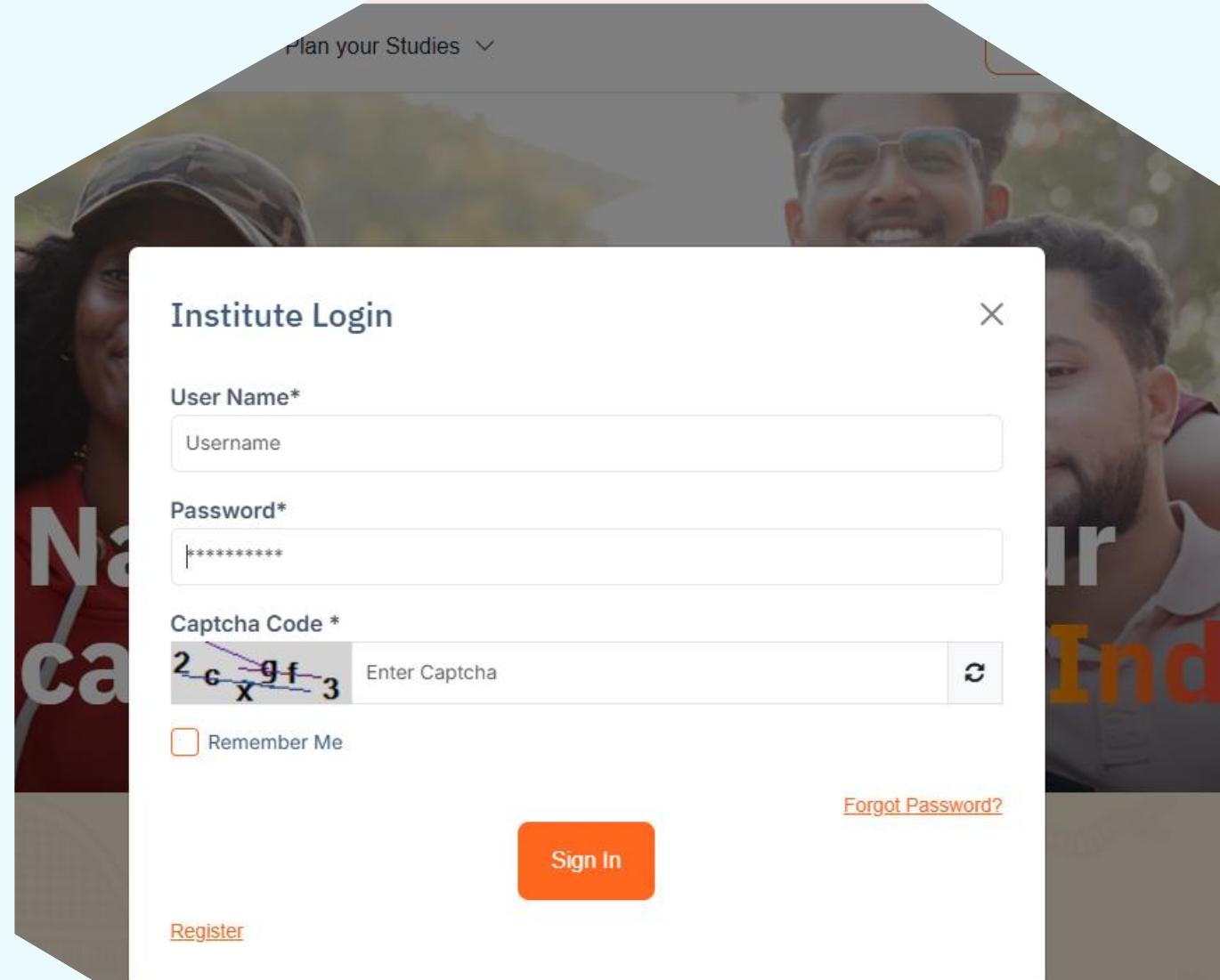


Study in India Website Flow



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



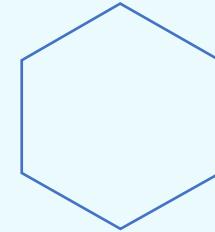
Get Student Application
Institute receives student application on their Dashboard itself. They can check the documents of the students.



