



PRESIDENCY UNIVERSITY

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

PU/2025/105

June 14, 2025

CIRCULAR

Dear Students,

Greetings from Presidency University!

A warm welcome to all the students who have been granted "**Provisional Admission**" to the **Under Graduate Programs viz., B.COM, BBA, BCA, BA, B.Des, B.Sc, & LLB** at **Presidency University** for the **Academic Year 2025-26**.

Please refer the information provided below:

1. Student Orientation Program and Commencement of Classes

Classes commence formally on **June 23, 2025** and the **Student Orientation Program** is scheduled to be held on the same day at the university campus. The detailed Orientation Program Schedule will be shared with you. **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 Program fee as per the University Notification

The Tuition fee should be paid as per the timelines prescribed in the University Notification. If already paid, please ignore.

3. Hostel Accommodation and Transport Facility

Students desiring to avail the Facility of Hostel Accommodation and Transport Facility should register themselves by completing the Hostel and Transport Registration form and paying the requisite fee. Please refer to the communication sent in this regard.

4. Enterprise Resource Planning – ERP Portal

Students are advised to access the ERP Portal – Linways provided by the University for uploading the Grade Cards, Certificates, Documents/Fee payment/Timetable/Classroom details/Attendance/Course handouts/Notifications etc. Scanned copies of all the certificates (10th/12th Marks Sheets, transfer certificates, passport size digital photo) should be uploaded in the Linways portal immediately to enable the office of registrar to generate UID (Unique Identification) number. Please note that UID number and Roll number is must for printing the ID card.





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5. Student Handbook

Students are informed to refer to the student handbook available at the University website for detailed information about rules, regulations, resources, and procedures related to their academic and campus life at the institution.

6. University Uniform

University Uniform, as prescribed by the respective Schools, must be mandatorily adhered to by all concerned students. The uniform can be procured from within the University campus upon payment of the requisite fee.

7. 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 for verification at the office of the Registrar (University Campus) Immediately as your Classes commence formally on **June 23, 2025**.

If you are unable to visit the campus physically to submit the Original Certificates /Documents before the June 23, 2025, 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:**

**THE REGISTRAR,
PRESIDENCY UNIVERSITY,
RAJANAKUNTE, YELAHANKA
BENGALURU - 560119 (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.



City Office: University House, 8/1, King Street, Richmond Town, Bengaluru - 560025

Campus: Presidency University, Itagalpura, Rajanakunte, Yelahanka, Bengaluru - 560119

Phone: +91 080 23093500 Email: info@presidencyuniversity.in

URL: www.presidencyuniversity.in



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Mandatory documents / certificates to be submitted immediately for verification:

1. Provisional admission letter (PADM) with Passport size photo attached to it.
2. Mark Sheet - Grade X (Original with 2 Xerox copies)
3. Mark Sheet - Grade XII / PUC (Original with 2 Xerox copies)
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. Aadhar Card of Parents (2 Xerox copies)
10. Identity & Address Proof - Voter ID / Passport / Driving License (2 Xerox copies)
11. Passport size Photographs (4 copies) - The photograph should be in colour and background should be a plain white background.
12. 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)
13. Rank Card of the Entrance Examination (2 Xerox copies, if applicable)


REGISTRAR
