

Ref: 2022-23/SFC/ 13

Date: 23rd December 2022

Important Notice for
AY 2022-23 - Admission: Submission of Documents

All students admitted in AY 2022-23 are hereby informed that after multiple reminders, many students have not completed the required procedure of documents submission at SFC and admission form filling on VU ERP.

The students who have still not submitted the required documents, are hereby instructed **to bring the required documents (Hard Copy - Original and two self-attested photocopies) from Monday 26th December 2022 till the verification completes.**

The required documents are mentioned below and the email previously sent to all students is attached for your reference.

Following documents are compulsory and applicable to all:

- a. 10th Examination Mark Sheet & Passing Certificate
- b. 12th Examination/ Equivalent Diploma Mark Sheet & Passing Certificate
- c. Graduation Mark Sheet & Passing Certificate / Provisional Degree Certificate (For PG admission only)
- d. Domicile Certificate / Birth Certificate / Passport (any one)-
- e. Transfer/Leaving Certificate from previous college -**Original**
- f. Adhar Card
- g. Anti-ragging undertaking by Student (Form is attached herewith this email) - **Original**
- h. Anti-ragging undertaking by Parent (Form is attached herewith this email) - **Original**

Following documents are required (if applicable)

- a. Entrance Test Score card
- b. Migration Certificate- **Original**
- c. For Reserved Category Students – Caste Certificate, Non Creamy Layer Certificate
- d. PAN Card
- e. Gap Certificate- **Original**

*It is to be noted that **only** Transfer, Migration, Gap certificate and anti-ragging undertaking **will be collected in original**. For rest documents, original will be verified and returned. Keep two sets of photocopies of all documents.

Sd/-
Students Facilitation Centre
Vishwakarma University, Pune