



ANNA UNIVERSITY

CHENNAI - 600 025

Admission to
B.E. / B.Tech. / B.Plan. Degree Programmes
under CIWGC category
2025 - 26

INFORMATION AND INSTRUCTIONS TO CANDIDATES



CENTRE FOR ADMISSIONS
Anna University, Chennai – 600 025 INDIA

Guidelines for Admissions to
B.E. / B.Tech. / B.Plan. Degree Programmes
under CIWGC category of Anna University
2025-26

Anna University is inviting applications under CIWGC (*Children of Indian Workers in Gulf Countries*) category for admissions to the B.E. / B.Tech. / B.Plan Degree Programmes offered in the University Departments of Anna University, viz., College of Engineering (CEG), Guindy, Madras Institute of Technology (MIT), Chromepet, A.C. College of Technology (ACT), Guindy, School of Architecture & Planning (SAP), Guindy and University College of Engineering Thiruchirapalli. The candidates can register & submit their application online through the Web Portal cfa.annauniv.edu/cfa.

Children of Indian Workers in Gulf Countries (CIWGC) are eligible to apply under two categories, viz., CIWGC (Children of Indian Workers in Gulf Countries) and NRI (Non Resident Indian).

1. ALLOCATION OF SEATS

In each branch of B.E. / B.Tech. / B.Plan. degree programmes, 5% of the sanctioned seats (supernumerary) are allocated to CIWGC category.

2. DURATION OF THE PROGRAMME

B. E. / B. Tech. /B.Plan	4 Academic years comprising of 8 semesters
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3. ELIGIBILITY – GENERAL (B.E / B.Tech. / B.Plan.)

- The Father / Mother / Legal guardian of the candidate should be working in one of the Gulf Countries and they should have NRI status. Recent NRI status certificate of the (Father / Mother / Legal Guardian) issued by the Indian Embassy of the respective country with their seal should be submitted as per **Annexure - I** (Affidavit for NRI status is not accepted). **The Embassy Certificate obtained prior to 1st March 2025 shall not be accepted.**

- Employment Certificate of the NRI (Father / Mother / Legal Guardian) (issued on or after 1st March 2025) in Gulf Countries should be submitted as per **Annexure - II**. In the case of self-employment, proof related to the details of the nature of business, annual income and Income Tax paid (for the last 3 years) are to be submitted.
- **Applicants shall register online through the Web Portal cfa.annauniv.edu/cfa**
- The Non- Refundable Application Processing Fee payable is US \$ 400 (+18% GST). The payment shall be made using Debit Card / Credit Card only. The Transaction charges for online payment, if any, should be borne by the candidate.
- Upload the documents specified in **Annexure III**

4. ELIGIBILITY – ACADEMIC (B.E. / B.Tech. / B.Plan.)

4.1 MINIMUM QUALIFICATION

- Candidates must have passed one of the following qualifying examinations:
 - Higher Secondary Certificate (XII Standard) or equivalent.
 - OR**
 - 8+4 type of Foreign Boards
 - OR**
 - 9+3 type of Foreign Boards
- The Candidate should have passed in all the subjects and scored a minimum average of 45 % in Mathematics, Physics and Chemistry put together.

4.2 MODE OF SELECTION

- The eligible candidates will be called for counseling in the order of merit. Merit list is prepared based on the marks obtained in the prescribed subjects reduced to 200 (Mathematics:100, Physics + Chemistry: 100) in the qualifying examination (XII std. or equivalent).
- In cases where more than one candidate have got the same marks in the common merit list, the inter-se-merit among such candidates shall be determined in the order of priority as specified below. (i) percentage of marks in Mathematics (ii) percentage of marks in Physics (iii) percentage of marks in the optional subject (iv) percentage of total marks in XII Standard Examination (v) date of birth (elder will be given preference) and (vi) Random number Assigned (higher value will be given preference)

- In case, the results are awaited for the qualifying examinations, applications may be submitted with other documents before the deadline. However, the transcripts should be submitted before the counseling.
- If the candidate has grade certificates, he/she has to submit either the actual marks or equivalent marks for the respective grades. In case equivalent mark range is given for grades by the respective examination authorities, only the minimum marks applicable to the grades in the eligible subjects (Mathematics, Physics and Chemistry) will be taken into account. The candidate should provide equivalent mark or mark range for grades from the respective board only.
- **Letters from Principals regarding equivalent mark or mark range for grades will not be accepted.** The candidate has to provide a pass certificate, if it is not clear from the mark sheet whether the candidate has passed all the subjects. Mark sheets with voluminous data or confusing formats will not be accepted. The decision of Anna University will be final in case of any ambiguity in the eligibility criteria.

5. COUNSELING PROCEDURE

- Once the Rank list has been published, the candidate will be asked to participate in Online Counselling (Choice filling) in the order of Merit. The Counseling Web Portal (for exercising the choice of the Institution /Branch of study) will be enabled after the publication of the Merit List.
- No communal reservation is followed for allotment under CIWGC.
- At the time of Online Counseling, the candidates have to pay \$1,000/- as Initial deposit through Online mode for participating in Online Counseling. The Initial Deposit will be adjusted against the Tuition Fee.

