

**MAHARAJA SURAJMAL INSTITUTE****C-4, Janak Puri, New Delhi-110058**Website: [www.msijanakpuri.com](http://www.msijanakpuri.com)**ACADEMIC SESSION 2025-26****Documents Verification Form**

Name of Student .....

RANK .....

CAT/CMAT/CET/CLAT Roll No. ....

Student's Mobile No. ....

Father's Name .....

Father's Mobile No. ....

E-Mail .....

S. No.	Particular (Original and One set of photocopy of each document except sr. 18)
1.	Four recent coloured passport size photographs and one stamp size photograph
2.	Admit card CAT/CMAT/CET/CLAT (Original)
3.	Online Registration Form 2025 (From Dashboard of GGSIPU Admission Portal)
4.	Online Generated Allotment Letter 2025 (From Dashboard of GGSIPU Admission Portal)
5.	Online Generated Candidate Profile Letter 2025 (From Dashboard of GGSIPU Admission Portal)
6.	Proof of payment of part payment of 96000/-
7.	Online Document Verification cum Seat Allotment Letter 2025 (From Dashboard of GGSIPU admission Portal)
8.	10 <sup>th</sup> Marksheet photocopy for Proof of Date of Birth (Birth Certificate if 10 <sup>th</sup> Marksheet does not has DOB)
9.	12 <sup>th</sup> Mark sheet
10.	Qualifying Graduation Degree Certificate & Final/Consolidated Marksheet, (only for MBA, B.Ed.)
11.	In case of Distance/Open Learning (in addition to the marksheet): Certificate from Concerned university/board certifying the location of study Centre
12.	MSI Fees Receipt (three copies) <ul style="list-style-type: none"> <li>• MBA : Rs.77400/-</li> <li>• BBA : Rs. 28300/-</li> <li>• BCA : Rs.26300/-</li> <li>• B.Com : Rs.20400/-</li> <li>• Law : Rs.31900/-</li> <li>• B.ED. : Rs.61300/-</li> </ul>
13.	<ul style="list-style-type: none"> <li>• Undertaking Anti Ragging (Student) - <b>Appendix- 7 of GGSIPU Brochure Original</b></li> <li>• Undertaking Anti Ragging (Parents) - <b>Appendix- 8 of GGSIPU Brochure Original</b></li> <li>• Affidavit for Gap year if applicable - Stamp paper of Rs.10/- by Notary (<b>original</b>).</li> </ul>
14.	Caste category / Physical Handicapped verification slip issued by GGSIPU along with Caste Certificate
15.	Medical Certificate (Original)
16.	Character Certificate (Original)
17.	Adhaar Card and APAAR ID downloaded from Digilocker
18.	<b>Proformas of MSI Brochure (to be given at admission counter on the day of reporting)</b> <ul style="list-style-type: none"> <li>• Candidate Information Forms of MSI-<b>Original</b></li> <li>• Undertaking Attendance (Student) of MSI-<b>Original</b></li> <li>• Undertaking Attendance(Parents) of MSI-<b>Original</b></li> <li>• <b>Library card form-Original</b></li> </ul>