Non-Degree Students Program (NDSP) at the Indian Institute of Technology, Kanpur

1) Who can register as a Non-degree student?

A student who is registered for a degree program in a recognized Institute (other than IIT Kanpur) or a University in India or abroad, and who is officially sponsored/recommended by that Institute or University to complete a part of his/her academic program at IIT Kanpur can register here as a Non-degree student.

2) What can a Non-degree student study/do at IIT Kanpur?

A non-degree student may carry out research work, do project work, register for course(s) with credits or otherwise or register for thesis credits. A non-degree student can register up to a maximum of 65 credits of courses or 36 credits of thesis in a regular semester or up to a maximum of 25 credits of courses or 18 credits of thesis during a summer term.

3) How to apply to register as a Non-degree student at IIT Kanpur?

a) A student, as described at point no. 1 above, can apply to register as a non-degree student by filling and submitting the prescribed application form along with all relevant documents as detailed at the 'enclosure check list' of the application form.

b) If a student is willing to do research work, project work or thesis work, then she/he will need to select a faculty supervisor at IITK and get his/her recommendation. The recommendation can be taken either over email or on paper and this recommendation should be attached along with the application form.

c) Enclosures with application form: Students applying through NDSP, need to attach following documents as enclosures along with their application form:

    a. Recommendation from Home University;
    b. Proof of registration at Home University;
    c. Letter of reference from Home University;
    d. Academic Record (Transcripts) till last semester;
    e. Statement of purpose;
    f. Study plan;
    g. Acceptance letter/Recommendation of Supervisor from IITK (see 3b above)
    h. Copy of Passport (for foreign national)

d) Filled in application form forwarded by concerned authority at Home University along with all supporting documents (as stated in 3c above) should be submitted in O/o Dean, Academic Affairs, IIT Kanpur. Advance copy of application form along with supporting documents can be sent over email for processing.

e) The submitted application form is processed by DoAA office and is sent to concerned HoD, DUGC/DPGC, DoSA for recommendation(s) and Chairperson, SUGC/SPGC for approval.

f) After approval, a formal letter of permission to study at IIT Kanpur is sent to the concerned student through email.

g) It takes approximately thirty working days to process an application for a non-degree student. Hence, students are advised to submit application form with sufficient time gap and should come to campus only after they receive the permission letter over email or by post.

h) We accept application forms throughout the year. However, Ist semester commences in the last week of July, IInd semester commences in the first week of January, and Summer Term commences 2nd week of May, every year.

4) Process to be adopted after getting permission to register as a non-degree student:

A student who is permitted to register as a non-degree student has to undergo following steps:

a) Foreign student should inform his/her travel itinerary to the Office of International Relations (OIR) well in advance so that suitable arrangements for lodging can be made.

b) Indian student should inform his/her travel itinerary to the HoD or his/her mentor at IIT Kanpur so that suitable arrangements for lodging can be made.

c) All non-degree students are supposed to report at DoAA office for academic registration and DoSA office for fee deposition on the date of joining.

d) Academic Registration (at DoAA office):
   i) Here, the student will be allotted a roll number;

   ii) Will be given an academic registration form (in triplicate). S/he need to fill in the relevant details, get it signed by his/her mentor/DUGC or DPGC (as the case may be) and submit the same in DoAA office, possibly on the same day.

   iii) Two copies of the academic registration form shall be stamped and returned to the student. Student need to submit one of these copy to the department and retain the other one.

e) Fee deposit (at DoSA office):

   i) Here, student shall produce the retained copy of academic registration form and deposit the fee, as advised by the DoSA office. (click here for current fee structure applicable for non-degree students).

ii) Sign on a prescribed register maintained by the DoSA office to endorse your physical presence.

iii) Submit a copy of the fee deposit receipt at DoAA office which finally, shall complete the registration process.

f) If a student has been permitted to register for two concurrent semesters as a non-degree student, s/he needs to repeat the procedure every semester, as detailed at serial no. 4 (a) to 4 (e) above.

g) After completing the registration process, student has to visit ID cell to get the ID card and medical booklet issued.

h) Further, s/he needs to visit Computer Centre and request for Institute email id and password to access emails and internet.

5) No-Dues:

Each student has to get all dues cleared on the prescribed No-Dues form and submit the same in DOAA office. Refund of caution money shall be processed after the No-Dues form (in original) has been submitted in DOAA office.

6) Certificate awarded to Non-degree student:

Academic office awards a grade report to the non-degree students who register for credits (course or thesis) at IIT Kanpur.

7) Discipline:

Student admitted under Non-Degree Students Program (NDSP) will be governed at par by rules, regulations and discipline applicable for regular students of IIT Kanpur.

8) Whom to contact:

a) Foreign student may contact OIR (office of International relations) whereas, Indian student may contact his/her mentor or HoD at IIT Kanpur for advice on issues related to academics or otherwise.

9) Withdrawal from admission:

A student may withdraw from the non-degree program any time by submitting an application to the Chairman, SUGC/SPGC, stating the reasons along with recommendations of the mentor/DUGC/DPGC (as the case may be).

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