



SEACOM SKILLS UNIVERSITY

Office of the Registrar

Notice No.:76/2024

Date: 10.12.2024

Sub: Submission of hardcopies of Filled-in Students' Registration Form 2024 & relevant documents

This is to notify to all the concerned students who have taken admission in Diploma, UG & PG courses under Seacom Skills University in 2024 and who have filled up the online Registration Forms 2024 by making payment towards the requisite fees, are hereby instructed to submit the hardcopies of the following requisite documents to the Registrar Office as per schedule mentioned here under.

Date	Time
12, 13, 16, 17, 18, 19 20 December, 2024	10:00 a.m to 2:00 p.m 3:00 p.m to 5:00 p.m

The hard Copy Documents to be submitted to the Registrar Office:

1. The Downloaded Filled-in Registration Form duly signed by the Candidate.*
2. **Original Migration Certificate (where applicable).****
3. Self attested photocopies of:-
 - (i) All Final mark sheets and Certificates (10th Std. onwards).
 - (ii) Date of Birth proof Certificate.
 - (iii) Caste Certificate (except General Category).
 - (iv) Aadhar Card.
 - (v) PH Certificate (If applicable).
 - (vi) Blood Group Report.
 - (vii) Marriage Registered Certificate (if applicable).***.
4. Copy of online Fees Payment confirmation message duly signed by the candidate.****

* **Downloaded filled-in Registration Form:** Information, signature, photo of the student should be correct on the hard copy of his / her filled-in registration form. If any information/photo/signature is/are wrongly entered/printed on the filled-in registration form then the student is instructed to correct the same manually on the hard copy of the downloaded filled-in Registration Form with their signatures there on positively.

** **Original Migration Certificate (where applicable):** Submission of Original Migration Certificate (where applicable) is mandatory, failing which original Registration Certificate will not be issued to students. Admit Card for appearing in examinations will not be issued without showing the original Registration Certificate.

*** **Marriage Registered Certificate:** In case of female students, if any student is married now and if her current full name is different (due to change in surname after marriage) from her full name as was before marriage, then the student has to submit the hard copy of the self attested Marriage Registered Certificate.

**** **Online Fees Payment Receipt:** The students are instructed to submit the hard copy of the online Fees Payment confirmation message duly signed by them mandatorily.

REGISTRAR

REGISTRAR
SEACOM SKILLS UNIVERSITY
KENDRADANGAL, BIRBHUM-731236