

REQUIREMENT OF DOCUMENTS FOR PHYSICAL REPORTING

All first year students (B.Des., M.Des. & MBA) are required to bring below mentioned documents in Original + one set of (self-attested) photocopies at the time for physical reporting at the institute i.e. between Nov 21 – 24, 2020 (10 AM – 5 PM).

You are required to report physically at the institute with required set of documents by Nov 24, 2020, failing which the seat will be assumed as vacant and fresh admission will be invited from UPSEE next round of counseling.

S. No.	Name of document	Photocopy	Original	Remarks
1	Class X Mark sheet	Yes	Yes	-
2	Class X Passing certificate	Yes	Yes	-
3	Class XII Mark sheet	Yes	Yes	-
4	Class XII Passing certificate	Yes	Yes	-
5	UCEED/ CEED/ GATE/ UPSEE scorecard/ rank	Yes	-	As applicable
6	Seat Allotment letter	Yes	-	For UPSEE counselling admission
7	Fee receipt*	Yes	-	-
8	UG Mark sheets & Degree	Yes	Yes	For M.Des. & MBA
9	Transfer certificate	-	Yes	Original to be submitted
10	Migration certificate	-	Yes	Original to be submitted
11	Character certificate	Yes	Yes	-
12	Category certificate	Yes	Yes	As applicable
13	Income certificate	Yes	Yes	As applicable
14	Domicile certificate	Yes	Yes	As applicable
15	Any other certificate (like- Rural weightage, TF, AF, EWS, PH, FF etc.)	Yes	Yes	As applicable
16	Gap Affidavit	-	Yes	As applicable (on Rs. 100/- stamp)
17	Anti ragging affidavit from student [#]	-	Yes	Original to be submitted (on Rs. 100/- stamp paper each)
18	Anti ragging affidavit from parent [#]	-	Yes	
19	Medical fitness certificate [#]	-	Yes	Original to be submitted (As per Certificate 9 format as prescribed)
20	Candidate photo (passport size)	-	Yes	2 nos. in colour
21	Aadhar card	Yes	Yes	Include both sides (front + back) in
22	Scanned signature + Left thumb impression will be taken at the time of reporting (For AKTU enrolment)			

* Fee receipt for the fees already paid by student.

[#] Format available at <https://upidnoida.ac.in/> under About us > Download.

IMPORTANT NOTE:

1. UPSEE candidates need to submit the remaining fee online only through the link available on the website.

Payment link: <https://erp.aktu.ac.in/WebPages/Public/EntranceExams/PGUCEED/frmAdmissionFee.aspx>

The last date of fee payment is November 24, 2020.

2. Original documents are required for Verification.

3. Students are advised to keep one (extra) set of photocopies with them for their personal use.

4. Keep basic stationary with you like- blank A4 sheets, pen (blue), glue, stapler etc.