

## **ALLOTMENT INSTRUCTIONS FOR THE ACADEMIC YEAR 2025 For B.Voc PROGRAMME**

Allotment to **B.Voc Programme** is based on the CAT 2025 rank list. Candidates who have got allotment shall pay the fees applicable for the programme allotted to them by way of online payment on or before the stipulated last date for payment of fees.

- **If a candidate fails to pay fees before the stipulated last date of payment for an allotment, he/she will not be considered for subsequent allotments. However, he/she can participate in the real time admission, if any.**

Candidates are directed to check the status of the allotment on a daily basis till the final allotment is completed. No individual intimation will be given in this regard by any other mode. The schedule of allotment, fee payment, admission/counselling etc will be published from time to time in the website <https://admissions.cusat.ac.in/>

### **HOW TO MAKE ONLINE FEE PAYMENT**

For making online payment of fees, the candidates who got allotment should follow the instructions given below:

1. Login to your home/login page using your Username (email id) and Password in the Admission Portal <https://admissions.cusat.ac.in/>
2. The details of the allotments received will be displayed with a button to confirm allotment.
3. Upon clicking the 'Confirm Allotment' button, you have to upload the required certificates then only you will be directed to the fee payment page. You have to enter your Aadhar Number and then Click on "Pay" button. You can make payment through Credit card /Debit Card /UPI or through Net Banking.  
**Note: - Payment through some Debit Cards has a monetary ceiling and, in such cases, opt for other payment options**
4. **Check the website for fee structure.**
5. **Candidates are advised to confirm the payment status as successful after the payment in their profile. After successful payment, the allotment status will show as "Provisionally Admitted" to the programme allotted. In case if there are any issues contact or inform our help desk before the last date of payment.**

Candidates need to pay the additional fees of PTA/Department Development Fund (if applicable), CUSAT Alumni fee (if applicable), etc directly at the Department/School as per the instructions received from the concerned Department/School.

### **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. Qualifying Examination 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, EWS, IDC etc)
  7. Proof for Keralite Status
  8. Self-declaration stating Nationality

**Mark list of the qualifying examination (12<sup>th</sup> 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 (State Merit / All India Quota)”, “OBC/SEBC”, KSC, KST, NRI, EWS (Economically Weaker Section,) Sports Quota, Differently Abled, Transgender, IDC 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:**

- Kerala Scheduled Caste (KSC)/Kerala Scheduled Tribe (KST) Candidates should produce valid Community Certificate issued by the Tahsildar. SEBC candidates i.e. 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 produce valid 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. OBH candidates eligible for fee concession applicable to OEC candidates should also produce valid income certificate to prove their eligibility.
- All the aforesaid information is general in nature and all reservation will be subject to rules of the University that are in effect at the time of admission. Communal & Other Reservations will be subject to satisfactory verification of duly required Certificates (in originals) produced at the time of Group Discussion, Interview, Counselling, Admission, wherever applicable, as directed by the University and will be governed by the rules of the University in force and as amended from time to time.

- III. Keralite Status:** A candidate will be considered as ‘Keralite’ for the limited purpose of admission procedure, if: 1 He / She or his/her father/mother was born in Kerala. OR 2 He / She has been a resident of Kerala for a period of 5 years within a period of 12 Years. OR 3 He / She has undergone his/her school studies from standards VIII to XII in educational institutions(s) in Kerala. OR 4 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”. State Merit Seats (SM): Out of the total approved seats of B.Tech. Programmes 50% are earmarked as State Merit Seats with

lower rate of fees. Keralites, as defined in Clause 19.1 above, and who have selected Keralite status in the online application alone can opt for State Merit Seats

**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:**

Candidates claiming Keralite status should invariably produce at the time of Admission and/or Counselling and/or Interview and/or Group Discussion any one of the following certificates in original:

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 pages of SSLC book of the candidate's father / mother showing the place of birth in Kerala with corroborative evidence showing the relationship between the candidate and parent.

4 Relevant pages of the passport of the candidate or either of parents issued by Government of India showing place of birth in Kerala with corroborative evidence showing the relationship between parent and the 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 Status, AIS (All India Service) certificate from competent authority should be attached in the case of applicants who are children of All India Service Officers allotted to Kerala circle.

**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.

**Note:**

***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.***

**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.
- 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 Department. Phone number of Department is available in the CUSAT website.

## **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 2025 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