



List of Documents Required – Category Wise

INSTRUCTIONS

1. All uploaded documents shall only be a scanned copy of the Original Documents, not photocopies.
2. All uploaded documents must be in English. (Translate into English if needed)
3. It is mandatory that the mark sheet is attested by either the issuing authority/school/Ministry of Education/Indian Embassy in your country OR by Country Mission i.e. your Embassy or Consulate in India or the designated authority at the court in India i.e. lawyers etc.
4. It is mandatory for all students to produce all the same documents in original along with certified true copies (attested photocopies) at the time of physical verification of documents.

MANDATORY DOCUMENTS

A. Student's Attested Mark sheets (Secondary and higher secondary school)

Indian board considers grade Xth as secondary school and grade XIIth as higher secondary school. Thus, we ask for information of grade 10th and 12th. However, if your board considers grade IX as secondary school then you shall be expected to submit details accordingly of grade 9th under educational information and transcripts.

After applying for eligibility, the department **MAY** require you to produce an AIU equivalence certificate (to equivalent your board's score to Indian marking system), you shall be informed through message on the website (HELP section) and you can look up FAQ regarding the same to know details about the AIU Equivalence certificate and department.

B. Student's Attested Passing Certificate (Secondary and higher secondary school)

Along with the mark sheets, students are expected to upload the passing certificate as well. In case of change of board, they shall also additionally upload the migration certificate issued by the school they studied at, if it is applicable to the student. If the students have not received

their higher secondary mark sheet/passing certificate, we expect the student to upload the predictive/ preliminary/ pre-board/equivalent examination result for commencing the admission process and once their result is declared they must change the same and upload the final result mark sheet and passing certificate. Note, admission shall be subject to cancellation in case of failure to submit the final result.

C. Student's Passport

All students (except students from Nepal & Bhutan – who need to upload their country ID card instead), need to fill up passport details in personal Information and upload a clear legible scanned copy of their passport. In case of PIO / OCI, you're required to upload the PIO/OCI card as well.

D. Student's Photograph & Signature

A passport sized recent (not more than 6 months old) photograph of the student to be uploaded. Pen down the signature on a paper and upload a clear scanned image of the student's signature. (Make use of a scanning equipment or CamScanner app on mobile phone)

E. Student's Birth Certificate

It is recommended that student's upload their original birth certificate for University records.

F. Current Residential Proof

Once student has arrived in India, they are required to upload any residential proof of the place where they will be residing in India during their tenure of education. This could be the rent agreement signed by landlord or a letter by the guest house owner (in case of paying guest) or a letter by the relative along with proof of address or a bill for accommodation expense mentioning address (in case of hostel facility) etc.

G. Medical Report

A normal Blood Test report which includes your CBC Count from the Laboratory.

DOCUMENTS CHECKLIST CATEGORY WISE

1) FOREIGN NATIONAL

- Passport Size Photograph *
- Student's Signature *
- Student's Passport *
- VISA COPY *
- SSC (Xth Grade) Mark sheet *
- HSC (XIIth Grade) Mark sheet *
- XIth Grade *
- School Passing Certificate *
- Birth Certificate *
- Migration Certificate
- Gap Certificate

DOCUMENTS REQUIRED IF APPLYING FOR MASTERS PROGRAM

- First Year Mark sheet

- Second Year Mark sheet
- Graduation Mark sheet
- Convocation
- Passing Certificate

Document before One Time Processing Fee Payment.

- VIEW & CONFIRM VISA COPY
Once student obtains provisional eligibility (prima-facie) letter, he can use that letter and apply for student visa

Document after College Fee Payment

- Medical Report
A normal Blood Test report which includes your CBC Count from the Laboratory.
- Current Residential Proof
- English Proficiency Test (EPT Result)
For all those students to whom if EPT is applicable, you will be given the final letter of admission only after inputting the marks obtained and uploading certificate obtained, which will be verified.

2) PIO / OCI

- Passport Size Photograph *
- Student's Signature *
- Student's Passport *
- PIO / OCI CARD *
- SSC (Xth Grade) Mark sheet *
- HSC (XIIth Grade) Mark sheet *
- XIth Grade *
- School Passing Certificate *
- Birth Certificate *
- Migration Certificate
- Gap Certificate

DOCUMENTS REQUIRED IF APPLYING FOR MASTERS PROGRAM

- First Year Mark sheet
- Second Year Mark sheet
- Graduation Mark sheet
- Convocation
- Passing Certificate

Documents before One Time Processing Fee Payment

- VIEW AND CONFIRM PIO / OCI
Students holding Indian passport or PIO/OCI card, shall upload the same again.

Document after College Fee Payment

- Medical Report

A normal Blood Test report which includes your CBC Count from the Laboratory.

