State CET CELL/NRI OCI PIO FNS CIWGS/ 2436/2025   Date: 23rd July 2025

Roles and Responsibilities of Universities, Colleges and Recognised Institute in the Admission Process for NRI/OCI/PIO/CIWGC/FNS Category Candidates to Professional Courses in Maharashtra for the Academic Year 2025–26

The Government of Maharashtra, has amended the definition of Non-Resident Indian (NRI) through Maharashtra Ordinance No. VI of 2025, effective from 25th June 2025, as detailed below:

- *"Non-Resident Indian (NRI)" means, a person who is "not ordinary resident" as defined under sub-section (6) of section 6 of the Income Tax Act, 1961 and has been issued a Non-Resident Indian certificate accordingly by an Indian Mission or Post abroad and includes his child or ward as defined in the Guardians and Wards Act, 1890."*
- The copy of the ordinance, General Circular dated 1st July 2025 and Corrigendum dated 22nd July 2025 are available on the State CET Cell website

As a result of the said amendment, the list of documents required to be submitted by applicants seeking admission under the NRI quota has been revised. Accordingly, the State Common Entrance Test Cell is pleased to announce the launch of an **Integrated Web Portal** for admissions to undergraduate and postgraduate courses in Maharashtra for the academic year 2025-26. This portal is specifically designed for NRI/PIO/OCI/FNS/CIWGC candidates seeking admission to Technical, Medical, Higher Education, and Fine Art programs in Maharashtra.

All Universities Colleges and Other Institutes Recognized by the respective governing bodies where NRI quota or supernumerary quota is available are hereby directed to strictly follow and support the process for the admission of international students (FNS, PIO/OCI, NRI, CIWGC) to their respective programmes.

1) A dedicated facility has been established for Universities Colleges and Other Recognized Institutes for registration and verification of eligibility of candidates for the admission of NRI/OCI/PIO/CIWGC/FNS candidates for academic year 2025-26. The State CET Cell will provide each for universities, colleges and other recognized institutes with unique login credentials (username) to access this portal. The Colleges can set their own password by entering their username and registered mobile number.

2) **Access and Review of Student Applications -** Colleges are required to review applications through their login on https://fn.mahacet.org portal. Based on the merit of the applicants, they must either accept or waitlist the candidate. The universities, colleges and other recognized institutes should ensure timely evaluation to facilitate the admission process efficiently. Course-wise, category-wise, and combined merit lists must be published by the universities, colleges and other recognized institutes and published on the respective college or institute's official website and https://fn.mahacet.org portal. Admissions will be carried out strictly on the basis of merit, eligibility criteria and the availability of seats.

Candidates may receive multiple acceptance from different institutions; however, they are allowed to accept single offer/seat through his/her login. Once a seat is accepted, the candidate must proceed to pay the college fees in USD as per the schedule decided by the colleges but not later than cutoff dates payment decided by respective governing councils/authority. The payment must be made either via the designated nodal account or directly to the college, depending on the institution's approved method of fee collection. Once the applicants pay the tuition/college fees and the payment is confirmed by the college, then the allotted seat will be marked as filled and frozen. Subsequently, the final allotment letter will be generated through the system, and a copy will be shared with both the candidate and the respective institute. Any other seat previously offered to them will be released and made available to other applicants. If the applicant fails to pay college fees within the deadline will lead to automatic seat cancellation of the allotted seat which may then be offered to the next eligible candidate as per the merit. This process must be completed before the cutoff date of the respective professional courses.

It is the responsibility of the institution to verify the college fee payment status and confirm the candidate's admission on the portal within 2 days from the date of payment. Failure by the candidate to pay within the given deadline will result in automatic cancellation of the allotted seat, which may then be offered to the next eligible candidate as per the merit list.

3) **Updating Academic Fees -** Each universities, colleges and other recognized institutes are required to upload and update the programme-wise fees applicable to International Students on the https://fn.mahacet.org portal using their login. This information on the portal should be the latest and accurate at any point of time. Also universities colleges and other recognized institutes shall choose the method of payment of college fees whether 1) the nodal account will collect tuition fees on your behalf and settle the payment to bank account of college/university within T+7 days from the receipt of payment from the International Student or 2) Universities, Colleges and Other Recognized Institutes collect fees directly from international students.