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



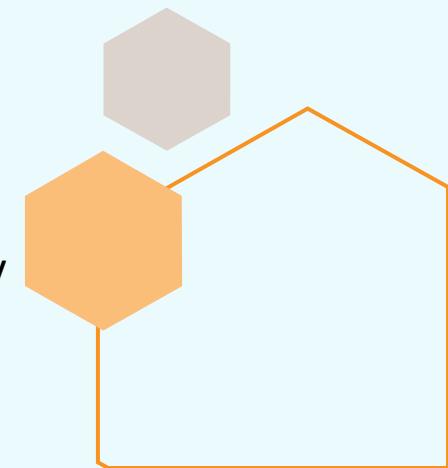
Final Confirmation
Student will now accept the offer letter & institute need to give final confirmation to the student
Then only the student details are transferred to the JSON shared to BOI

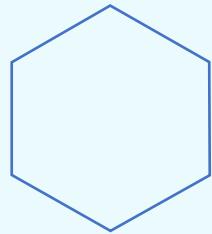


Institute Eligibility Criteria

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)



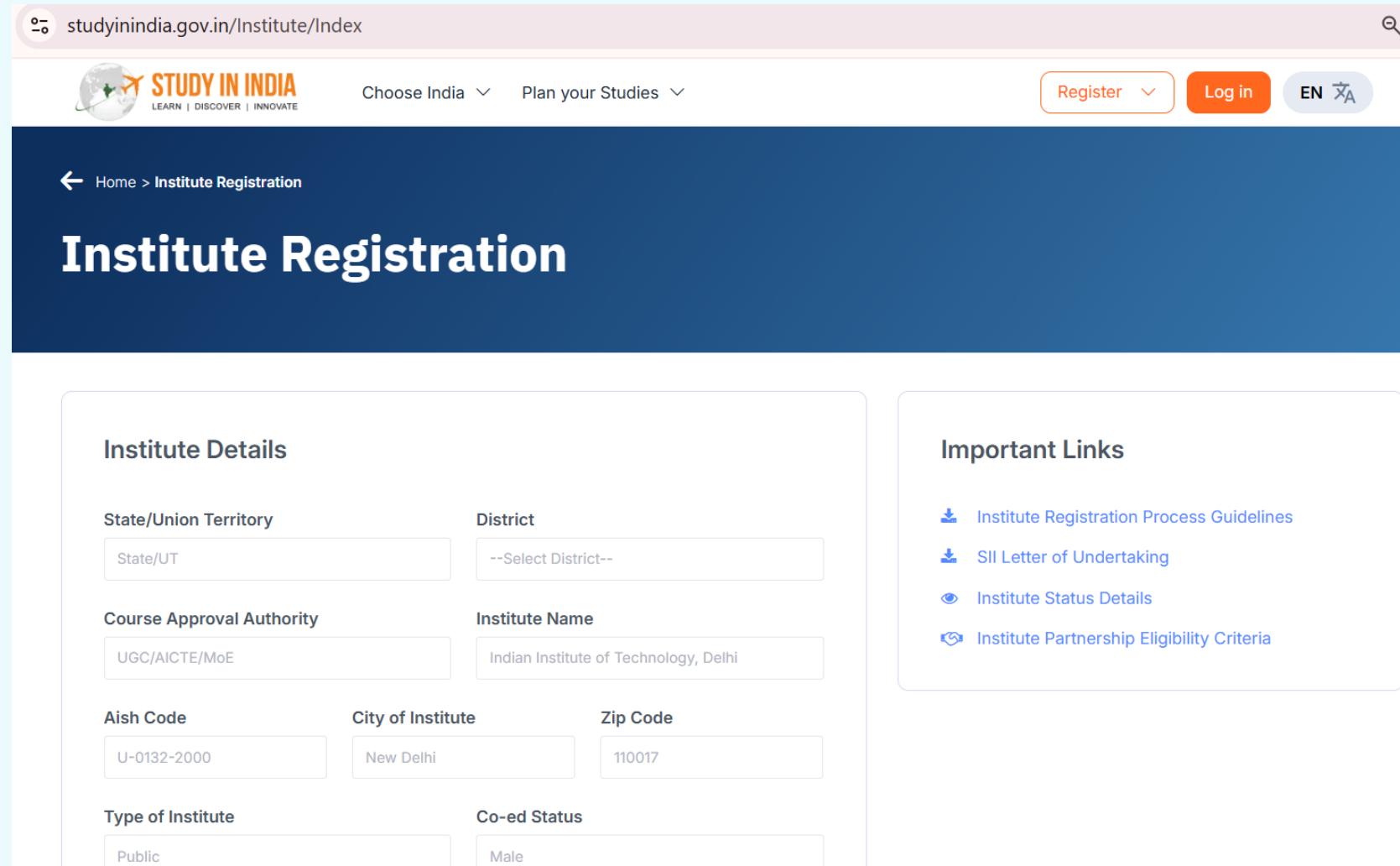


Institute Registration

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/Institute/Index website. The page has a dark blue header with the 'STUDY IN INDIA' logo and navigation links for 'Choose India', 'Plan your Studies', 'Register', 'Log in', and language selection ('EN'). The main content area has a white background. It features a large 'Institute Registration' title and a 'Home > Institute Registration' breadcrumb. Below this is a 'Institute Details' form with fields for State/Union Territory (State/UT), District, Course Approval Authority (UGC/AICTE/MoE), Institute Name (Indian Institute of Technology, Delhi), Aish Code (U-0132-2000), City of Institute (New Delhi), Zip Code (110017), Type of Institute (Public), and Co-ed Status (Male). To the right is a 'Important Links' sidebar with links to 'Institute Registration Process Guidelines', 'SII Letter of Undertaking', 'Institute Status Details', and '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.

studyinindia.gov.in/Institute/IDashboard

 STUDY IN INDIA
LEARN | DISCOVER | INNOVATE

Home Applications Offers

U U-0331

Welcome, TATA INSTITUTE OF SOCIAL SCIENCES, MAHARASHTRA

Institute ID :U-0331

Course List

Admissions for Academic 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 Academic Year 2025-2026 are starting soon !

← Dashboard > Course List

Course List

Q + Add Course

Course Fee Programs

Select Course Type *

Regular Academic Program

COURSE DETAILS

Discipline *	Programme Level *	Qualification *
--Select--	--Select--	--Select--
Course of Study	Course Title*	Course Start Date*
--Select--	Course Title	dd-mm-yyyy □
Total seat offer to foreign student *	Course Duration (in Months) *	
Total seat offer to be foreign Student	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
