

**List of documents to be Submitted for MCA-1<sup>st</sup> Year Admission  
at the time of in-person reporting**

(All Original documents along with Two sets of Self Attested Good Quality Photocopies)

S. No.	Document	Type
1.	Admission Verification Form (Appendix-6 of GGSIPU)	Original
2.	BVICAM's Verification Form – <i>(format shall be provided by the Institute at the time of reporting)</i>	Original
3.	Admit Card of NIMCET / GGSIPU CET (as applicable)	Original
4.	NIMCET / GGSIPU CET Score/Rank Card	Printed Copy
5.	Candidate's GGSIPU Profile	Print from GGSIPU Website
6.	Proof of Application and Payment of Fee (Rs. 1,500/-)	Print from GGSIPU Website
7.	Proof of Registration for Counselling (Rs. 1,000/-)	Print from GGSIPU Website Not Applicable for MQ
8.	Part Academic Fee Payment Receipt (Rs. 96,000/-)	Print from GGSIPU Website Not Applicable for MQ
9.	Provisional Allotment Letter	Print from GGSIPU Website Not Applicable for MQ
10.	10 <sup>th</sup> Marksheet	Photocopy
11.	10 <sup>th</sup> Passing Certificate	Photocopy
12.	Certificate in Support of Date of Birth (It may be 10 <sup>th</sup> Marksheet)	Photocopy
13.	12 <sup>th</sup> Marksheet	Photocopy
14.	12 <sup>th</sup> Passing Certificate	Photocopy
15.	Certificate in support of having passed English and Mathematics at 12 <sup>th</sup> Level (Not Applicable for BCA/B.Sc.)	Photocopy
16.	Qualifying Examination Marksheet (Graduation) – All Semesters/Years	Photocopy
17.	Passing Certificate/Degree of Qualifying Examination (Graduation)	Photocopy
18.	Character Certificate from the college last attended (issued within 06 months)	Original
19.	College Leaving/Transfer Certificate from the College last attended	Original
20.	Migration Certificate from the University, if Graduation is not Done from GGSIPU	Original
21.	Medical Certificate (Appendix-5 of GGSIPU)	Original
22.	Certificate in Support of Category (if any benefit is availed)	Photocopy
23.	Certificate in Support of Region (Delhi / Outside Delhi) – required proof that the last attended college / study centre is in Delhi	Photocopy
24.	Any Valid ID Proof (Aadhaar Card)	Photocopy
25.	Copy of Aadhaar Card of Father and Mother	Photocopy
26.	Affidavit for Gap Period, if any (On Stamp Paper of Rs. 100/-)	Original
27.	06 Colour Passport Size Photographs	Original
28.	Balance Fee (Rs. 1,19,550/-) Payment to be done after document verification on the day of reporting	Printed Copy
29.	Anti-Ragging Undertaking by Student (Appendix-7 of GGSIPU)	Original
30.	Anti-Ragging Undertaking by Parent (Appendix-8 of GGSIPU)	Original
31.	Undertaking - A1, A2, A3, A4, A5, A6 (BVICAM) – <i>(formats shall be provided by the Institute at the time of reporting)</i>	Original
32.	Undertaking in Support of Category (SC/ST/PH/DEF) (Appropriate Appendix of GGSIPU)	Original
33.	Undertaking for Result Awaited (Appendix-4 of GGSIPU)	Original