4) **Provisional Eligibility Certificate -** The applicant will be assessed based on the eligibility criteria applicable to their chosen admission category and academic qualifications. If found eligible, a Provisional Eligibility Certificate (PEC) will be issued online by the State CET Cell. This certificate may be used by applicants to initiate the visa application process. Please note that the eligibility granted by the State CET Cell is provisional in nature. It is the responsibility of the respective colleges/universities to verify all documents and complete the final eligibility process at the time of admission. In case of any discrepancies or queries, applicants are advised to write to us at college@mahacet.org

5) **College Fees Payment and Confirmation -** International students shall pay the College Fees either online in a nodal account or directly to the college, as instructed on the https://fn.mahacet.org portal. Universities, colleges and other recognized institutes shall verify receipt of payment and update the payment status on the portal within 2 days.

6) **Verification of Documents by Universities, Colleges and Other Recognized Institutes -** Once the applicants pay the tuition/college fees and the payment is confirmed by the respective college, the allotted seat will be considered filled and frozen. The student must report to the college in person as per the joining schedule specified by the allotted institution/college/university. At the time of physical reporting, the Universities Colleges and Other Recognized Institutes are required to verify the authenticity of all original academic documents by cross-checking them with the copies submitted online. Only after successful verification of documents can the student be formally admitted.

7) **Final Confirmation of Admission from Universities, colleges and other recognized institutes -** The universities, colleges and other recognized institutes shall coordinate

with the International Student to ensure that the final admission process is completed before the cutoff date of the respective courses. Admission will be confirmed only after physical document verification at college level is completed and is approved by the respective universities, colleges and other recognized institutes on the https://fn.mahacet.org portal. The final admission receipt must be uploaded onto the portal and provided to the applicant. The admission is not deemed complete until the final admission receipt is given to the students and uploaded to the https://fn.mahacet.org portal.

Note that if a student fails to submit the required original documents, the college has the right to cancel or reject the admission. The reason for rejection must be clearly mentioned in the **Note** section on the https://fn.mahacet.org portal.

8) **FRRO/FRO Process-** The universities, colleges and other recognized institutes are responsible for assisting the admitted student in completing the FRRO/FRO registration process within fourteen (14) days of joining. A concerned Administrative Staff shall personally sit with the student to ensure accurate and timely submission of all required documents and information.

9) **Medical and Residential Documentation –** The universities, colleges and other recognized institutes shall ensure that admitted students upload the required Medical Reports (including physical fitness, blood investigation, flu tests, COVID-19 tests, etc.) from a registered physician or recognized laboratory, as well as proof of current residential address and resident permit, on the https://fn.mahacet.org portal.

10) **Food & Accommodation Details –** All universities, colleges and other recognized institutes may mention the details of the mess/food canteen facilities and Hostel facilities if available in their campus on the https://dtehostel.studentscenter.in/ portal.

11) **Compliance and Legal Obligations -** All universities, colleges and other recognized institutes must strictly adhere to the above process. Any deviation or non-compliance may result in disciplinary action as per applicable regulations. The State CET Cell reserves the right to inspect the admission process at any time. The affiliated colleges recognized institutes and universities are bound to submit all the necessary information/documentation to the State CET Cell if required/asked.

12) **Online Training & Reference Material -** Training sessions will be conducted daily from Monday to Friday, between 4:00 PM to 5:00 PM, for all universities, colleges and other recognized institutes to demonstrate the usage and process of the admission through the new portal. Tutorial videos and reference materials will be made available on the official portal (https://fn.mahacet.org) for easy access. The link for joining the training sessions is provided below: https://meet.google.com/sqw-fvot-hvq

13) All decisions of the State CET Cell, Maharashtra, regarding the admission of international students should be final and binding to all university's colleges and other recognized institutes.

14) For any queries related to portal: mail us college@mahacet.org or Help Line No. +91-7045648325 between 10.00 AM. to 06.00 PM from Monday to Friday Please visit https://fn.mahacet.org to access the portal.

Sd /
Commissioner and Competent Authority
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