Guidelines for Admissions to Part-time Courses in Foreign Languages

Applications are invited for admissions to the part-time courses in **French**, **German**, **Spanish**, and **Russian**. Duration of each course is of **two semesters**. All courses will be offered in the **face-to-face mode**.

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1. Important dates

Certificate Course	
08.08.2025	**Last date for submission of application forms for all the courses**
14.08.2025	List of provisionally selected candidates for admission to be uploaded on the website www.efluniversity.ac.in.
21.08.2025	Last date for payment of course fees
28.08.2025	Final list of provisionally selected candidates after payment of fees
01.09.2025	**Commencement of Classes**

Diploma and Advanced Diploma	
08.08.2025	**Last date for submission of application forms for all the courses**
14.08.2025	Entrance examination and viva, if applicable
21.08.2025	List of provisionally selected candidates for admission to be uploaded on the website www.efluniversity.ac.in
28.08.2025	Last date for payment of course fees
29.08.2025	Final list of provisionally selected candidates after payment of course fees
01.09.2025	**Commencement of Classes**

2. Course description for all the languages

a. Certificate of Proficiency: This course is designed for beginners where they learn the basic language competencies: written, spoken, reading, and oral comprehension. There will be **no entrance test** for this course.

b. Diploma: This is an intermediate course where students learn higher aspects of foreign language. Certificate of Proficiency or an equivalent course is **mandatory** for admission to this course. Students will have to take entrance test, if applicable.

c. Advanced Diploma: This is an advanced level course where students will learn advanced aspects of language along with literature. Diploma or an equivalent course is **mandatory** for admission to this course. Students will have to take entrance test, if applicable.

3. List of Courses

French			
Course title	**Class schedule**	**Days of the week**	**Intake**
Certificate of Proficiency (For Beginners)	4.00 pm – 6.00 pm	To be notified later	20
Advanced Diploma (Intermediate Level)	4.00 pm – 6.00 pm	To be notified later	20

German			
Course title	**Class schedule**	**Days of the week**	**Intake**
Diploma (Intermediate Level)	4.00 pm – 6.00 pm	To be notified later	10
Advanced Diploma (Advanced Level)	4.00 pm – 6.00 pm	To be notified later	10

Spanish			
Course title	**Class schedule**	**Days of the week**	**Intake**
Certificate of Proficiency (For Beginners)	4.00 pm – 6.00 pm	To be notified later	25

Russian			
Course title	**Class schedule**	**Days of the week**	**Intake**
Certificate of Proficiency (For Beginners)	4.00 pm – 6.00 pm	To be notified later	20

4. General instructions

i. Download the application form from the University website.

ii. Non-refundable application fee for part-time courses:

    a. Rs. 100/- for General/OBC candidates
    b. Rs. 50/- for SC/ST candidates

There is no application fee for differently-abled candidates.

iii.   All students, taking the Entrance Test, are required to pay an additional fee, as mentioned below:
   a. Rs. 200/- for General/OBC candidates
   b. Rs. 100/- for SC/ST candidates

   Differently-abled candidates are exempted from paying the fee.

   Entrance test fee, once pais, is non-refundable.

iv.   Submit the duly filled-in application form in-person to the Office or via email on eflurcacademicshillong@efluniversity.ac.in on or before 11 July 2025.

v.   The lists of candidates for admissions to the part-time courses will be uploaded on the University website www.efluniversity.ac.in on the specified dates.

vi.   The provisionally selected candidates have to submit **self-attested copies** of all the required documents along with application form. Incomplete forms will not be considered.

vii.   The tuition fee has to be paid by the last date mentioned above. The provision admission of the candidates who fail to pay the fee by the last date will be cancelled.

viii.   The University may contact the provisionally admitted candidates on their registered email, phone numbers or send messages. It is the responsibility of a candidate to check his/her mails regularly and promptly respond to any mail from the University.

ix.   It is for information that the admission will continue to be provisional until the original certificates are verified and are found to be in order by the Admission Committee. At any stage, if it is found that a candidate does not meet the eligibility requirements, his/her provisional admission will be cancelled.

x.   Certificates of candidates belonging to SC/ST/OBC (non-creamy layer)/EWS/PWD/WDP/Kashmiri Migrants have to be submitted **along with the filled-in application form** in the **formats used for admission in Central Universities**.

xi.   If the names of candidates belonging to OBC (non-creamy layer)/SC/ST/PWD/WDP occur in the Unreserved List, they will be given admission only in the 'Unreserved List' and cannot claim seats under the reservation quota.

xii.   The candidates are advised to check the University website www.efluniversity.ac.in regularly for notifications.

5. Eligibility Criteria

Important: All the candidates are required to read the eligibility criteria mentioned below before submitting the filled in application.

