

Verification documents

Check list of the documents and duly filled applications/ declarations for the candidates to be arranged and produced for document verification - B.Tech Admissions 2023-24		
SI No	Documents/ certificates to be submitted	No. of copies
1	Passport size Photos	4 no.s
2	Transfer Certificate from the Institution last attended	Original
3	Conduct Certificate from the Institution last attended	Original
4	S.S.L.C / 10th Standard Certificate & Mark List	2 copies, self attested
5	12th Standard Marklist (for CBSE students)	
6	12 th Standard/Higher Secondary Certificate & Mark List (for state board students)	
7	Mark list and certificate of diploma course completed [Original should be submitted for verification]- (for students admitted under lateral entry only)	
8	Proof for communal reservation/ non-creamy layer certificate as applicable	1 copy each and should be self attested
9	Proof for Special Reservation, if any (DAC, NRI, CGW, CHD, EWS etc)	
10	Proof for Keralite Status	
11	Self declaration stating Nationality	
Additional documents to be filled and submitted during verification process		
12	Annexure II Declaration to be submitted by Candidate stating Nationality (duly filled in) -[only for outside Kerala Candidates]	1 copy each
13	Application for Matriculation, general form & form for fee receipt (three documents should be duly filled in)	
14	Undertakings (duly filled in)- [Including Court undertaking]	
15	Application for PTA membership (duly filled in by the parent/guardian)	
16	Declaration against dowry (duly filled in)	
<u>REMARKS</u>		
1	The originals of mark lists, communal/ special reservations/ other supporting documents has to be submitted for verification, which will be returned after verification	
2	If the original Transfer certificate and Conduct certificate is not available during verification, please fill the respective undertaking enclosed with the attached documents	
3	All the candidates are requested to arrange the above documents in that order itself, clip them properly before entering the campus/verification venue	
4	Documents for SI.No. (8-12) have to be produced as per the directions in Annexure-III	
5	Specimen of a filled matriculation form (3 pages) is attached which may be referred for filling up the matriculation form accurately.	

Annexure-III

Cochin University of Science and Technology Directorate of Admissions

BIO-METRIC AND CERTIFICATE VERIFICATION INSTRUCTIONS

All the candidates who has received allotment to B.Tech/Integrated MSc programmes and paid the required fees are directed to report in person for the centralized Biometric and Certificate verification. The Verification is scheduled from 13th to 15th July 2023.

Candidates should report for the verification at Seminar Complex, Near Administrative Office, Cochin University of Science and Technology, Thrikkakara, Kochi -682022 as per the schedule below. The reporting time for the candidates is 9.30 am at the venue.

Candidates are directed to bring their CAT 2023 admit card for the verification process.

Bio Metric Verification and Certificate Verification Schedule		
Date	Department	Admitted Programme
13-07-2023	Polymer Science and Rubber	B.Tech Polymer Science and Rubber Technology
	Ship Technology	B.Tech Naval Architecture and Ship Building
	School of Engineering	B.Tech Mechanical Engineering,Safety and Fire Engineering ,Civil Engineering
	CUCEK	B.Tech Civil Engineering
14-07-2023	Instrumentation	B.Tech Instrumentation
	International School of Photonics	MSc. Integrated Photonics
	Computer Science	MSc. Integrated Computer Science and AI
	School of Engineering	B.Tech Electronics and Communication Engineering, B.Tech Information Technology
	CUCEK	B.Tech Electronics and Communication Engineering, B.Tech Information Technology
15-07-2023	Mathematics	Integrated MSc. Mathematics
	Physics	Integrated MSc. Physics
	Chemistry	Integrated MSc. Chemistry
	Biotechnology	Integrated MSc. Biological Science
	School of Engineering	B.Tech Computer Science and Engineering, B.Tech Electrical and Electronics
	CUCEK	B.Tech Computer Science and Engineering, B.Tech Electrical and Electronics
Note :	Reporting Time 9.30 AM	
	Lunch Break : 1.15 PM to 2.00 PM	

If the candidates do not report as per schedule and complete Biometric/Document verification, their allotment will be cancelled without any further notice. The candidate will be solely responsible for the completion of the verification process and confirm their allotment.

Students are advised to visit their concerned departments website for any additional documents that they have to produce at the time of verification.

