



ELECTIVE STUDENTSHIP AT ST JOHNS MEDICAL COLLEGE INSTRUCTIONS TO STUDENTS



ADDRESS St Johns Medical College Sarjapur road, Bangalore 560034, India.	EMAIL ID for correspondence elective.students@stjohns.in [ALWAYS write to this email id in relation to your trip]	PHONE : +91 80 4946 6030 / 6031 (9:00 am to 4:30 pm) (Mon-Fri) Ms Priya, Administrative Assistant, Elective student support cell, St Johns Medical College
--	---	--

Welcome to St John's Medical College! It is a pleasure to have foreign students visit our college. Here are the instructions to students wishing to do a period of elective studentship at St John's:

DETAIL OF APPLICATION PROCEDURE

- Step 1 :** Visit the Elective sections of St. John's Admissions website stjohnsadmissions.in
- Step 2 :** Click on **Apply Online** to apply for the Electives Admission online.
(Please keep the required documents ready before starting the online application)
Document list is available on the admissions website.
Start the process ideally about SIX MONTHS prior to your intended date of visit.
- Step 3 :** Fill the required information in the Online Admission Application form, upload the required documents and Submit the Application.
- Step 4 :** Download the Admission Application form after online admission application form Submission.
- Step 6 :** Wait for the Approval from the Elective Cell /Dean of St. John's Medical College.
- Step 7 :** After the approval, Make the payment for the fees through Electronic Transfer.(The information about the Bank is given below in this document)
- Step 8 :** Get the payment confirmation from bank.
- Step 9 :** Download the relevant documents from Application portal uploaded by Admissions office for Visa purpose.
- Step 10 :** Process for Visa.
- Step 11 :** Upload the Visa detail on your Application Portal.

SUMMARY OF APPLICATION PROCEDURE

Step 1	SIX months before expected arrival date	Student Apply online for the Elective studentship at St. John's.
Step 2	FOUR months before expected arrival date	The student makes online payment as the Elective Processing Fee.
Step 3	ONE month before expected arrival date	Download the Medical Council of India/National Medical Commission Letter and Permission Letter of Invitation from the Elective Cell of St. John's Medical College from Admission portal.
Step 4	Apply for Visa	The student applies for a Student visa at the Indian Embassy or Consulate in their country.
Step 5	Upload the Visa detail	Upload the copy of the Student visa on the admission portal and prepares to arrive at St Johns.

IMPORTANT INFORMATION

→ **Document list to be upload at the time of Online Admission Application:**

Document 1 - Annexure 1: Medical Council of India/National Medical Commission Application form for doing Elective Training in India by Foreign Students.

Document 2 - Annexure 2: Application Form for Elective Posting at St. John's Medical College and Hospital.

Document 3 - A letter of recommendation from the Dean of the University or Institution where you are currently studying.

Document 4 - Reference Letter from a Senior Member of your Faculty stating your work and interests.

Document 5 - Copy of Passport showing personal details including name, date of birth, sex, photograph and address.

Document 6 - Proof of fee transfer

→ **Elective Fee amount (please note: Extra tax applicable, confirm the exact amount before sending)**

For Elective period less than or equal to 1 month: USD 700

For Elective period more than 1 month up to a maximum of 2 months: USD 1000

For Elective period more than 2 months up to a maximum of 3 months: USD 1200

Please Note: On Campus accommodation is available at the cost of (Rs. 500 + GST) per day for a single room. **Payment for accommodation may be done after arrival.**

→ **Simultaneously, send the FEE for elective studentship by Electronic Transfer as per the following details:**

Name of beneficiary account, account number and bank

Name - St. John's Medical College
A/C no - 05210200000212

IFSC code: BARBOSTJOHN(fifth character is zero)
Bank - Bank of Baroda, St. John's Medical College Branch, Koramangala, Bangalore – 560034, India

Please check the SWIFT codes for your country and currency in Annexure #3 of the elective application package. for eg. SWIFT code for remittance in US dollars- BARBUS33.

SWIFT code of beneficiary bank: BARBINBBBGL

Purpose of remittance: Elective Student fee, along with your name

→ **Obtain a STUDENT Visa**

All Elective Students **must obtain a Student Visa** from the Indian Embassy in their country. No other visa category is accepted for an elective posting. This is a Government of India rule and must be strictly adhered to. The student is responsible for obtaining the visa.

→ You will require a **Letter of acceptance** from St John's Medical College and a **Letter of Approval from the National Medical Commission**, in order to apply for a Student Visa. These will be uploaded on the admission portal **within 3 months of receiving your Elective Student processing Fee.**

→ Once you obtain your student visa, please upload the same on the admission portal or scan the visa page and email it to the email id given : <elective.students@stjohns.in>

→ **Prepare to arrive**

The document "**Helping you settle at St Johns**" will assist in preparing for your visit. Be sure to go through this document prior to arrival.

Please Note: You will receive an Elective Completion Certificate ONLY for the days you are actually present at St. Johns. If you wish to travel elsewhere, please budget EXTRA time for travel. This rule will be strictly enforced.