Certificate of Proficiency Courses

- The minimum qualification for applying for the Certificate of Proficiency is Class X/SSLC/SSC or its equivalent recognized by the Government of India.
- Mode of selection: The candidates will be selected on merit basis.
- The duration of the part-time is two semesters (ONE year).
- Seats to various part-time courses are allotted as per GOI reservation policy.
- Admission will be given in only ONE course.
- Please note that accommodation in **hostels will not be provided** to students of part-time courses. They can avail the library facilities for reference purposes. Library cards are not issued to students of the part-time courses.

Diploma and Advanced Diploma Course

- Candidates seeking admission to Diploma and Advanced Diploma courses are required to take an entrance test. The Entrance Test comprises of a written test and viva-voce (Equal weightage will be given to both the components).
- **Direct Admission:** The current students having **less than ONE year gap** from the previous relevant course with minimum 'C' grade are **exempted** from the Entrance examination.
- Seats to various part-time courses are allotted as per reservation policy.
- Admission will be given to only **ONE** course.
- Please note that accommodation in **Hostels will not be provided** to students of part-time courses. They can avail the library facilities for reference purposes. However, library cards are not issued to students of the part-time courses.

6. Payment of fees

Important Note: Upon declaration of the list of selected candidates on the university website, only those candidates whose names figure in the provisionally selected candidates list will have to pay the Tuition fees online.

Name of account	Tuition Fee- EFL University, Shillong
Account Number	30424393869
Name of Bank and Branch	State Bank of India, NEHU Branch
IFSC	SBIN0004295

Candidates are advised to contact the payment gateway they have used for paying the fees in case the amount is deducted from their accounts but acknowledgement/receipt is not provided.

Sl. No.	Details	General/OBC category candidates	SC/ST category candidate/Spouse /Children of staff members of the EFL University	For VHC/ PWD category candidates
1.	Registration Fee (at the time of	605	605	605

	joining)			
2.	Tuition Fee (per semester)	2057	1029	--
3.	Examination Fee (per semester)	605	605	--
4.	Certificate	242	242	242
5.	ID Card (per semester)	121	121	121
	Total fee for Semester I	**3630**	**2602**	**968**
	Total fee for Semester II	**2783**	**1755**	--

Important instructions:

- **Submit a copy of receipts (or scanned PDF copies)** and keep the original receipts safely for future reference.
- The receipts should clearly show the UTR No./Transaction No./Reference No./INB No.
- When you pay online, after the amount is credited, you will receive a message on your registered mobile number and your registered email. In the message you will find the UTR No./Transaction No./Reference No./INB No. You must send a screenshot of the message as an attachment to your email. This is mandatory for the verification of the payment of fees.
- Email the scanned copy of the bank receipt to the mail ID eflurcacademicshillong@efluniversity.ac.in in the format given below:

Name of the Candidate:	
Name of the course:	
Mobile No.:	
Bank Payment Details:	
Amount paid:	
Date of Payment:	
Payment mode: NEFT/SBI Transaction No./Reference No./UTR No.:	

7. Documents for Admission

Following documents are required to be submitted for registration for all the courses in select foreign languages: (Y/N)

Sl.No.	Documents	Checklist (Yes/No)
1	Passport size photograph (100 KB)	
2	Pass certificate of class X (SSC/CBSE/ICCSE/Class 10)	
3	Pass certificate of Class 12/Intermediate (if applicable)	
4	Pass certificate of degree/postgraduate (if applicable)	
5	SC/ST certificate (if applicable)	
6	OBC (Non-creamy layer) certificate (if applicable)	
7	EWS certificate (in the case of EWS candidates)	
8	Medical Certificate (in the case of VHC/HHI/PHC candidates)	

9	WDP Certificate (in the case of WDP candidates)	
10	For Diploma and Advanced Diploma candidates, enclose relevant previously completed course certificates	
11	Signed copy of the checklist	

8. Format of the email to be sent to the University at eflurcacademicshillong@efluniversity.ac.in along with the application form:

Dear Sir,

- I have read and understood the information provided in the 'Guidelines for Admission to Certificate of Proficiency Courses/Diploma Course/Advanced Diploma'.
- I have checked the eligibility criteria for admission to the course, the applicable admission fees, and the guidelines for submitting Caste/EWS/Medical certificates, etc.
- I have submitted a scanned copy of my passport-size photograph (100 KB).
- I have included the proof of my permanent address.
- I have submitted all the documents listed in the checklist.
- I understand that I will be considered for provisional admission to _____ course now pending verification of original certificates. At any stage, before or after being admitted to a course, if it is found that I do not fulfil the eligibility criteria for pursuing the said course, my provisional admission/admission will be cancelled.

Yours sincerely,

Name   :

Mobile No.:

Address   :

Date   :