IMPORTANT INSTRUCTIONS FOR CANDIDATES

a. The applicants must check the University website and respective college website for cut-offs for different courses.

b. The applicants who meet the requisite cut-off should login to the UG Admission Portal using their registered email id and password and select the college/course where they wish to take admission and meet the desired cut-off criterion.

c. The applicant shall take the print out of the Admission Form and go to the selected college. **No facility of taking the printout of the Admission form will be provided by the college.**

d. Along with the admission form, the candidate should carry the following documents in original with two sets of self-attested photocopies:
1. Class X Board Examination Certificate
2. Class X Marks-Sheet
3. Class XII Marks-Sheet
4. Class XII Provisional Certificate / Original Certificate
5. Character Certificate (recent)
6. SC/ST/PwD/CW/KM Certificate (in the name of the candidate) issued by the competent authority.
7. OBC (Non-Creamy Layer) Certificate (**in the name of the Candidate only**) issued by competent authority. If the OBC certificate is issued before 1st April 2015, then the Income Certificate from the competent authority OR Form 16 of 2015-16 must be presented.
8. Transfer Certificate from school / college as well as Migration Certificate from Board / University are required from those students who have passed senior secondary exam from outside Delhi
9. At least two passport size self-attested photographs

e. The college will retain the certificates of approved candidate in order to avoid multiple admissions. The certificates will remain with the college during the admission process.

f. After this, the college will approve the admission on the UG Admission Portal after the verification of all the documents. The applicant will then be required to login to the UG Admission Portal to make the online Admission Fee payment through one of the available online payment options.**No facility will be provided by the college in online fee payment**.

g. The colleges shall promptly return the documents in case student withdraws/cancels the admission or student wishes to appear in counseling of any other university/ institute.

h. **It may be noted that the admission of an applicant in a college is completed only after the payment of the Online Admission Fee on the UG Admission Portal within the prescribed time-limit**.