

## **Check List:**

**Certificates and documents required to be submitted by all candidates along with this form while seeking admission to various programmes of study.**

- a) **Duly attested copies of Junior, Senior School Certificate, Bachelor's Degree, Master Degree etc. and relevant mark sheets/transcripts.**
- b) **Candidates who have passed the qualifying examination from a foreign university should submit all the relevant information/documents which may justify the equivalence of their qualifications. *(AIU equivalence certificate is essential to prove the qualifying degree equivalence. The equivalence certificate should be produced at the time of admission or within two months of joining. The admission will be deemed cancel if equivalence certificate is not produced in specified time. No excuses would be entertained what so ever unless otherwise recommended by the Shivaji University authority under crucial circumstances.)***
- c) **Mark-sheets/Degrees in a language other than English should be got translated into English language and a copy of the same duly attested be attached along with the original document. You must carry your original certificates/documents at the time of reporting/joining. Please note that this is the mandatory requirement otherwise your admission will be cancelled and the University will not be responsible for this.**
- d) **A Character Certificate from the Head of the Institution last attended**
- e) **Details of Bank account**
- f) **A certificate from the Bank of the applicant to the effect that sufficient funds are available in the account of the applicant to sustain his/her studies in India for the duration of the programme.**
- g) **Copy of Passport**
- h) **Medical Insurance document(s). Candidate are required to submit medical insurance documents for the duration of the programme at the time of admission/registration**
- i) **Intent letter/Statement of purpose**
- j) **Two recommendation letter-direct link for upload/email.**
- k) **Medical certificate to be produced from authorized/recognized Government Hospitals.**
- l) **Candidates seeking admission for research programs (M. Phil., Ph. D., Post-Doctoral programs etc.) should consult the relevant faculty (guide/supervisor) and get their consent letter prior to submitting the application. Applications for research programs will be accepted throughout the year but the admission would be granted only at the beginning of each academic year.**
- m) **Details of Bank account for payment of fees (admission/tuition/miscellaneous etc. Cheque/ Draft in favour of Finance and Accounts Officer / Online transfer through Payment Gateway.**
- n) **Complete application along with the essential attachments be compiled as a single PDF file and email the same to Office of International Affairs Cell, Shivaji University, Kolhapur 416004, Maharashtra, India. Office E-mail: (oiac@unishivaji.ac.in).**