

**SHORT TERM APPLICATION FORM
FOR
INCOMING EXCHANGE STUDENTS**

International Relations Office (IRO) - TISS

Admission Desired for (Tick \checkmark the relevant programme)

- **Course-work (One Semester)**
- **Course-work (Two Semesters)**
- **Field Internship/ Fieldwork/ Field Placement**
- **Research Affiliation**
- **Project Work**

Paste your photo



**TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088, India
www.tiss.edu**

[A Deemed to be University under Section 3 of the UGC Act, 1956]

Section I - Personal Details

1.1	First Name/ Given Name	
1.2	Last Name/ Family Name	
1.3	Father's/ Mother's/ Guardian Name	
1.4	Nationality	
	Country of Present Residence	
1.5	Date of Birth (DD/ MM/ YYYY)	
1.6	Sex	
1.7	Email Id	
1.8	Phone No. (Personal/ Work – with country code)	
	Mobile Number (with country code)	
	Fax No.	
1.9	Permanent Address (with City, State, Country and Postal Code)	
	Current Address (with City, State, Country and Postal Code)	
1.10	Passport No.	
	Date of Expiry	
	Date of Issue	
	Place of Issue and Country	
1.11	English Language Proficiency	Read: Write: Speak:
	Other languages spoken (aside from English)	
1.12	Work Experience (if any)	
	a) Current/ Most Recent position	
	b) Type of Job/ Title	
	c) Full-time/ Part-time/ Voluntary	
	d) Responsibilities	
	e) Name of the Organization	
	f) Type of Organization	
	g) Issue(s) on which the organization works	
	h) Address of the Organization	
	i) Duration of Employment	
	j) Details of the previous position	

1.13	Describe any volunteer experience, community involvement	
1.14	Any other skill/ hobby/ interest that you have?	

Section II – Academic Details

2.1	Name of the Home University	
2.2	Registered Programme (Undergraduate, Masters , Doctoral , Others)	
2.3	Current year/ semester of Study?	
2.4	Name of Degree/ Programme / course you are pursuing at the time of the application	
2.5	Name of the School/ Centre/ Department (if applicable)	
2.6	Please indicate all degree or certification programs that you have completed	
2.7	Contact Details of your Faculty/ International Coordinator/ Key Contact Person (Name, Position and Department)	
	Email Address	
	Phone Number at work (including country code)	
	Mobile Number (including country code)	
	Fax number (including country code)	
	Postal Address: (with City, State, Country and Postal Code)	
2.8	Names and details of two References:	1)
		2)

**Section III – Short-term Exchange Programme related Details:
Field Internship/ Fieldwork/ Coursework/ Research Affiliation/ Projectwork**

3.1	Nature of Exchange – Sponsored / Self <i>* the sponsored students are students that are visiting TISS under the formal MoUs (under various exchange programmes and agreements) whereas self students are those who are applying independently.</i>	
3.2	This application is for - Field Internship/ Fieldwork/ Coursework/ Research Affiliation/ Project work	
3.3	Duration of the exchange (months/ weeks)/ Period of Study	From: To:
3.4	No. of Credits required (if any)	
3.5	Exact dates of your stay in TISS campus	Start Date: End Date:
3.6	Date of Arrival (tentative/ actual)	
3.7	Date of Departure (tentative/ actual)	
<i>Please fill the relevant section from the following – pertaining to your exchange programme</i>		
3.8	Field Internship/ Fieldwork	
a)	Areas of Interest (according to preference)	
b)	Name of the organization interested (if located/ identified)	
c)	Duration of Placement	
d)	Number of Days of fieldwork	
e)	Academic Requirements of the fieldwork	
f)	Field Supervisor at Home University (if any) (Name, Position and Department, Email Address)	
3.9	Coursework	
a)	Do you need credits for your programme at TISS	Yes No
b)	Number of Credits required at TISS <i>(you are permitted to choose courses upto a maximum of 20 credits/ semester)</i>	
c)	Courses Chosen at TISS (if decided) <i>* kindly mention the name of the course and School</i>	1) 2) 3) 4) 5) 6)
d)	Any specific Academic Requirements of the Coursework (Credit/ Audit)	
e)	Do you require gradesheet/ certificate attendance sheet or both at the end of your exchange	

f)	Faculty Supervisor at Home University (if any) (Name, Position and Department, email address)	
3.10	Research Affiliation/ Project Work	
a)	Topic of Research/ Project	
b)	Name of the TISS supervisor/ faculty guide (if located/ identified)	
c)	Duration of Affiliation	
d)	Nature of Affiliation - whether you require faculty supervision / field placement or both	
e)	Academic Requirements of the Research affiliation/ Project Work	
f)	Faculty Supervisor at Home University (if any) (Name, Position and Department)	
	Email Address	

