

## **Document Submission**

### **Document Submission at the time of Admission**

The following documents in original should be submitted at the time of reporting to the Institute:

#### **Original Documents:**

- XII Mark statements of all attempts of qualifying examination
- Transfer Certificate / School leaving Certificate
- Migration Certificate (if issued by the board)
- Recent passport size colour photos - 4 Nos.
- [Student Profile](#)
- [Affidavit by the Student \( Signed & Notarized\):](#)
- [Affidavit by the Parent \(Signed & Notarized\)](#)
- [Hostel Affidavit \(Signed & Notarized\)](#)
- [Physical Fitness \(Certified by authorized Physician\)](#)
- [Undertaking form \(Signed by Student & Parent\)](#)

#### **Additional Documents required from NRI/Foreign students:**

- Passport Copy (Student & Parent)
- [Employer Certificate \(original\)](#)
- [Sponsorship letter \(original\)](#)

#### **Copy of documents (1 set):**

- Copy of Provisional Admission Letter
- Age proof (Birth certificate / Passport Copy)
- X & XII mark sheet
- Transfer Certificate/School Leaving Certificate
- [Migration Certificate](#)
- [Community Certificate \(For SC/ST only\)](#)

- [Nativity Certificate \(For Applicants hailing from North Eastern States and Jammu & Kashmir/ Ladakh\)](#)

**Note: All copies of documents will be archived and will not be returned for any reason**

- **The candidate should submit the qualifying mark statement from the board studied as mentioned on the application form for verification of genuineness at the time of admission.**
- **In case of submission of any fraudulent, incompetent certificate by the applicant will lead to legal action and the admission accorded will be duly cancelled and no refund will be initiated..**