

Student Toolkit

European academic institutes have become a sought after higher educational destination for students across the globe. A large number of Indian students are also choosing European nations to pursue advanced studies. The India Centre for Migration, a think tank of the Ministry of External Affairs, recommends the following key guidelines necessary for Indian students.



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This checklist is a comprehensive tool to facilitate informed and secure migration and provides pointers to Indian students who are inclined to pursue higher education abroad. This guide will help you every step of the way, right from departure to your career prospects.

1. Pre-Departure

This section will acquaint you with important steps on choosing and verifying the institute of your choice. It will also prepare you to gather relevant information from the institute and aid you in making an informed decision.

1.1 Selecting your course and institution

- Trust only govt. verified institute websites. NOTE – Trustworthy institute websites generally have a suffix that includes the EU Countries abbreviation (e.g. For Germany - .de, for France - .fr, for Netherlands - .nl)
- Take into account the institute's official recognition and academic reputation.
- Ensure that the degree you earn will have recognition in India or any other country you choose to work or study in.
- Consider the language requirements. [1]
- Check your eligibility for the program

1.2. Applying to your institute

- Deliberate on the entire application process starting with the admissions criteria, the application deadlines (including scholarship if any) and the required language skills.
- Verify and fulfil all required documents. NOTE- Ensure that all your documents are translated by a certified translator if specified by the institution or the Embassy of the country you are traveling to.
- Make digital backup files of all the relevant documents and bills (if processed any online application fees).

1.3. Scholarship

- Search and apply for as many relevant scholarships as possible, keeping in mind that certain scholarships do not permit simultaneously availing other scholarships.
- Check if your scholarship covers all your expenses including tuition, accommodation and daily expenditures.
- Scholarships can be provided by different institutions including governments, educational institutions, profit and not for profit organisations. [2]
- Ensure you read all the terms and conditions of your scholarship and keep up with all the requirements.

2. Departure

This section will provide you with some basic requirements that you need to keep in mind while preparing your travel. This includes the relevant paperwork for your departure and the living arrangements that need to be made before your arrival at the destination country.

2.1. Paperwork

- Apply for your visa well ahead of time to account for any possible delay and rejection.

- Ensure you have collected all the relevant documents required to start the visa process. Although visa requirements vary from country to country some basic documents required for your visa are (i) your offer letter from the academic institute (ii) acceptance of scholarship if any (iii) financial statements (iv) accommodation details at destination country (v) health insurance certificate.
- Confirm that your passport and visa are valid for the entire duration of your stay and that your passport is valid for at least 3 months longer than your visa.

2.2. Living Arrangements

- Check with the concerned University on ‘On-campus housing’ as most of the Universities have a residence hall area but it might be limited to first-come-first-serve basis. Shared rentals or single room apartments are available as part of ‘Off-campus housing’ and consider the distance from your accommodation to the University. Confirm with your University (International desk) for more details.
- Be aware of the types of cuisine available at your destination country if you have any dietary restrictions.
- Be mindful of the weather conditions of the destination country and pack appropriate clothing.

3. Stay

This section will acquaint you with important issues you should consider during your stay as a student in Europe.

3.1. Transportation

- Use discounted travel cards and monthly passes to save money on local transportation.
- If staying ‘Off Campus’, look for other students from your University and try to arrange common modes of travel.

3.2. Part-time Employment

- Most countries regulate the number of hours you can work as a full-time student. Please keep these regulations in mind before taking up part-time employment.
- Do enquire if the country concerned requires a work permit for part-time employment.
- Balance your academic priorities along with your work commitments.
- Be aware and affirm your rights as a part-time employee and promptly report any incident of harassment or discrimination.

3.3. Acclimatisation

- Find and associate with Indian groups and communities that will familiarise you with your surroundings and learn from their experiences.
- Also participate and associate yourself with University based extra-curricular and co-curricular groups and activities.

3.4. Security

- Register yourself on the MADAD portal run by the Ministry of External Affairs, Government of India. [3]
- Register yourself with the Indian Embassy on arrival at the Embassy website or in person. While travelling to different countries on Schengen Visa, please carry copies of your important travel documents.
- Promptly approach the respective Indian embassy in case of an emergency such as loss of important documents or threat to personal safety.

3.5. Post-Study Work Opportunities

- Finding employment in a foreign country after graduation can be challenging. Start planning early and seek guidance from your university placement centre.
- Apply for a Work Permit in the stipulated time frame along with necessary documents including your degree certificate and transcripts.
- Remember that the permissible duration of stay for finding employment after completion of your degree varies from country to country. [4]

ENDNOTES

[1] In French educational institutions, certain programs require proficiency in the French language. Working knowledge of French would also help you in gaining not only part-time but also full-time employment.

[2] Scholarships in Germany are available mainly for research, and in some cases at the Masters level. The German Academic Exchange Service (DAAD) is one such scholarship in the field of academic international co-operation. www.daad.in will provide you an overview of the same.

Erasmus Mundus program provides EU funded scholarships for International students who have been accepted for higher studies in a European institute. More information is available on https://eacea.ec.europa.eu/erasmus-plus/scholarships_en

[3] The MADAD Portal is a Consular Grievance Monitoring Redressal Mechanism run by the Ministry of External Affairs which provides a platform to file consular grievances to the Indian Government. This will help you monitor the status of your complaint filed at the concerned Indian Embassy. It will also enable the authorities to provide you with prompt assistance in case of any emergency.

[4] Germany provides post study work permit for 18 months and students may use this period to find jobs related to their area of specialisation. In Germany, the work permit requires the following documents to be submitted at the foreign nationals' registration office- Valid Indian Passport, Masters Degree, Proof of Health Insurance and Scholarship Documents if any.

NOTE:

No institution can guarantee a place for you in the university of your choice. No study abroad organization can provide an occupation in a foreign country after the completion of higher education.