

**Indian Council for Cultural Relations  
(Scholarship Division)**

**Standard Operation Procedure to be followed by Regional Office on arrival of international students under ICCR sponsored scholarship schemes:-**

1. On receipt of travel plans of the selected students the RO is to make necessary arrangements for receiving the student from the airport/railway station/ bus stand. If ISA is providing this facility, RO shall liaise with ISA.
2. On arrival, a welcome kit shall be handed over. The kit should contain detailed addresses, email, mobile no. of RO, ISA, FRRO, city guide booklet, financial norms of ICCR sponsored Scholarship Schemes, account opening and any other relevant information as deemed appropriate by RO.
3. Facilitate completion of admission formalities.
4. To help students getting themselves registered with Foreign Regional Registration Office within a period of 14 days.
5. Immediately on their arrival students to be given an account opening form and a letter from RO/University concerned recommending immediate opening of bank account at the nearest branch of State Bank of India.
6. Arrange to release 3 months advance scholarship through PFMS by adding the beneficiary details on the system. The payment should be released within a maximum period of 7 days of arrival. No cash payment shall be made to any of the newly arriving students.
7. Advise the students to send the Joining Report and the tuition fee claim as per prescribed proforma. While filling up the JR, student may be advised to fill the details related to date of birth, nationality, course, college details, registration number etc with utmost care.
8. Maintain and update database of all the students. It is advisable to separately maintain list of new students.
9. Duly filled-in Joining Report and tuition claim shall be sent to Headquarter along-with forwarding letter seeking approval of tuition fee to the university concerned. The same shall be uploaded on A2a Portal.
10. To organize Orientation Programme for newly arriving students within the first week of the arrival. Cultural immersion programme shall be organized by RO in due course. Proposals for such programme to be submitted separately.
11. RO should form a whatsapp group to new students and shall remain in touch on a regular basis. RO shall also visit college/ISA regularly to meet students and ISA.

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