- Current Residential Proof
- English Proficiency Test (EPT Result)
For all those students to whom if EPT is applicable, you will be given the final letter of admission only after inputting the marks obtained and uploading certificate obtained, which will be verified

3) NRI FROM GULF COUNTRIES

- Passport Size Photograph *
- Student's Signature *
- Student's Passport *
- SSC (Xth Grade) Mark sheet *
- HSC (XIIth Grade) Mark sheet *
- XIth Grade *
- School Passing Certificate *
- Birth Certificate *
- **Sponsor parent's Passport & Visa ***
An official document issued by a government certifying the holder's identity. You are expected to scan the first and last page.
- **Sponsor parent's residence permit & work permit ***
Residence Permit - A document / card allowing a foreign national to reside in a country (other than India) for a fixed/indefinite length of time. It may be for temporary or permanent residency.
Work Permit - An official document giving an individual permission to take a job in a foreign country.
- **Sponsor parent's letter of employment ***
A Letter stating that the applicant is currently/previously was employed there and providing basic information about the applicant's employment arrangement.
- **Sponsor parent/student's NRI certificate from Indian embassy in the country outside India (Takes a week to obtain after application) ***
It is issued by the Embassy of India in the resident country of the applicant proving his/her NRI status.
- **Sponsor parent's 6 months bank statement (of the bank account outside India) ***
Six Months printed record of the statement of NRI bank account, with the bank stamp.
- **Recent residential proof of address outside India (eg. Telephone/electricity/water bill/any other official document mentioning address and use) ***
A document confirming where you live outside India – it must have both your name and your address mentioned on it. You could use a Utility bill as well.
- **Sponsorship letter (sample letter) ***
A letter that is written by the person who is sponsoring the students' education. A sample letter is available for download.
- Migration Certificate
- Gap Certificate

DOCUMENTS REQUIRED IF APPLYING FOR MASTERS PROGRAM

- First Year Mark sheet
- Second Year Mark sheet
- Graduation Mark sheet
- Convocation

- Passing Certificate

Documents before One Time Processing Fee Payment

- VIEW & CONFIRM VISA COPY

Once student obtains provisional eligibility (prima-facie) letter, he can use that letter and apply for student visa

Document after College Fee Payment

- Medical Report

A normal Blood Test report which includes your CBC Count from the Laboratory.

- Current Residential Proof
- English Proficiency Test (EPT Result)

For all those students to whom if EPT is applicable, you will be given the final letter of admission only after inputting the marks obtained and uploading certificate obtained, which will be verified.

4) SAARC NATIONALS

- Passport Size Photograph *
- Student's Signature *
- Student's Passport *
- Country Id Card details *
- SSC (Xth Grade) Mark sheet *
- HSC (XIIth Grade) Mark sheet *
- XIth Grade *
- School Passing Certificate *
- Birth Certificate *
- Migration Certificate
- Gap Certificate

DOCUMENTS REQUIRED IF APPLYING FOR MASTERS PROGRAM

- First Year Mark sheet
- Second Year Mark sheet
- Graduation Mark sheet
- Convocation
- Passing Certificate

Documents before One Time Processing Fee Payment

- VIEW & CONFIRM Country ID CARD Details

Students from Nepal and Bhutan can upload the Country ID card again.

Document after College Fee Payment

- Medical Report

A normal Blood Test report which includes your CBC Count from the Laboratory.

- Current Residential Proof
- English Proficiency Test (EPT Result)

For all those students to whom if EPT is applicable, you will be given the final letter of admission only after inputting the marks obtained and uploading certificate obtained, which will be verified.

5) OTHERS

- Passport Size Photograph *
- Student's Signature *
- Student's Passport *
- SSC (Xth Grade) Mark sheet *
- HSC (XIIth Grade) Mark sheet *
- XIth Grade *
- School Passing Certificate *
- Birth Certificate *
- Migration Certificate
- Gap Certificate

DOCUMENTS REQUIRED IF APPLYING FOR MASTERS PROGRAM

- First Year Mark sheet
- Second Year Mark sheet
- Graduation Mark sheet
- Convocation
- Passing Certificate

Documents before One Time Processing Fee Payment

- VIEW & CONFIRM VISA / Country ID CARD Details
Once student obtains provisional eligibility (prima-facie) letter, he can use that letter and apply for student visa

Document after College Fee Payment

- Medical Report
A normal Blood Test report which includes your CBC Count from the Laboratory.
- Current Residential Proof
- English Proficiency Test (EPT Result)
For all those students to whom if EPT is applicable, you will be given the final letter of admission only after inputting the marks obtained and uploading certificate obtained, which will be verified