



Jamnalal Bajaj Institute of Management Studies (AUTONOMOUS)

Dadabhai Naoroji House, 164, Backbay Reclamation, H. T. Parekh Marg, Mumbai - 400 020.

Mobile No. : 9326234746

URL : www.jbims.edu

e-mail : director@jbims.edu

Important Instructions for Candidates who are Offered Admission to the Master of Management Studies (MMS) Two Year Full-Time Degree Programme for the Academic Year 2025-26 to OCI/PIO, Foreign Students, Children of Indian Workers in Gulf Countries (CIWGC) and Non Resident Indian (NRI)

- Selected Registered Candidates are required to comply with the following requirements at the time of payment of fees, failing which their admission offer will be withdrawn / cancelled.
- 1. The admission is confirmed only after all the formalities are completed and full fees are paid.
- 2. **Certificates to be produced in original for verification along with Three sets of self attested photo copies and scanned copies of the certificates in PDF format.**
 - a. Certificate of Date of Birth, Copy of Aadhaar Card
 - b. Statement of Marks of 10th & 12th (Marksheet & Passing Certificate if any) (Photocopy not required)
 - c. Statement of Marks (All Semester wise), Passing & Degree Certificate of Graduation.
 - d. Domicile/Nationality Certificate.
 - e. CGPA/CPI etc to percentage conversion formula of respective University/College or certificate issued by parent University/College
- 3. Two passport size photographs and Scanned colour photograph with signature below photograph, as per the format given as (Appendix-"A").
- 4. Eligibility - Candidates who have done his/her Graduation from other than University of Mumbai have to obtain Eligibility Certificate from University of Mumbai through JBIMS office. Please note that, if eligibility is not confirmed by the University, the admission will be treated as cancelled and No fees shall be refunded as per University Rule.
- 5.
 - a) Students who have graduated from Mumbai University should strictly submit their Graduation Certificate TC/Leaving Certificate on or before **30th September, 2025** in any circumstances or else they are not allowed to appear for the Semester I examination.
 - b) Students who are graduated from other than Mumbai University should strictly submit their TC, Migration Certificate, Verification Report of Degree and /OR Final Year Marksheet on or before **30th September, 2025** in any circumstances or else they are not allowed to appear for the Semester I examination.
- 6. **Certificates to be produced in original for verification along with Three sets of self attested photo copies and scanned copies of the certificate in PDF format, by Foreign Nationals and Foreign Students**
 - a. Eligibility Certificate from the Association of Indian Universities, New Delhi (AIU).
 - b. Passport of the Candidate
 - c. Country ID Card.
 - d. Affidavit of Candidate/Parent disclosing his/her full identity i.e. full name, age, residence, occupation, relationship with candidate duly signed by the Candidate/Parents.
 - e. Proof of residence i.e. Driving License or Telephone Bill of candidate



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7. **Certificates to be produced in original for verification along with Three sets of self attested photo copies and scanned copies of the certificate in PDF format, by Persons of Indian Origin (PIO) / Overseas Citizen of Indian (OCI) Candidates**
 - a. Eligibility Certificate from the Association of Indian Universities, New Delhi (AIU).
 - b. Passport of the Candidate
 - c. PIO / OCI card.
 - d. Affidavit of Candidate/Parent disclosing his/her full identity i.e. full name, age, residence, occupation, relationship with candidate duly signed by the Candidate/Parents.
 - e. Proof of residence i.e. Driving License, Telephone Bill, Property Tax copy, IT return copy of sponsor
8. **Certificates to be produced in original for verification along with Three sets of self attested photo copies and scanned copies of the certificate in PDF format, by Children of Indian Workers in Gulf Countries (CIWGC) Candidates**
 - a. Country ID Card, CIWGC Certificate of the Candidate OR of his/her Mother or Father
 - b. Affidavit of Candidate/Parents disclosing his/her full identity i.e. full name, age, residence, occupation, relationship with candidate duly signed by the Candidate/Parents.
 - c. Passport, Nationality Certificate of Parent & Guardian.
 - d. Residence of parent in Gulf Countries, Valid VISA of Parent & Residence Permit (VISA Copy)
 - e. Work Permit or Letter from the Employer on Company Letterhead
 - f. Proof of residence i.e. Driving License, Telephone Bill, Property Tax copy, IT return copy of Parent
 - g. Proof of residence showing minimum 182 days of stay of Parent in Gulf Countries for the academic year of admission, prior to the admission date
 - h. True copy of Gulf bank account passbook (copies of main page indicating bank name & address, Parent name & address, with entries of last preceding 6 months prior to admission)
 - i. Eligibility Certificate from the Association of Indian Universities, New Delhi (AIU) if candidate passed Qualifying examination from abroad.
9. **Certificates to be produced in original for verification along with Three sets of self attested photo copies and scanned copies of the certificate in PDF format, by Non Resident Indian (NRI) Candidates**
 - a. Passport or Country ID of the Candidate.
 - b. Affidavit of candidate/sponsor disclosing his/her full identity i.e. full name, age, residence, occupation, relationship with candidate duly signed by the Candidate/Parents/sponsor.
 - c. Passport, Nationality Certificate of sponsor
 - d. Proof of Residence of NRI & Passport of Parent or Guardian
 - e. Proof of residence i.e. Driving License, Telephone Bill, Property Tax copy, IT return copy of sponsor
 - g. True copy of foreign bank account passbook (copies of main page indicating bank name & address, sponsor name & address, with entries of last preceding 6 months prior to admission)
 - h. Certificate issued by an Indian Mission/Post abroad confirming NRI status of Candidate/Parent

K. Jaghole
6th Sept 2025
Director