CERTIFICATES TO BE PRODUCED DURING CERTIFICATE VERIFICATION

I. The applicants to various programmes of the University shall invariably produce the following documents in original at the time of verification.

1. S.S.L.C / 10th Standard Certificate & Mark List
2. 12th Standard/Higher Secondary Certificate & Mark List
3. Transfer Certificate from the Institution last attended
4. Conduct Certificate from the Institution last attended

5. Proof for communal reservation
6. Proof for Special Reservation, if any (DAC, NRI, CGW, CHD, EWS etc)
7. Proof for Keralite Status
8. Self-declaration stating Nationality

Mark list of the qualifying examination(12th standard)

If the same is not available, such candidates shall submit scanned copy of declaration with signature affixed, stating that “Mark list of the qualifying examination will be produced later, but before registration for the first semester examinations. I am aware of the fact that, University reserves the right to cancel my candidature / remove me from the rolls if I fail to produce the document to substantiate my educational qualification before the registration for first semester examinations.”

Self-Declaration stating “Nationality”

All candidates receiving allotments to Academic Programmes of CUSAT in seats other than those specifically marked/set aside for “International / Foreign National Candidates” shall submit a self-declaration stating their “Nationality”, i.e all candidates who receive allotments to “General (All India Merit/State Merit / All India Quota)”, “OBC/SEBC”, KSC, KST, NRI, EWS (Economically Weaker Section,) Sports Quota, Differently Abled, Transgender, Child Quota etc Must compulsorily submit the above-mentioned declaration. (Please see Annexure II for format).

Transfer Certificate from the Institution/Department last attended.

If the candidate has not received the Transfer Certificate, such candidates shall submit a declaration with signature affixed, stating that “Transfer Certificate will be produced later, but before the commencement of classes. I am aware of the fact that, the University reserves the right to cancel my candidature / remove me from the rolls if I fail to produce the Transfer Certificate from the Institution/Department last attended before the commencement of classes.”

Conduct Certificate from the Institution/Department last attended.

If the candidate has not received the Conduct Certificate, such candidates shall submit a declaration with signature affixed, stating that “Conduct Certificate will be produced later, but before the commencement of classes. I am aware of the fact that, the University reserves the right to cancel my candidature / remove me from the rolls if I fail to produce the Conduct Certificate from the Institution/Department last attended before the commencement.

II. Certificates to be submitted as proof for availing communal reservation:

- a. Kerala Scheduled Caste (KSC)/Kerala Scheduled Tribe (KST) Candidates should submit a valid & original Community Certificate issued by the Tahsildar.
- b. SEBC candidates, i.e. candidates belongs to Ezhava /Thiyya/Billava (ETB), Muslim(MSM), Latin Catholic or Anglo-Indian(LCC), Other Backward Christian (OBX), Other Backward Hindus (OBH), Dheevara (DHV), Kudumbi (KMB), Pot Making Communities (PMC) and Viswakarma (VSK) etc. should submit a valid &

original Community Certificate and Non-Creamy Layer certificate issued by the Village Officer. If the community/category is clearly specified in the non-creamy layer certificate no separate community certificate is required.

- c. OBH candidates eligible for fee concession applicable to OEC candidates should submit a valid & original income certificate issued by competent authority to prove their eligibility.
- d. Applicants belonging to “General” category and have claimed reservation under “Economically Weaker Sections - EWS” should submit a valid & original certificate issued by the competent authority for the purpose of claiming EWS reservation.
- e. Other certificates (if applicable): Relevant/Appropriate Certificate issued by Competent Authority for substantiating claim for any other reservation seats mentioned under Supernumerary seats if the candidate is allotted to a seat under that category. Relevant certificates, if any, may be submitted.
- f.

III. Keralite Status: A candidate will be considered as ‘Keralite’ for the limited purpose of admission procedure, if:

He / She or his/her father/mother was born in Kerala.

OR

He / She has been a resident of Kerala for a period of 5 years within a period of 12 Years.

OR

He / She has undergone his/her school studies from standards VIII to XII in educational institutions(s) in Kerala.

Children of All India Service (AIS) Officers (Non-Keralites) allotted to Kerala circle are deemed to be “Keralites” (GO (Rt.) No. 822/08/H. Edn. dated 29/05/2008). But they will not be eligible for Communal/Special Reservations applicable to “Keralites”.