<input type="text" value="--Select--"/> <div style="background-color: #f0f0f0; padding: 5px; height: 150px; width: 100%;"> --Select-- AGRICULTURE ALLIED MEDICAL COURSES ARCHITECTURE ARTS BUDDHIST STUDIES COMMERCE COMPUTER APPLICATIONS DESIGN EDUCATION ENGINEERING HOTEL MANAGEMENT & TOURISM HUMANITIES LAW MANAGEMENT MULTIMEDIA & ANIMATION OPTOMETRY PHARMACY SCIENCE VOCATIONAL COURSES </div>	<input type="text" value="--Select--"/> <div style="background-color: #f0f0f0; padding: 5px; height: 150px; width: 100%;"> --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 </div>	<input type="text" value="Bachelor of Technology (B.Tech)"/> <div style="background-color: #f0f0f0; padding: 5px; height: 150px; width: 100%;"> --Select-- Bachelor of Engineering (B.E.) Bachelor of Science (B.Sc) Bachelor of Technology (B.Tech) Bachelor of Technology (B.Tech - 3 Continent) Bachelor of Technology (B.Tech - Evening) Bachelor of Technology (B.Tech - International) Bachelor of Vocation (B.Voc.) </div>	<input type="text" value="Computer Science and Engineering"/> <div style="background-color: #f0f0f0; padding: 5px; height: 150px; width: 100%;"> Computer Science and Engineering 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 Computer Science and Engineering Computer Science and Engineering (Computer Science & Engg. / Artificial Intelligence) </div>

- **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 10th 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	Remove
--Select Qualification--	--Select Subject--	--Select Percentage--	--Select--	Remove

+ 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)

Enter the additional Exam criteria (if any)

ANNUAL FEES

Currency *

--Select--

Annual Tuition Fees (SAARC Country) *

Annual Tuition Fees (SAARC Country)

Currency *

--Select--

Total Annual Fees (SAARC Country) *

Total Annual Fees (SAARC Country)

Currency *

--Select--

Annual Tuition Fees (Non SAARC Country) *

Annual Tuition Fees (SAARC Country)

Currency *

--Select--

Total Annual Fees (Non SAARC Country) *

Total Annual Fees (NonSAARC 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 SEARCH

Mobile No.	Course Type	Discipline	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