An applicant who declines after the publication of Tentative Allotment OR an applicant who is not allotted a Branch during Provisional Allotment shall be eligible for 100% Refund of the Initial Deposit. After provisional allotment, an applicant who does not join the branch allotted shall be eligible for 80% of Refund of the initial deposit. The candidates eligible for refund should apply through the Web Portal (cfa.annauniv.edu/cfa) within six months from the date of counseling. The application for refund submitted beyond six months will not be considered.

- Once the seat allotment (Provisional) is done, change of Branch or Institution will not be permitted.

6. ADDITIONAL INFORMATION

- Details related to Fee structure & Hostel facilities may be obtained from the office of the Director, Center for International Relations, Anna University. For contact details refer to the Web Page of the Centre for International Relations.
- For Online Application Registration and Admission related information is available in the Web Page of the Centre for Admissions: <https://cfa.annauniv.edu/cfa/>
e-mail: FNRIcfa@gmail.com

IMPORTANT:

The Candidates are informed that the admission will only be Provisional. At any stage, if the candidate is found ineligible on verification of original certificates by the Competent Authority, the admission will be cancelled / he or she will be asked to discontinue from the program.

IMPORTANT DATES

Commencement of Online Registration of Applications	01.04.2025
Last date for Registration, Online Payment of Registration Fee, Online Uploading of Documents & Application Submission for B.E. / B.Tech. / B.Plan.	09.06.2025

For further clarifications contact

Email : FNRIcfa@gmail.com

Phone : (044) 2235 8314 / 8276

**DIRECTOR (Admissions)
ANNA UNIVERSITY**

ANNEXURE - I

FORMAT FOR NRI CERTIFICATE FROM EMBASSY

(In the Letter Head of the Embassy office)

No.

Dated:

CERTIFICATE

This is to certify that (Father / Mother / Legal Guardian)
.....holder of Indian passport no.....datedissued at (Place of issue)
.....is residing in this country sinceHe / She is a Non- Resident Indian.

(Signature, Designation & seal of the issuing authority)

Note: 1. The NRI Certificate given by embassy in a different format is accepted.

2. Affidavit of NRI Certificate is not accepted.

ANNEXURE - II

FORMAT FOR THE CERTIFICATE FROM THE EMPLOYER

(In the Letter Head of the Company / Organization)

No.

Dated:

This is to certify that (Father / Mother / Legal Guardian)holder of
Indian passport no.....datedissued at(place of issue).....is an
employee of our company / organization since (Date of joining).....in the position of
..... (Designation)and drawing a monthly salary of

This certificate is being issued upon his / her request for the purpose of college admission.

(Signature, Designation & seal of the issuing authority)

ANNEXURE III

DOCUMENTS TO BE UPLOADED WHILE REGISTERING THE APPLICATION

The scanned copies of all the relevant documents (listed below) should be uploaded online at the time of submission of Online Application. All the files should be in pdf format only. (Max file size 2 MB).

1. Recent NRI status certificate of the (Father / Mother / Legal Guardian*) issued by the Indian Embassy of the respective country with their seal as per Annexure - I (Affidavit for NRI status is not accepted). The Embassy Certificate obtained prior to 1st March 2025 shall not be accepted.
2. Employment Certificate of the NRI (Father / Mother / Legal Guardian) (issued on or after 1st March 2025) as per Annexure - II. In the case of self-employment; nature of business, annual income and required proof - Income Tax paid (for the last 3 years) to be produced.
3. NRE / NRI bank account statement of the NRI (Father / Mother / Legal Guardian), at least for the last six months (start date should be on or after 1st September 2024).
4. Valid Indian Passport and Visa of the NRI (Father / Mother / Legal Guardian).
- 5. Birth Certificate or Valid Indian Passport of the Candidate.**
6. School Transfer Certificate / Migration Certificate. If these certificates are not issued in the respective country, an equivalent transfer certificate from the Principal has to be specially obtained.
- 7. For 10+2 type of Indian Boards OR Foreign Boards:**
 - a. Mark sheets of Secondary School Leaving Certificate (X Standard) or equivalent
AND
Higher Secondary Certificate (XII Standard) or equivalent.
OR
 - b. For 8+4 type of Foreign Boards: Mark Sheets from 8th to 12th standards.
OR
 - c. For 9+3 type of Foreign Boards: Mark Sheets from 9th to 12th standards.

***Certificate to be provided for the Legal Guardian of the candidate by the court as per provisions of "The Guardians and Wards Act 1890".**

NOTE:

1. **Scanned Copy of the documents listed above (1 to 7) must be uploaded without fail.**
2. Printed mark sheets issued by the respective boards only will be accepted.
3. Hand written mark sheets will not be accepted.
4. Equivalence of marks for grades should be provided by the Examination Authorities / Boards.
5. Information for applicants regarding admission will be available in Anna University Web Portal. Do not expect individual email communication.
6. The Scanned copy of the High School Diploma Certificate (if the student has completed studies from International Boards which provide three / four year high school diploma) must be attached. Such students should also enclose the photocopy of the mark sheet of 8th Standard or 9th Standard or equivalent level (Pre-Diploma level).
7. Anna University reserves the right to ask for additional documents if necessary.
8. Predicted scores will not be accepted.
9. In case, the final transcripts have not been received before the last date of registration of applications, submit the other documents. However, the final transcripts should be submitted before the commencement of Choice Filling / Counseling.

The Candidates can apply only through Online mode.

cfa.annauniv.edu/cfa