

# **Certificates to be Uploaded upon receiving allotment**

## **I. Upon receiving allotment, applicants shall invariably upload good quality scanned copies of originals of the following documents.**

- 1. S.S.L.C / 10th Standard Certificate & Mark List.**
- 2. Senior Secondary School Certificate (12<sup>th</sup> Standard)** (If the same is not available, such candidates shall submit scanned copy of a declaration with signature affixed, stating that *"12<sup>th</sup> Standard" will be uploaded later, but before the registration for the first semester examinations. I am aware of the fact that, the University reserves the right to cancel my candidature / remove me from the rolls if I fail to upload/produce the document to substantiate my educational qualification before the registration for the first semester examinations."*)
- 3. Final/Consolidated Mark List of the qualifying degree examination.**
- 4. Degree Certificate / Provisional Degree Certificate** (If the same is not available, such candidates shall submit scanned copy of a declaration with signature affixed, stating that *"Final Degree Certificate / Provisional Certificate will be uploaded later, but before the registration for the first semester examinations. I am aware of the fact that, the University reserves the right to cancel my candidature / remove me from the rolls if I fail to upload/produce the document to substantiate my educational qualification before the registration for the first semester examinations."*)
- 5. Transfer Certificate** from the Institution/Department last attended. (If the candidate has not received the Transfer Certificate, such candidates shall submit scanned copy of a declaration with signature affixed, stating that *"Transfer Certificate will be uploaded later, but before the commencement of classes. I am aware of the fact that, the University reserves the right to cancel my candidature / remove me from the rolls if I fail to produce the Transfer Certificate from the Institution/Department last attended before the commencement of classes."*)
- 6. Conduct Certificate** from the Institution/Department last attended. (If the candidate has not received the Conduct Certificate, such candidates shall submit scanned copy of a declaration with signature affixed, stating that *"Conduct Certificate will be uploaded later, but before the commencement of classes. I am aware of the fact that, the University reserves the right to cancel my candidature / remove me from the rolls if I fail to produce the Conduct Certificate from the Institution/Department last attended before the commencement of classes."*)
- 7. Self-Declaration stating "Nationality"** – All candidates receiving allotments to Academic Programmes of CUSAT in seats other than those specifically marked/set aside for "International / Foreign National Candidates" shall submit a self-declaration stating their "Nationality". **(Format of certificate will be made available later).**

## **II. Certificates to be uploaded as Proof for availing communal/special reservation**

- 1. Kerala Scheduled Caste (KSC)/Kerala Scheduled Tribe (KST) Candidates** should upload scanned copy of a valid & original Community Certificate issued by the Tahasildar.
- 2. SEBC candidates** i.e. Ezhava /Thiyya/Billava (ETB), Muslim(MSM), Latin Catholic or Anglo-Indian(LCC), Other Backward Christian (OBX), Other Backward Hindus (OBH), Dheevara (DHV), Kudumbi (KMB), Pot Making Communities (PMC) and Viswakarma

(VSK) etc. should upload scanned copy of a valid & original Community Certificate and Non-Creamy Layer certificate issued by the Village Officer. If the community/category is clearly specified in the Non-creamy layer certificate, no separate community certificate is required.

3. **OBH candidates eligible for fee concession as applicable to OEC candidates** should also upload a scanned copy of valid & original income certificate issued by competent authority to prove their eligibility.
4. Applicants belonging to **“General”** category and have claimed reservation under **“Economically Weaker Section - EWS”** should upload scanned copy of a valid & original Certificate issued by the competent authority for the purpose of claiming EWS reservation.
5. Other certificates (if applicable): Relevant certificates such as Sponsorship Certificates issued by Competent Authority for substantiating claim for any other reservation seats mentioned under supernumerary seats if the candidate is allotted to seats under that category / No objection certificate etc. If there are multiple certificates to be uploaded, it may be combined into a single pdf file and then upload.
6. **Keralite Status: Proofs accepted for Keralite Status:** Candidates claiming the Keralite status should invariably upload scanned copy of the originals of any one of the following certificates:
  - a. The certificate of Birth / Residence of the candidate or his/her father or mother from the Village Officer / Tahsildar or from a competent authority of local body.
  - b. The ‘Certificate showing school studies in Kerala from Standards VIII to XII’ from the Head of School where the candidate completed his / her study in Standard XII.
  - c. Relevant page of the SSLC of the candidate’s father / mother showing the place of birth in Kerala with corroborative evidence showing the relationship between the candidate and the parent.
  - d. Relevant page of the passport of the candidate or either of parents issued by the Government of India showing place of birth in Kerala with corroborative evidence showing the relationship between the parent and candidate.
  - e. Birth certificate of candidate or his / her, father / mother showing the place of birth in Kerala with corroborative evidence showing the relationship between the candidate and father / mother whose birth certificate is being produced.
  - f. For claiming Keralite - AIS (All India Service), certificate from competent authority should be uploaded.

**Note:**

- The uploaded certificates / documents will be verified by the department concerned at a later stage. Any discrepancies in the reservation claim and document uploaded to substantiate the claim may lead to disqualification. Hence, utmost care must be observed while uploading the documents/certificates. Similarly, failure to produce/upload relevant documents to substantiate the communal reservation / Special reservation will disqualify your claim for admission in the respective reservation category. The candidate alone will be responsible for such incidents.
- Regarding the commencement of classes please contact the concerned Departments. Phone numbers of Departments/School are available in the Prospectus.