



Ref. No. SVU/Notice/Reg/Misc/26/08/00012

Date: 17/08/2026

NOTICE

This is to inform to all concerned that the **registration and documents verification process** for the newly admitted students (session 2026–27) for Diploma, UG and PG courses of this University will commence on and from today, the **17th of August, 2026 (Monday)**. The concerned students are hereby directed to submit the below mentioned documents to their respective departments 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 + 1 set photocopy {Self Attested}).
3. Marksheet of class 10 (Original + 1 set photocopy {Self Attested}).
4. School leaving + migration of class 10 (Original + 1 set photocopy {Self Attested}) for Diploma.
5. Admit card of class 12 (Original + 1 set photocopy {Self Attested}).
6. Marksheet of class 12 (Original + 1 set photocopy {Self Attested}).
7. School leaving + migration of class 12 (Original + 1 set photocopy {Self Attested}) for UG.
8. Registration Certificate of Graduation / Diploma (Original + 1 set photocopy {Self Attested}) for PG and UG Courses respectively.
9. All semester Marksheets of UG / Diploma (Original + 1 set photocopy {Self Attested}) for PG and UG Courses respectively.
10. 6 copies of Passport Size Recent colored Photograph.
11. KYC Documents (Aadhar, PAN card, Voter card / Certificate of Birth / Passport) (Original + 1 set photocopy along with self-attestation).
12. Money receipt for the payment of registration fees.
13. No Dues of payments.
14. Anti-Ragging Declaration by Student.
15. Anti-Ragging Declaration by Guardian.
16. Duly filled up and signed Students' Self Declaration form of SVU.

NB: For the forms mentioned serial no 1 & 16 students may contact their respective department and serial no. 14, 15 are available in the UGC website (https://antiragging.in/affidavit_registration_disclaimer.html). Students are hereby advised to deposit all fees only through online transfer to the official University Account (Account Number: 161101001732, Account Holder Name: Swami Vivekananda University, IFSC Code: ICIC0001611) and collect the official money receipt from the Accounts Department of Swami Vivekananda University. Cash payments will not be accepted under any circumstances, and the University shall not be responsible for any payment made to any account other than the one mentioned above.

Registrar

Registrar
Swami Vivekananda University
Barrackpore, West Bengal.

Copy to the Office of the:

- Vice Chancellor
- Chief Operating Officer
- Pro Vice Chancellor
- Controller of Examinations
- Deputy Controller of Examinations
- Deputy Registrar
- Assistant Registrar (HR)
- Assistant Registrar (Records and Registration)
- Assistant Registrar (Student Affairs)
- All OSD
- All Deans/Directors
- All HODs/Coordinators
- General Manager (Students & Corporate Affairs)
- Admission Department
- Accounts Department