



Ref No. SVU/OR/Notice/2024/09/001

Dated: 12-09-2024

NOTICE

This is to inform to all concerned that the registration and documents verification process for the newly admitted students (session 2024 -25) for Diploma, UG and PG courses of this University will resume on and from 18th September, 2024 (Wednesday). The concerned students are hereby instructed to submit the below mentioned documents to their respective departments by 23rd September, 2024 for their registration purpose.

List of documents required for Registration and document verification With Original Documents

(During verification all these documents should be produces in original to the department).

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 (it is mandatory to make online transaction of **Rs. 4000/- (Rupees Four Thousand Only)** as registration fees to the university bank account).
14. Money receipt for the **full payment of admission fees & full Current Semester Fees** (for 1st sem or 3rd sem whichever is applicable).
15. Anti- Ragging Declaration by Student.
16. Anti- Ragging Declaration by Guardian.

N.B: The soft copies of the forms for serial no. 1 is available in the University website and serial no. 15, 16 are available in the UGC website.

Copy to the Office of the:

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

Registrar

Swami Vivekananda University
Registrar, SVU