

KLEEE REGISTRATION DOCUMENT CHECKLIST

Applicant Preparation & Upload Requirements

Before beginning your online application for the Koneru Lakshmaiah Engineering Entrance Examination (KLEEE), please utilize this checklist to verify that all necessary academic records, identification credentials, and digital files are prepared according to the required specifications. Presenting accurate information prevents processing delays.

1. Mandatory Digital Uploads

These items must be scanned and uploaded directly to the application portal. Ensure file resolutions are clear and sizes fall strictly within limits to prevent submission errors.

Status	Document / Image	Format & Size Limit	Key Official Specifications
☐	Passport Size Photograph	JPG / JPEG Less than 100 KB	Recent, color photograph taken against a plain light or solid white background. Avoid hats, sunglasses, or blurred filters.
☐	Candidate's Signature	JPG / JPEG Less than 100 KB	Must be signed clearly by the candidate on plain white paper using a blue or black ink pen only. Do not crop out parts of the signature.
☐	Class 10 Marksheet / Certificate	JPG / JPEG / PDF Less than 100 KB	Legible scan of the original certificate. This is mandatory for all applicants and acts as official validation for age, name spelling, and date of birth.
☐	Class 12 Marksheet / Certificate	JPG / JPEG / PDF Less than 100 KB	Required only if you have already cleared the exam. <i>*Note: If you are currently appearing/awaiting results, leave this upload blank and provide only your registration details.</i>

2. Data Entry & Information Verification

You do not need to upload files for these parameters, but you must have the physical documents on hand to copy the exact details into the online fields.

Status	Category	Required Particulars to Transcribe
☐	Personal Identification	Valid government-issued ID number, highly recommending your 12-digit Aadhaar Card number for real-time verification.
☐	Academic Ledger (10th & 12th)	Exact roll numbers, complete school/college naming, institutional board details (e.g., CBSE, ICSE, State Board), and corresponding passing years.
☐	Alternate National/State Exams	If seeking entry or scholarship consideration via secondary pathways, ensure you have your JEE Main, JEE Advanced, or State EAMCET rank card details and roll numbers ready.
☐	Parental Information	Full parental names matching exactly as printed on your SSC/10th certificate, alongside valid annual income figures.

3. Application Fee Processing

Status	Payment Component	Details & Accepted Modes
☐	Application Fee: ₹1,000	A non-refundable registration fee of ₹1,000 must be processed successfully online. Ensure you have one of the following ready: • Credit Card (Visa / Mastercard / RuPay) • Debit Card • Net Banking credentials with adequate balance

Critical Submission Guidelines

Always double-check every parameter before clicking the final submit button. While minor data adjustments may be permitted during subsequent university window corrections, core variables like your **Primary Mobile Number** and **Email ID** cannot be altered once locked. Print and download your confirmation receipt immediately post-payment.