



# PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

PU/2024/128

July 22, 2024

## CIRCULAR

### **Subject:**

1. Student Orientation program and Commencement of Classes from 12th August 2024
2. Payment of fee as per Provisional Admission Letter (PADM)
3. Submission of Original Documents / Certificates for verification

**Dear Students,**

**Greetings from Presidency University!**

A warm welcome to all the students who have been granted "**Provisional Admission**" to the various **Post Graduate Programs of MBA at Presidency University** for the **Academic Year 2024-25**.

Please refer the information provided below:

### **1. Student Orientation Program and Commencement of Classes**

Classes commence formally on **12<sup>th</sup> August 2024** and the **Student Orientation Program** is scheduled to be held on the same day at the university campus. The Orientation Program Schedule will be shared shortly. **Please note that your presence is essential.** It is mandatory to attend both the orientation and the classes from the beginning to fulfil the attendance criteria as per the university's academic regulations.

### **2. Payment of tuition fee as per Provisional Admission Letter (PADM)**

The Tuition fee should be paid as per the timelines prescribed in the Provisional Admission Letter (PADM), on priority before the commencement of classes. If already paid, please ignore.

### **3. Submission of Original Documents / Certificates for verification**

The eligibility for admission to the respective programs is based on the qualifying examination marks/grades. Students are hereby instructed to submit the Original Certificates/Mark sheets of their qualifying examination and other mandatory documents at the office of the Registrar (University Campus) Immediately as your Classes commence formally on the **12<sup>th</sup> August 2024**.

**If you are unable to visit the campus physically to submit the Original Certificates /Documents before the 12<sup>th</sup> of August, 2024, you can send through Speed Post/Courier (Blue Dart / DTDC only) to the address as given below.**

On the postal envelope, please write the "**Application number & Program applied for**" and include your **Mobile Number, Email ID and Complete Postal address**. On receipt of the Certificates/ Documents, an acknowledgement slip will be issued and scanned copy of the same will be sent to your Email ID. The hard copy of the acknowledgement slip may be collected from Office of the Registrar. **The Post may be addressed to:**



City Office: University House, 8/1, King Street, Richmond Town, Bengaluru - 560025  
Campus: Presidency University, Ittagalpura, Rajanakunte, Yelhanka, Bengaluru - 560064  
Phone : +91 080 23093500 Email : info@presidencyuniversity.in  
URL : www.presidencyuniversity.in



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**THE REGISTRAR,  
PRESIDENCY UNIVERSITY,  
ITTAGALPURA, RAJANAKUNTE, YELAHANKA  
BENGALURU - 560064 (PH: 080-23093500)**

**NOTE:**

*Please carry Provisional admission letter (PADM), Aadhar Card/Government issued ID Card and Fee paid receipt to gain access and entry to the University Campus till you receive the Student ID Card. The Roll number and Student ID Card will be issued only on Submission of Certificates/Documents and payment of fees as per the PADM provided to you.*

**Mandatory documents / certificates to be submitted immediately for verification:**

1. Application form
2. Provisional admission letter (PADM) with Passport size photo attached to it.
3. Mark Sheet - Grade X (Original with 2 Xerox copies)
4. Mark Sheet - Grade XII / PUC (Original with 2 Xerox copies)
5. All Semester Marks Sheets - Degree/ PDC, Consolidated Mark Sheet (Original with 2 Xerox copies)
6. Transfer Certificate (Original with 2 Xerox copies)
7. Migration Certificate (CBSE/ICSE board & Non-Karnataka Students) (Original with 2 Xerox copies)
8. Study & Conduct Certificate (Optional) (Original with 2 Xerox copies)
9. Income / Caste Certificate (If applicable) (2 Xerox copies)
10. Aadhar Card (2 Xerox copies)
11. Aadhar Card of Parents (2 Xerox copies)
12. Identity & Address Proof - Voter ID / Passport / Driving License (2 Xerox copies)
13. Passport size Photographs (4 copies)
14. Identity Card/Domicile Certificates (For the Wards of J & K / Northeast Migrants/ NRI/ SAARC & FOREIGN) issued by the concerned Deputy Commissioner / Resident Commissioner (2 Xerox copies)

  
**REGISTRAR**

