

# ROAD TO REGISTRATION

As we prepare to welcome you on campus, here are some instructions that will help to facilitate a seamless check-in experience. The registration process commences from 9:30 AM and continues till 5:30 PM.

Shared below is a step-by-step guide to the Check-in and Registration Process:



## 1. KREA MAIN GATE

- Process: **Reporting**
- What to carry: Your e-acceptance letter, any Govt. approved ID (Aadhar, Voter ID, Passport, etc.) to verify name and application number
- Residence Hall numbers are given out to the students here



## 2. RESIDENCE HALL

- Process: **ID and Room Check-In**
- Students go to the respective residence halls
- Students verify their identity with any Govt. approved ID
- Sign the security register and get their keys
- Keep the luggage in their assigned rooms
- Parents can accompany their wards to help them carry the luggage to the residence halls



## 3. JSW ACADEMIC BUILDING

- Process: **Student Registration**
- Parents can wait in the Parents' Waiting Room (venue: Seminar Hall 1)
- Student document verification (venue: Seminar Hall 2)
- Receiving the Welcome Kit (venue: Seminar Hall 2)
- Academic verification (venue: Seminar Hall 3)
- Biometry and photo registration (venue: Seminar Hall 3)



## IMPORTANT NOTES

- Registration desks will function from 9:30 AM to 5:30 PM on both 1st and 2nd July, 2025
- Only students will be allowed inside the registration venue (SH2)
- Parents are requested to wait in 'Parents' Waiting Room' (SH1), if they wish to wait for their wards
- Parents can have their queries answered at the 'Parents' Information Desk' (SH1)
- Two campus tours will be conducted on each of 1st and 2nd July; parents can get the relevant information regarding the same from the 'Campus Tour Desk' (SH1)
- The 'Help Desk' in the foyer will be ready to address all your queries
- The Krea team and volunteers with 'May I Help You?' badges will be around you at all times to address your doubts and concerns
- Students are requested to finish their registrations first, after putting their luggage away in their rooms. They can then go back to their rooms with their parents to set them up later, after the registration is complete



## EMERGENCY CONTACTS

- Residential concerns:
  - Office of Residence Life: [residence.life@krea.edu.in](mailto:residence.life@krea.edu.in)
  - Residence Manager, Mr. Susnata Har, call at: 8146127653
- Medical emergencies
  - Health Centre located near RH6 or call at: 9345950265
- Safety and security concerns
  - Mr. Satyabadi Jena: [satyabadi.jena@krea.edu.in](mailto:satyabadi.jena@krea.edu.in) or call at: 8949205346
- Emergency number
  - Main Gate Security Supervisor – 9345950264
- IT support
  - [itsupport.sc@krea.edu.in](mailto:itsupport.sc@krea.edu.in) or call Mr. Venugopal R – 9000434715



## FOOD AND REFRESHMENTS

- The university will provide welcome beverage and lunch to parents and students on 1st and 2nd July
- Parents/guardians can also have refreshments at the paid counters in the dining hall as well as Narasimhalu's cafe on the first floor of the JSW academic building
- Students can buy snacks and other essentials from the campus convenience store (situated beside the dining hall)
- Food and refreshments for students will be available at the dining hall at the following timings:
  - Breakfast: 7:45 AM – 9:30 AM
  - Lunch: 12:00 Noon – 2:30 PM
  - Snacks: 5:15 PM – 6:30 PM
  - Dinner: 8:00 PM – 9:45 PM



## WI- FI CREDENTIALS FOR ON-CAMPUS USE

- **Residence Halls:**
  - SSID : KREA\_WIFI
  - Password: Krea@321
- **Academic block:**
  - SSID : KREA\_WIFI
  - Password: Krea@321



## VEHICLE PARKING INSTRUCTIONS

- Students can take their vehicles (personal vehicles/cabs/autos) to their respective Residence Halls ONLY TO UNLOAD their luggage
- **Please avoid parking your vehicles near/in front of the residence halls after unloading the luggage**
- Please use the designated parking space in front of the main academic block (first left after entering the premises through the main security gate)



## LAUNDRY INSTRUCTIONS

- Students can find the laundry on the ground floor of RH1
- Students can pay Rs. 200 for the bag in cash or UPI