

International Student Admission Guide

As part of TVET Internationalization, the Department of Workforce Planning and Skills Development (DWPSD), Ministry of Education and Skills Development (MoESD) is enrolling international students in the DWPSD administered institutes. This guide has been developed to inform international students about the eligibility criteria, admission process, and other important information to consider when applying for TVET courses announced for international students.

A. Eligibility Criteria

International students intending to apply must:

1. be within the age range of 18 to 65 years.
2. have basic English language proficiency.

B. Admission Procedure

1. Any course open for admission to international students will be announced on the DWPSD/Institute webpage and social media pages, giving prospective applicants adequate time to apply.
2. Interested applicants will submit an application for the selected course as per the announcement.
3. Interested applicants will submit all required documents along with the admission form as detailed in the announcement or admission/application form.
4. Selected applicants will be sent an offer letter three days after the admission close date. The offer letter will provide details on the tuition fee, visa documentation requirement, and other details pertaining to the course.
5. Selected applicants will be informed about the tuition payment details and visa process document in the offer letter.
6. Selected applicants will make payment of tuition and submit all the required documents for visa processing within the timeframe prescribed in the offer letter.
7. The student visa will be processed upon receipt of the tuition fee.

C. Student visa

An international student is required to obtain a student visa. The International Student Unit (ISU) of the respective institutes will facilitate visa processing upon confirmation of admission and receipt of tuition fee to the institute account.

The following documents are required for processing student visa:

1. Visa/Entry permit application form signed by the student.
2. Copy of passport. The passport shall be valid for at least six months from the intended date of departure from the Kingdom.
3. Proof of means of subsistence as prescribed under Annexure II of Visa/Entry Permit Guideline for Student Exchange Programs 2020 issued by the Department of Immigration, Ministry of Home Affairs.
4. Statement of Purpose (SoP) written and signed by the student as prescribed below:
 - Your background in your home country (At least 300 words)
 - The course of study in Bhutan and why you intend to study this particular course? (At least 200 words)
 - The reasons you have chosen to study in Bhutan (At least 300 words)
 - The reasons you have chosen the particular university/college/institute in Bhutan (At least 300 words)
 - How would this benefit you in terms of career opportunities/pathway? (At least 200 words)
 - Any other information supporting your student visa application for study in Bhutan.

The Statement of Purpose must be written by the individual student and not by an agent or a family member or any other person. If the Statement of Purpose is written by anyone other than the student or has been plagiarized, the student Visa/Entry Permit may be rejected by the relevant authorities.

The Department may ask for additional documents during the visa process, if required. The duration of your Student Visa will align with the length of the course(s) you are undertaking.

D. Terms and Conditions for fee payment

- Students must pay their tuition fee on/before the date mentioned in the offer letter. Late payments may result in the cancellation of admission.
- Students must pay their tuition fees using the specified payment methods provided in the offer letter.
- Students must pay their tuition fees in the currency specified by the institute.

E. Refund policy

International students may be eligible for a tuition fee refund under the following conditions:

- Submission of a written withdrawal application from the program at least one week prior to the start date.
- Refusal of a visa by the relevant authorities.
- Refund approval by the Review Committee.

Refunds may be limited to a maximum of 80% depending on the circumstances of each case. To initiate a refund request, students are required to submit a formal written request accompanied by all necessary supporting documents. The Review Committee has the discretion to deny any application for a refund.