

Step wise process of going for Study Abroad Programs (SAP) from JGBS.

Step 1	Interested Students will submit SAP applications online with all required documents. The SAP application link will be shared to all the eligible students of JGBS and will remain open between the first week of January 2019 and the second week of February 2019.
Step 2	The selection panel of Study Abroad Programs (SAP) at JGBS will scrutinize all the applications. Applicants will be shortlisted as per JGU norms for interview.
Step 3	The shortlisted candidates will be called for personal interview by SAP panel during the third or fourth week of February 2019.
Step 4	Post interview, each chosen candidate will be allotted a set of partner universities from which they will choose which particular university and program they want to pursue. Bidding link and bidding timings will be shared with all selected candidates (as recommended by SAP panel based on JGBS-SAP selection norms) to participate in the online bidding process (Most probably this will happen in the first week of March 2019).
Step 5	SAP Office will share the details of nominated candidates (the students who get seats in the bidding process) to their opted partner schools to get the final clearance from the partner to start their online application processes with partner school/university's admission department.
Step 6	After the submission of your applications online at partner schools, you will be issued conditional/unconditional admission letters by them, based on their satisfaction with your candidature (This period ranges between one to 8 weeks).
Step 7	On receipt of admission letter from hosting School/University, students should apply for VISA letter from University at JGBS SAP office by submitting the evidence of admission letter.
Step 8	SAP Office will arrange VISA letters within three working days on receipt of mail application from the students. Students have to sign on few undertaking letters at SAP office while receiving their VISA letter.
Step 9	Showing both admission letter of partner school and the VISA letter of JGU, the student will have to apply for study VISA at the concerned country 's embassy. <i>(IAGI office, next to Adda on the ground floor, will provide guidance at this stage, in case if you have any doubts in submitting VISA application at embassy).</i>
Step 10	Within few working days you will be called for the VISA interview by embassy and after your successful VISA interview, your VISA will be granted by the embassy.
Step 11	On receipt of your VISA from the embassy, you need to book your flight tickets immediately according to your hosting school's academic calendar. You also need to book hostel rooms at partner's school on your own. This can be done online.
Step 12	You will have to share flying date, landing date, time, orientation class dates, class commencement dates and etc., details at SAP office without fail keeping in loop (cc) both your academic mentor and program head (Asst. Dean of your Program) of JGBS.
Step 13	After reaching the host country, all the students have to send mails once in a month to the undersigned office (SAP) giving details about their study and stay experience (not less than ten lines every time) at the host school along with few campus based quality photos. (This is a mandatory submission for everyone registered in SAP programs). If any student fails to do so, disciplinary action will be taken on their return to campus.