



Ref No. SVU/REG/MISC/2022/07

Dated: 15-10-2022

## NOTICE

This is to inform to all concerned that the registration and documents verification process for the newly admitted students (session 2022 -23) for Diploma, UG and PG courses of this University will resume on and from 18<sup>th</sup> October, 2022 (Tuesday). The concerned students are hereby instructed to submit the below mentioned documents to their respective departments by 17<sup>th</sup> November, 2022 for their registration purpose.

### List of documents required for Registration and document verification.

1. Registration Form duly filled and signed.
2. Admit card of class 10 (Original + 1set photocopy {Self Attested}).
3. Marksheet of class 10 (Original + 1set photocopy {Self Attested}).
4. School leaving + migration of class 10 (Original to be submitted) for Diploma.
5. Admit card of class 12 (Original + 1set photocopy {Self Attested}).
6. Marksheet of class 12 (Original + 1set photocopy {Self Attested}).
7. School leaving + migration of class 12 (Original to be submitted) for UG.
8. Registration Certificate of Graduation / Diploma (Original + 1set photocopy {Self Attested}) for UG and PG Courses.
9. All semester Marksheets of UG / Diploma (Original + 1set photocopy {Self Attested}) for UG and PG Courses.
10. 6 copies of Passport Size Recent colored Photograph.
11. KYC Documents (Aadhar, PAN card, Voter card / Certificate of Birth / Passport ) (Original + 1set photocopy along with self attestation).
12. Copy of passport and student's visa are mandatory for foreign national students.
13. Money receipt for the payment of registration fees.
14. Money receipt for the payment of admission fees (for 1<sup>st</sup> sem or 3<sup>rd</sup> sem whichever applicable)
15. Anti- Ragging Declaration by Student. (to be notarized on minimum Rs.10/ stamp paper)
16. Anti- Ragging Declaration by Guardian. (to be notarized on minimum Rs.10/ stamp paper)

**N.B:** The soft copies of the forms for serial no. 1, 15 & 16 are available in the University website as well as in the respective Departments.

Copy to:

1. Vice Chancellor
2. Chief Operating Officer
3. Controller of Examination
4. Deputy Registrar
5. All Deans/Directors
6. All HODs/Coordinators
7. Admission Department
8. Accounts Department
9. University Notice Board
10. Boys' and girls' hostel notice board

Registrar

*Dr. S. 15-10-2022*

Swami Vivekananda University

Registrar, SVU