

TRANSCRIPTS REQUIRED

A. Student's Attested **Marksheets** (Secondary and higher secondary school)

Indian board considers grade Xth as secondary school and grade XIIth as higher secondary school. Thus, we ask for information of grade 10th and 12th. However, if your board considers grade IX as secondary school then you shall be expected to submit details accordingly of grade 9th under educational information and transcripts.

After applying for eligibility, the department MAY require you to produce an **AIU equivalence certificate** (to equate your board's score to Indian marking system), you shall be informed through message on the website (HELP section) and you can look up FAQ regarding the same to know details about the AIU Equivalence certificate and department.

B. Student's Attested **Passing Certificate** (Secondary and higher secondary school)

Along with the marksheets, students are expected to upload the passing certificate as well.

In case of change of board, they shall also additionally upload the migration certificate issued by the school they studied at, if it is applicable to the student.

If the students have not received their higher secondary marksheet/passing certificate, we expect the student to upload the **predictive/ preliminary/ pre-board/equivalent** examination result for commencing the admission process and once their result is declared they must change the same and upload the final result marksheet and passing certificate.

Note, admission shall be subject to cancellation in case of failure to submit the final result.

C. Student's **Passport**

All students (except students from Nepal & Bhutan – who upload their **country ID** card instead), need to fill up passport details in personal Information and upload a clear legible scanned copy of their passport.

In case of PIO / OCI, you're required to upload the **PIO/OCI** card as well.

D. Student's **Photograph & Signature**

A passport sized recent (not more than 6 months old) photograph of the student to be uploaded. Pen down the signature on a paper and upload a clear scanned image of the student's signature. (Make use of a scanning equipment or CamScanner app on mobile phone)

E. Student's **Birth Certificate**

It is recommended that student's upload their original birth certificate for University records.

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F. In case of NRI student's, you'll are expected to provide a list of additional sponsor documents as follows:

- Sponsor parent's Passport & Visa
- Sponsor parent's residence permit & work permit
- Sponsor parent's letter of employment
- Sponsor parent/student's NRI certificate from Indian embassy in the country outside India (Takes a week to obtain after application)
- Sponsor parent's 6 months bank statement (of the bank account outside India)
- Recent residential proof of address outside India (eg. Telephone/electricity/water bill/any other official document mentioning address and use)
- Sponsorship letter (sample letter)led on website)

After applying for eligibility, you will be required to upload the following:

1. Visa

Once student obtains provisional eligibility (prima-facie) letter, he can use that letter and apply for student visa.

[Students holding Indian passport or PIO/OCI card, shall upload the same again and students from Nepal and Bhutan can upload the Country ID card again.]

2. Residential Proof of address in India (RP copy)

Once student has arrived in India, they are required to upload any residential proof of the place where they will be residing in India during their tenure of education.

This could be the rent agreement signed by landlord or a letter by the guest house owner (in case of paying guest) or a letter by the relative along with proof of address or a bill for accommodation expense mentioning address (in case of hostel facility) etc.

3. English Proficiency Test (EPT Result)

For all those students to whom is EPT is applicable, you will be given the final letter of admission only after inputting the marks obtained and uploading certificate obtained, which will be verified.

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Instructions:

- 1.** All uploaded documents shall be a scanned copy of the Original Documents only, not photocopies.
- 2.** All uploaded documents must be in English. (Translate into English if need be)
- 3.** It is mandatory that the mark sheet is attested by either the issuing authority/school/Ministry of Education/Indian Embassy in your country or by Country Mission i.e. your Embassy or Consulate in India or the designated authority at the court in India i.e. lawyers etc.
- 4.** It is mandatory for all students to produce all the same documents in original along with certified true copies (attested photocopies) at the time of physical verification of documents.