

FACT SHEET

RAJAGIRI BUSINESS SCHOOL, COCHIN, KERALA, INDIA

➤ CONTACT INFORMATION

Office Name		Office of International Relations
Address		Rajagiri Business School Rajagiri Valley P.O., Kakkanad Cochin, 682039, Kerala, India
Telephone/Fax		Tel: +91 484 266 0688
Homepage		www.rajagiribusinessschool.edu.in
Exchange Program Website page		International Student Mobility
Contact Person for Exchange Students	Contact Person	Mr. Joshua John K
	Email	joshua@rajagiri.edu riier@rajagiri.edu
	Phone /WhatsApp	+91 8075383416 - Mr. Joshua John K +91 8590688497 – Ms. Soniya George

➤ APPLICATION REQUIREMENTS

Language Requirements	Intermediate {B2} proficiency in English is expected; however, there is no requirement to submit an English Proficiency Certificate
Level of Study Undergraduate/Graduate	Undergraduate or Graduate
Courses/Programs Available to Exchange Students	International MBA – PGDM Program (throughout the year) Please find the documents ‘List of subjects offered’ as another attachment. The list includes all courses offered in different trimesters
Syllabus	All Courses are taught in English – Please find the document ‘List of subjects offered’ as another attachment.
Application Deadline & Trimester months	First and Fourth Trimester (June to October) 30 April 2026 Second and Fifth Trimester (October to January) 31 August 2026 Third and Sixth Trimester (January till March) 30 November 2026

Application Requirements	1) Application Form (Must be typed and filled out) 2) 1 Photo (3X4CM or passport-size) 3) Passport Copy
Application Procedure	1) The program coordinator from the home university should send us the nomination list, and the candidate can send the application form with the required documents through e-mail 2) Immediately on receiving the application form and passport copy, we will issue the letter of Invitation for the student to apply for the Visa 3) When the visa is through, flight tickets can be booked by the student to Cochin International Airport (COK) and inform the exchange contact at Rajagiri for the airport pick up. 4) The housing policies document should be signed by the student as soon as he/she arrives in the hostel.

➤ ACADEMIC INFORMATION

Recommended Arrival Dates (Housing Check-in)	We recommend students to arrive at least 2 working days before the course starts to process arrival formalities (registration of the student at the housing, registration at the campus, and setting the course programs to follow. Also, it is advisable to check the semester starting dates with the exchange contact person for incoming before booking flights or one month before travel, and see if there are slight date changes due to unanticipated reasons.																											
Course Load	Minimum: 12 credits per Trimester, Maximum: 19 credits per Trimester.																											
Language Courses (if available)	We offer English or any Indian language course (Level I: Beginner) if requested. Credits (3 credits/each) can be transferred. Beginner-level training on select foreign languages is also offered.																											
Required Courses for Exchange Students (if any)	There are no mandatory courses.																											
Transcript Issue Date	Within 45 days after the last exam of the particular trimester																											
Explanation of Credit/Grading System	❖ Credit Each credit comprises a total of 10 instructional sessions . Under inter-institutional agreements, one Rajagiri credit may be equivalent to a different number of ECTS credits. Students are advised to consult their home institution for details regarding credit equivalency. ❖ Grading Scale <table><tr><th>Grade</th><th>Marks %</th><th>Grade Point</th></tr><tr><td>O</td><td>90-100</td><td>10</td></tr><tr><td>A+</td><td>80-89</td><td>9</td></tr><tr><td>A</td><td>75-79</td><td>8</td></tr><tr><td>B+</td><td>70-74</td><td>7</td></tr><tr><td>B</td><td>60-69</td><td>6</td></tr><tr><td>C</td><td>50-59</td><td>5</td></tr><tr><td>D</td><td>40-49</td><td>3</td></tr><tr><td>F</td><td>Below 40</td><td>0</td></tr></table>	Grade	Marks %	Grade Point	O	90-100	10	A+	80-89	9	A	75-79	8	B+	70-74	7	B	60-69	6	C	50-59	5	D	40-49	3	F	Below 40	0
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Housing Information	Rajagiri International Guest House – RIGH ❖ Double Room (twin share) with 1 bathroom attached ❖ Western style Room with bed/desk/closet/AC/Wi-Fi or data connection. In the common space, a fridge, cupboards, and a TV set are available ❖ Housing fee has to be paid for the entire duration of stay, by students one month before his/her arrival by bank transfer. ❖ RIGH is 3km away from campus in a serene Residential Housing Area. Students are expected to keep the movements and activities suitable for the residential area. To ensure safety, no domestic or international visitors are allowed to enter the premises of the hostel. There are suitable visitor areas, parks, and canopies on campus to meet the purpose.
Payment Methods	Account details for online transfer are given in the application document. Cash is not accepted by the institution as per the present Indian banking advisory, and hence Bank transfer is the way for payment. Please ensure that the above-mentioned amount gets credited at the Indian bank by ensuring any banking charges are deducted from the sender and that it is credited before the candidate arrives on campus.

➤ **OTHER INFORMATION**

Insurance Requirements	It is required that students should prepare their private insurance in their home country to apply for the Visa, as per the Embassy/Consulate of India regulations, insurance must cover the entire duration of the Visa and travel.
Visa Requirements	Student Visa
Airport Pickup (on request)	Available *Before his/her arrival, students must inform the Office of International Relations, giving exact details about: - Date and time of Flight - Name of the flight and flight number - Last airport from which the flight will arrive Our staff members will pick up the student from the airport and bring them directly to RIGH. Similarly, airport drop-off is also available upon giving the information in advance to the international office. Both are complementary.

Student Buddy Program (on request)	Available *Interested exchange students will be introduced to two buddies. The buddies will help the exchange students to assimilate into the campus life and Indian Culture.
Other Information Useful for Exchange Students	We arrange Indian culture programs often on campus. There will be other academic programs like seminars, workshops, conferences, panel discussions, Industry visits, evening industry lectures, etc. Moreover, there are domain clubs and co-curricular clubs run by students on campus. We appreciate the international students to find, join, and participate in each activity to get a complete immersion in the Rajagiri and the Indian experience. The exchange contact person will be more than happy to receive emails for any further information or clarification.