Certificates to be submitted as proof for claiming Keralite Status:

Candidates claiming the Keralite status should invariably submit the originals of any one of the following certificates:

1. The certificate of Birth / Residence of the candidate or his/her father or mother from the Village Officer / Tahsildar or from a competent authority of local body.
2. The ‘Certificate showing school studies in Kerala from Standards VIII to XII’ from the Head of School where the candidate completed his / her study in Standard XII.
3. Relevant page of the SSLC of the candidate’s father / mother showing the place of birth in Kerala with corroborative evidence showing the relationship between the candidate and the parent.
4. Relevant page of the passport of the candidate or either of parents issued by the Government of India showing place of birth in Kerala with corroborative evidence showing the relationship between the parent and candidate.
5. Birth certificate of candidate or his / her father / mother showing the place of birth in Kerala with corroborative evidence showing the relationship between the candidate and father / mother whose birth certificate is being produced.
6. For claiming Keralite - AIS (All India Service), certificate from competent authority should be uploaded.

IV. Non-resident Indian (NRI) Seats (Applicable to all Programmes for which NRI seats are allotted): Certificates to be submitted for claiming NRI Seats.

1. NRI status is not compulsory but those who have opted for NRI seats should submit the 'Declaration' given in Annexure I.
2. For NRI seats candidates should have applied for the same at the time of application registration. Others will not be considered for admission under NRI seats. However, they can participate in NRI spot admission if seats are available.

V. Seats reserved for Children of Indian Workers in Gulf Countries (CGW) applicable to all Programmes for which CGW seats are allotted.

CGW seats are reserved for candidates whose father or mother is working in any Gulf Country. Those who have opted for CGW seats should invariably submit the following documents substantiating their claim for CGW seats.

Certificates to be submitted for claiming CGW Seats

1. Certificate / Mark list of Plus Two Examinations and 10th Certificate.
2. Employment Certificate of the Parent which is duly attested by The Indian Embassy/ Govt. Agency.
OR
Copy of Work Permit, Account Statement of Bank in Gulf Country and copy of VISA which are duly attested by The Indian Embassy / a Govt. Agency.
3. Copy of the Birth Certificate of the candidate or any other Government certificate/document proving the relationship between the candidate and the parent.
4. Migration Certificate (if the candidate has studied in an institution outside Kerala)
5. Transfer Certificate and Conduct Certificate from the Institution last attended.

Note:

1. *If a candidate fails to submit the required certificates before the stipulated time, his claim for admission to the programme under the category claimed by him will be forfeited. The sole responsibility for such incidents will rest with the candidate only.*
2. *Admission will be provisional and is subject to Biometric Verification of the admitted candidates.*

Note:

- Any discrepancies in the reservation claim and document submitted to substantiate the claim may lead to disqualification. Hence, utmost care must be observed while submitting the documents/certificates. Similarly, failure to produce relevant documents to substantiate the communal reservation / Special reservation will disqualify your claim for admission in the respective reservation category. The candidate alone will be responsible for such incidents.
- Regarding the commencement of classes please contact the concerned Departments. Phone numbers of Departments/School are available in the Prospectus 2023.

Annexures

1. Annexure I – Declaration for NRI Candidates

DECLARATION

I hereby declare that I am a Non Resident Indian and the applicant Shri/Smt/Kum
.....
..... is my Son/Daughter/Ward/Dependent (Strike out which is not applicable) coming under the definition of NRI candidate as per section 2(o) of Act XIX of 2006. My Passport No. is and I am Employed / residing at
.....
..... (Fill the details of Foreign Employment/ Place of residence).

I hereby undertake to abide by the rules and regulations of Cochin University of Science And Technology in connection with the admission of the above applicant under NRI.

Place :

Date :

Signature of the Declarant:

Name and Full Address:

with Contact number

Annexure II – Declaration to be submitted by Candidate stating Nationality

DECLARATION

I am a citizen of (name of Country) and my register number for CUSAT CAT 2023 is I am aware of the fact that, the University (CUSAT) reserves the right to cancel my candidature / remove me from the rolls, if, at a later stage it is found that I am not eligible to be allotted/admitted to the seat to which I am allotted/admitted to.

Place :

Date :

Signature of the Candidate:

Signature of the Parent / Guardian:

Receipt No.....

Amount Rs.....