Section IV: Scholarship Details

4.1	Will you receive a scholarship from any institution/ government during your stay in Mumbai/ TISS	Yes	No
4.2	Name of the Scholarship:		
4.3	Scholarship Details		
a)	Expenses covered: Travel/ Accommodation/ Living Expenses/ Tuition Fees/ Health Insurance/ All		
b)	Duration of Scholarship		
c)	Financial Terms and Conditions		
d)	Mandates (if any)		

Section V – Other Relevant Information

5.1	How did you hear about this programme	
5.2	Do you have any physical, emotional or psychological condition that we should be aware of? If so, please mention?	
5.3	Do you have any dietary restrictions and/ or allergies	

5.4	Do you have and/ or medical insurance	
	a) Type of Coverage	
	b) Provider	
	c) Policy number	
	d) Duration of the policy coverage	
5.5	Emergency Contact (1)	
	Name	
	Address	
	Phone number	
	Relationship with you	
	Emergency Contact (2)	
	Name	
	Address	
	Phone number	
	Relationship with you	

Important Instructions

Please note, with the above information:

1. You have to submit a '**Statement of Purpose**' - **maximum 2000 words (Mandatory for all types of exchanges)**, in narrative form, describing your background and your reasons for wanting to participate in this program. Also, describe in detail what you hope to learn from this exchange and mention if you have any skill/ expertise around your areas of interest.
2. Similarly, students who wishes to enroll for **Research Affiliation have to submit Dissertation Proposal** of min. 2000 – max. of 5000 words.
3. **For Fieldwork/ Field Placement, students have to submit Areas of Interest/ Thematic areas** that they want to explore and understand with details about any relevant field experiences or reasons for interest in field placement. You can also suggest names of any local organization that you would be interested in placement. However, placement in such situation is based on mutual agreement of the said organization and TISS.
4. **Completed application forms should reach us atleast 2-3 months** prior to the start of your exchange - Field Work/ Research/ Coursework/ Project work etc.
5. **Kindly note – Our Academic Semesters are as follows:**
 - Fall semester : mid November to end of March
 - Spring semester : mid June to mid October
6. **To Complete Your Application make sure you Submit the following:**
 1. Completed Application form for exchange/ agreement students
 2. Statement of Purpose*
 3. Learning/ Placement agreement from the Home University (if any)
 4. Attach copy of health insurance (the health card for EU/ EES students)
 5. Attach two reference Letters - One Letter should be written by professional contact/ employer and another academic reference. They should be emailed separately and privately by your references to iso@tiss.edu
 6. Attach scanned copy of Passport and latest photograph
 7. Letter from your University endorsing your application to IRO (for sponsored students)
 8. Carry 7 extra passport size photos with you for FRRO registration
7. **Please send a softcopy of this form with all the above attachments to iso@tiss.edu** to help us provide you with Visa and Acceptance Letter (kindly also mention if you would need the hardcopies).
8. **Fees (for Independent and Self Sponsored students):**
 1. **Coursework (1 Semester)**

Courses with Fieldwork	: US\$ 2000 per student
Courses without Fieldwork	: US\$ 1800 per student
For Students coming from SAARC and Tibet	: US\$ 750 per student
From potential partner Universities/ CSIP	: US \$1200 per student
Extra students beyond agreed students in MOU	: US \$1000 per student
 2. **Fieldwork/ Field Placement (1 Semster - max. 6 months)**

Field Placement for International Students	: US\$ 2000 per student
SAARC Countries and Tibet	: US\$ 1000 per student
From potential partner Universities/ CSIP	: US\$ 1500 per student
Extra students beyond agreed students in MOU	: US\$ 1000 per student
 3. **Research Affiliation (1 Semester – max. 6 months)**

Research Affiliation for International Students	: US\$ 1100 per student
SAARC Countries and Tibet	: US\$ 750 per student
From potential partner Universities/ CSIP	: US\$ 1100 per student
Extra students beyond agreed students in MOU	: US\$ 750 per student
 4. **Project Work**

Placement with TISS Research Project (less than 2 months)	: US\$ 150 per student/ week
Placement with TISS Research Project (max. 2 months)	: US\$ 500 per student
Placement with a TISS Research Project (1 semester)	: US\$ 1000 per student
For SAARC and Tibet (1 semester)	: US\$ 100 per student