

## Your admission procedure - Stepwise

<b>Step 1</b>	Collect your offer letter from the Center Head's office.
<b>Step 2</b>	a) Payment of fee at the SBI portal or branch. After payment of fee you will get an e-receipt or challan. b) b. Payment of fee through DD or cash at the Admissions office. After payment of fee you will receive a receipt.
<b>Step 3</b>	Submit the filled in admission acceptance form to the admin department.
<b>Step 4</b>	Submit the e-receipt or the challan to the Admissions Office with your Admission Acceptance form.
<b>Step 5</b>	A welcome letter detailing all relevant information on the schedule of commencement and other details will be mailed to you or you can collect it in person from the Admissions Office.

## **List of Documents**

***Original copies to be submitted at the time of admission registration:***

1. PUC / SYJC / 12<sup>th</sup> Standard or equivalent marks card
2. Transfer Certificate from school / college last attended
3. Migration Certificate (Non- Karnataka students)
4. A copy of Xth Mark sheet
5. A Copy of Certificates of all extra-curricular activities
6. Two (2) recent stamp size and two (2) Identity card size photographs (white background)
7. A photocopy of the Passport / Aadhaar Card
8. A copy of Visa (For NRI Students & Foreign Only)
9. A copy of the Residential Permit – for Foreign Nationals only