Date of payment

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

APPLICATION FOR REGISTRATION AS A MATRICULATE

1. Name in Block letters (as entered in the S.S.L.C or other qualifying certificate, if any, attested copy of the certificate, should be enclosed)	
2. Expansion of initials	
3. Name of father or guardian	
4. Age and date of birth as entered in the S.S.L.C. or equivalent certificate, by Christian Era	
5. Religion and Community	
6. Mother – tongue	
7. (a) School where educated (b) Register Number and year of School leaving or other qualifying certificate (c) Authority issuing such certificate	
8. Name of the Course and the Department to which the applicant admitted and the date of admission by the Christian Era.	
9. Name of examination passed with details of the University, Reg. No. and year of passing	
10. Whether applied for recognition of qualifying examination (in the case of candidates who have passed examination from Universities other than in Kerala State)	
11. Signature of applicant	
12. Signature of the Head of Department or other institution in which the applicant is admitted.	

Receipt for the prescribed fee of Rs.100/- should be sent along with this application

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

GENERAL FORM

*Return of Matriculates admitted tofor the academic year 200 - 2000 **PAGE No**

Serial No.	School Leaving Certificate Holder			Name of father or guardian	Date of birth in the Christian Era	Religion and Community	Mother tongue	School where educated	School leaving Certificate		Name of Government or State under whose authority Certificate is issued	Date of Admission in to the Department	Year of eligibility for University Course of study	Date and Page of Gazette
	Principal Name *(In block letters)	Initials	**Expansion of Initials						Register No.	Year & Month				

College/Dept.

Date:

I do certify that the candidates mentioned in the Return have been declared eligible for admission to a course of study in this University and that their names are found in the eligible list in the respective pages of the Kerala Govt. Gazettee mentioned against each.

*Only the principal name of the candidate should be entered in this column. **Names other than the principal names should be entered here. Corrections, additions or deletions made, should be attested.

*This return should contain the details of all students admitted.

Head of the Department

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

Sl.

MATRICULATION FEE RECEIPT

Cochin – 22

Dated:.....

Received the sum of Rupees Hundred (Rs.100/-)*

Principal Name of Candidate as in SSLC or other accepted Certificate**	Initials**	Expansion of Initials	Date of Birth in Christian Era and Malayalam Era

being fee for registration as a Matriculate of the University. (To be collected and remitted to the University at the time of admission)

Department/Recognized Institution.....

Signature of the
Head of the Department.....

Registrar

*(A sum of Rs,50/- (Rupees Fifty only) may be collected as fine for submission of late application)

**The entries made should exactly correspond with those in the Return of Matriculates

Note: The Head of the Department/Institution is requested to fill in the above form and forward it to this office, with the Return of Matriculates for the Signature of the Registrar. This receipt will be returned for retransmission with the application of the candidate for admission to the University Examination.

PARENT TEACHER ASSOCIATION
COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY
APPLICATION FOR MEMBERSHIP

1. Name of the Applicant :
(Parent/Guardian)
2. i) Name of the Ward :
ii) Branch and Batch (year of admission) :
3. Relationship with the Ward :
4. Address for communication :

- Telephone No- Land line/Mobile
Email-ID
5. Official Address :

- Telephone No- Land line/Mobile
6. Permanent Address :

- Telephone No- Land line/Mobile
7. Local Guardian of the Ward and Address :

Telephone No- Land line/Mobile
Email-ID

Place:

Date:

Signature :

(For Office use only)

Membership No : _____

Membership Fee : _____

Receipt No. & Date : _____

Admitted on : _____

President

Secretary

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

CERTIFICATE

[For Child Quota]

Certified that(Name of Candidate)
.....(Register Number), a candidate for
.....Programme of the University is
the Son/Daughter of Sri./Smt.....
.....(Name of employee)
working as..... in
the..... (Name of Office/Dept.).

Forwarded by HOD/Director/Principal

Signature

Registrar, CUSAT

Place:

Date:

DECLARATION

Anti-Dowry

I, ----- S/o or D/o -----aged -----
years and the resident of

-----, do hereby declare that :-

1. I shall not give or take or abet the giving or taking of dowry
2. I shall not demand directly or indirectly, from the parents or the guardians of the bride or the bridegroom, as the case may be, any dowry.