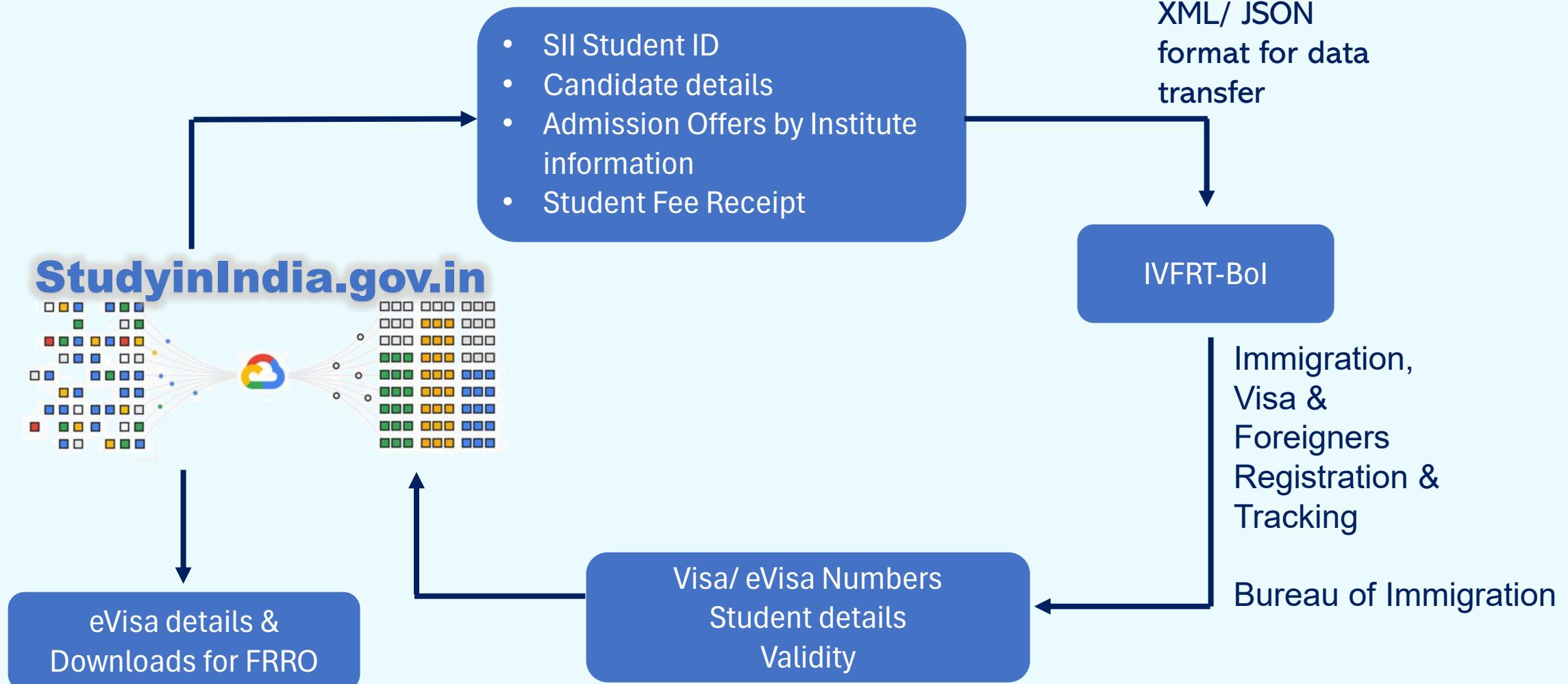
🔍

#	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	-	View	Accepted	-	Confirmed	▼	Upload	Yes	View Receipt	-
2	BODET JOSEPHINE 25-33-1000286006	FRANCE	Short Term Program	-	View	Accepted	-	Confirmed	▼	Upload	Yes	View Receipt	-
3	DIPASQUANTONIO ELEANOR 25-1-1000286053	UNITED STATES	Short Term Program	-	View	Accepted	-	Confirmed	▼	Upload	Yes	View Receipt	-
4	PORTMAN ALFRED 25-44-1000284363	UNITED KINGDOM	Short Term Program	-	View	Accepted	-	Confirmed	▼	Upload	Yes	View Receipt	-

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-Bol

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



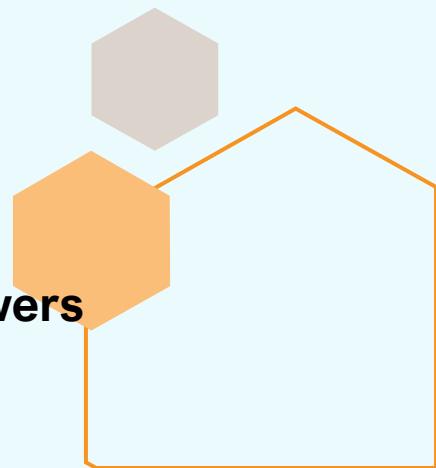
YOUTUBE Community
14.8K subscribers



QUORA Family
8.7M content views



X (Twitter) Followers
10.7K followers





Thank you

For any Study in India Queries connect with us at:

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

Website: www.studyinindia.gov.in

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