



PRESIDENCY UNIVERSITY

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

PU/2023/31

June 27, 2023

CIRCULAR

Subject: Submission of Original Documents/Certificates for verification - Payment of 2nd instalment fee as per Provisional Admission Letter (PADM)

Dear Students,

Greetings from Presidency University!

A warm welcome to all the students who have been granted “**Provisional Admission**” to various **Under Graduate and Post Graduate Programs** at **Presidency University** for the **Academic Year 2023-24**. Since the eligibility for admission is based on the qualifying examination marks/grades, the same needs to be verified by the University Admissions Department, students are hereby instructed to submit the Original Certificates/Mark sheets of their qualifying examination and other relevant documents at the office of the Registrar (University Campus) **Immediately**.

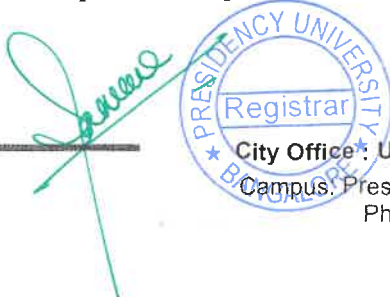
If you are unable to visit the campus physically to submit the Original Certificates /Documents, you can send through Speed Post/Courier (Blue Dart / DTDC only) to the address as given below:

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

Along with Certificates attach a Covering letter furnishing details viz., **Name, Application Number, Program applied for, copy of Provisional admission letter downloaded (already sent to your mail id), Contact 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 mail id. The hard copy of the acknowledgement slip could be collected from Office of the Registrar on your visit to University campus. **Please write the “Application number & Program applied for” on the TOP LEFT CORNER of the envelop.**

The Second Instalment Tuition fee as per Provisional Admission Letter (PADM) may please be paid immediately on receipt of this Circular. If already paid, please ignore.



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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Please go through the below list carefully and ensure that all the documents/certificates are submitted at the earliest.

List of documents / certificates to be submitted:

1. Mark Sheet - Grade X (Original with 2 Xerox copies)
2. Mark Sheet - Grade XII / PUC (Original with 2 Xerox copies)
3. All Semester Marks Sheets – Degree/ PDC, Consolidated Mark Sheet (Original with 2 Xerox copies) for **PG Programs only**
4. Transfer Certificate (Original with 2 Xerox copies)
5. Migration Certificate (CBSE/ICSE board & Non-Karnataka Students) (Original with 2 Xerox copies)
6. Study & Conduct Certificate(Optional) (Original with 2 Xerox copies)
7. Income / Caste Certificate (If applicable) (2 Xerox copies)
8. Aadhar Card (2 Xerox copies)
9. Identity & Address Proof - Voter ID / Passport / Driving License (2 Xerox copies)
10. Passport size Photographs (4 copies)
11. Identity Card/Domicile Certificates (For the Wards of J & K / North East Migrants/ NRI/ SAARC & FOREIGN) issued by the concerned Deputy Commissioner / Resident Commissioner (2 Xerox copies)
12. 2 Xerox copies of Rank Card of the Entrance Examination (If applicable)


REGISTRAR

