



Information Leaflet for Exchange Students
within the Framework of
Indo-German University Cooperation
(Process A – Short term exchange)

Valid as of November 28th, 2023

German and Indian universities facilitating exchange programs within the framework of Indo-German co-operations, may apply through the Academic Evaluation Centre New Delhi (APS India) for an APS group verification. This is applicable to those students **who will not be awarded an academic degree from a German university**. The duration of stay in Germany is limited to the duration of the exchange program.

The Indian exchange student must be enrolled in a bachelor or a master program at the Indian university that is part of the Indo-German cooperation. The program must guarantee direct access to the reciprocal German university.

The requirements for application to Process-A are as follows:

The application documents for this process must be submitted by either the German or the Indian institution. It is mandatory to submit valid documents pertaining to the cooperation between the two universities (MOU). Indian candidates are admitted as **exchange students** to the German partner university, as prescribed in the common Memorandum of Understanding between both universities.

Application procedure:

1. Submission of application by the German / Indian university:

The German / Indian university must inform the APS via email (groups@aps-india.de) about the details of the cooperation agreement. They must submit a list of the candidates selected for the exchange program along with contact details of the representatives of both Indian and German university. APS will then assign a **Group Number** to the respective universities.

2. Online Registration:

Selected students must **register on the APS website** like regular freemover students. **Each student must print and personally sign** the completed application and authorization forms. **Printed applications should be mailed in collectively for the entire group. The envelopes should be clearly marked with the group number that APS India has provided for the specific group.** Single applications without an assigned Group Number can't be allocated to the group and consequently can't be processed.

Kindly ensure that all information regarding educational details is correctly filled in!



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3. Payment details:

Each applicant shall be charged an individual fee of **18,000/- INR**. The fees for all participants of a group **must be paid collectively** and then be wired to the APS account mentioning the **Group Number**. The applications will be processed once the collective fee has been credited to the APS account.

Kindly transfer the fee in one amount to the below mentioned account. Please ensure that the bank details are entered correctly. Keep the transaction receipt for future reference.

Bank details for transferring the fees in INR:

Account Holder	Embassy of Federal Republic of Germany – Wiss
Account Number	0946426766
Name of Bank	Kotak Mahindra Bank
IFSC Code	KKBK0000182

All applications must be submitted together!

Applicants enrolled for exchange programs **do not receive an individual** APS certificate. APS will inform the concerned German universities about the verification results via email. It is therefore imperative that the contact details of the respective university representatives are correct and up to date (address, email id and telephone number)

It is not possible to change the university in Germany for the duration of the exchange program. Candidates who have received a visa under 'Process A' and wish to change the course of study or the framework of the program during their stay in Germany need to submit **a written consent** for the discontinuation of the current program from the concerned German university.

Exceptions:

Candidates who failed to obtain an APS certificate through the individual application process due to fraudulent documents cannot apply for 'Process A'.



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Documents required for each applicant of 'Process A'

All applicants

- Copy of APS fee transfer receipt
- Printed copy of completed and duly signed application form
- Passport size photo
- Copy of Aadhaar-Card with linked mobile number
- Copy of Passport (first and last page)
- Email address and phone number of university coordinators from both Indian / German universities.

Bachelors applicants

- Copy of Class XII certificate
- Original of enrollment statement from the Indian university
- Copy of all university Marksheets till date (Bachelor)

Masters applicants

- Copy of Bachelor's Certificate
- Copy of marksheets of all semesters of the Bachelor's studies
- Original of enrollment statement from the Indian university
- Copy of all university marksheets

The documents will be archived and therefore **no original academic documents (degree, certificates, diplomas, marksheets, etc.)** should be submitted for the procedure.

APS reserves the right to request additional documents



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Important information for Scholarship awardees:

Candidates holding a scholarship from European publicly funded scholarship programs equal to or exceeding the current applicable monthly BAföG rate may apply directly for a student visa through VFS. Document verification through APS is not mandatory in this case.