Signature

UNDERTAKING

(For Those who have no original TC and CC)

I S/o / D/o
(Address)
.....
.....
.....

admitted to B.Tech./ M. Tech. programme in (Branch)
hereby undertake that the following certificates in original will be produced at the time of
starting of regular classes in off line mode at School of Engineering, CUSAT

Mark list / Certificate of Qualifying Examination / Migration Certificate / Transfer
Certificate / Conduct Certificate / Community Certificate / Income Certificate / Nativity
Certificate / (other, specify)
(strikeout whichever is not applicable)

I understand that failure to produce the above mentioned documents on the prescribed date will
result in cancellation of my admission.

Name & Signature of the Candidate

Name & Signature of the Parent or Guardian

SCHOOL OF ENGINEERING, CUSAT
B TECH (FT) 2023 ADMISSION

FEE NOTICE

SL.No	Particulars	General	Mode of Payment
1	PTA/DDF/ALUMNI FEE	4580/-	<u>Online</u> SB Collect> Education Institutions> Principal , School of Engineering> PTA/DDF/ALUMNI FEE FOR BTECH (FT) STUDENTS

SL.No	Particulars	SC/ST &OEC STUDENTS (Eligible for E grants)	Mode of Payment
1	ALUMNI FEE	530/-	<u>G-Pay/NEFT</u> To A/c No 38383955066 IFSC CODE SBIN0070235 A/c Holder Principal, SOE

Note

Fee payment details (Both admission fee and PTA/DDF/ALUMNI fee) should be mailed to pta.soebcusat@gmail.com for confirmation.


PRINCIPAL

2/14
2/14
10/12/21
10/12/21

Receipt No.....

Amount Rs.....

Date of payment

Specimen copy of Application for matriculation

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

APPLICATION FOR REGISTRATION AS A MATRICULATE

1. Name in Block letters (as entered in the S.S.L.C or other qualifying certificate, if any, attested copy of the certificate, should be enclosed)	NIHAL K
2. Expansion of initials	KRISHNAN
3. Name of father or guardian	KRISHNAN
4. Age and date of birth as entered in the S.S.L.C. or equivalent certificate, by Christian Era	19, 07/08/2023
5. Religion and Community	HINDU DHEEVARA
6. Mother – tongue	MALAYALAM
7. (a) School where educated (b) Register Number and year of School leaving or other qualifying certificate (c) Authority issuing such certificate	KENDRIYA VIDYALAYA 200100-2023 CBSE
8. Name of the Course and the Department to which the applicant admitted and the date of admission by the Christian Era.	B.TECH-SAFETY AND FIRE ENGINEERING 13-07-2023
9. Name of examination passed with details of the University, Reg. No. and year of passing	AISSE, CBSE
10. Whether applied for recognition of qualifying examination (in the case of candidates who have passed examination from Universities other than in Kerala State)	
11. Signature of applicant	
12. Signature of the Head of Department or other institution in which the applicant is admitted.	

Receipt for the prescribed fee of Rs.100/- should be sent along with this application

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

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	Principal Name *(In block letters)	Initials	**Expansion of Initials						Register No.	Year & Month				
	NIHAL	K	KRISHNAN	KRISHNAN	07/08/2003	HINDU DHEEVA RA	MALAYALAM	KENDRIYA VIDYALAYA	200100	2023, JUNE	CBSE	13-07-2023	2023-27	

College/Dept.

Date:

I do certify that the candidates mentioned in the Return have been declared eligible for admission to a course of study in this University and that their names are found in the eligible list in the respective pages of the Kerala Govt. Gazettee mentioned against each.

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Principal Name of Candidate as in SSLC or other accepted Certificate**	Initials**	Expansion of Initials	Date of Birth in Christian Era and Malayalam Era
NIHAL	K	KRISHNAN	07/08/2003

being fee for registration as a Matriculate of the University. (To be collected and remitted to the University at the time of admission)

Department/Recognized Institution.....

Signature of the
Head of the Department.....

Registrar

*(A sum of Rs,50/- (Rupees Fifty only) may be collected as fine for submission of late application)

**The entries made should exactly correspond with those in the Return of Matriculates

Note: The Head of the Department/Institution is requested to fill in the above form and forward it to this office, with the Return of Matriculates for the Signature of the Registrar. This receipt will be returned for retransmission with the application of the candidate for admission to the University Examination.