

B.Tech / INTMSC Document Verification Instructions

Candidates who confirm admission by making payment need to report directly to the concerned Department/Division with originals of all documents for verification during 30th September 2022 to 11th of October 2022. (On 30th September 2022, Document Verification will be strictly for outside Kerala Candidates). The exact date and time of verification will be communicated to the students directly by the concerned Department (allotted program). Those who fail to report/submit the required documents, their allotment will be cancelled without further intimation.

List of documents to be submitted for Verification

I. The applicants to various programmes of the University shall invariably produce the following documents 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 uploaded 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 uploaded 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.

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, the date of which will be published later.***

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/upload 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.
- Candidates are directed to check the status of the allotment on a daily basis till the allotment process is completed.
- Regarding the commencement of classes please contact the concerned Departments. Phone numbers of Departments/School are available in the Prospectus 2022.

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 :

Signature of the Declarant:

Date :

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 2021 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 :

Signature of the Candidate:

Date : Signature of the Parent / Guardian