



Chhatrapati Shivaji Maharaj University

PANVEL, NAVI MUMBAI

Established under the Act No. XXXII (2018) Govt. of Maharashtra and section 2(f) of UGC Act 1956

OFFICE OF THE DIRECTOR ADMISSIONS

Ref.No: CSMU/DA/2021/10/005

Date: 28/10/2021

NOTICE

SUB: Document Verification and Confirmation of Admission of the students admitted in the Academic Year 2020-21

Due to the COVID-19 pandemic and consequent lockdowns during the previous year, the original academic documents of many students provisionally admitted in the academic year 2020-21 could not be verified and their admission could not be confirmed. This issue is to be addressed as the University has reopened in offline mode.

Therefore all students admitted to the University in the academic year 2020-21 are hereby informed that if you have not verified your original academic documents and have not submitted Transfer/Migration Certificate to the University, please complete the same on or before 25th November 2021.

Instructions for Document Verification

1. Document verification will be done at the CSMU Campus, Rajgad Block from **01/11/2021 to 25/11/2021 between 10 AM to 4 PM (Except Sundays and University Holidays)**
2. Please report to the Reception with your name and programme. Proceed to the verification office (**Room 005, Rajgad Block**).
3. Please fill up the document checklist form. The reporting officer will send you to a verifying officer when your term arrives. Proceed to the assigned office/desk.
4. Please present the following documents to the verifier:
 1. Original SSC certificate
 2. Original SSC marksheet
 3. Original HSC certificate
 4. Original HSC marksheet
 5. Diploma Certificate (if applicable)
 6. Original graduation certificate (if applied for a PG programme)
 7. Original graduation marksheet (if applied for a PG programme)
 8. Transfer/Migration Certificate (Original is to be submitted)
 9. ID proof (Aadhar Card/Passport/ Voter ID/ Driving Licence/ Any other Government ID)
 10. Gap Affidavit (If there is year gap in study)
 11. Passport size photo (4)
 12. Any other certificate (PH/Caste/Minority/ Quota etc.) if applicable.
 13. Two sets of self-attested copies all the documents.

Please note that without confirmation of admission by verification of original documents, students will not be permitted to attend in lectures and examinations.

PLEASE REMEMBER TO FOLLOW THE STANDARD COVID PROTOCOLS IN THE CAMPUS.

Prof. (Dr.) Mohsin Hasan
Director Admissions

Director Admissions
Chhatrapati Shivaji Maharaj University
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