



**COCHIN UNIVERSITY OF
SCIENCE AND TECHNOLOGY**
DIRECTORATE OF ADMISSIONS
B. LET PROGRAMMES
**INSTRUCTIONS FOR DOCUMENT
VERIFICATION**

1. Students who got allotments and have remitted the requisite Fee towards the admission to various B.Let Programmes offered by Cochin University of Science and Technology should attend the Document verification as scheduled below.

Sl. No.	Programmes	Date & Time	Venue
1	B.Let Programmes of School of Engineering	30/06/2026 Reporting Time 10:00 AM	LAB Block Near Gate I School of Engineering Campus
2	B.Let Programmes of CUCEK	30/06/2026 Reporting Time 10:00AM	Mini Hall of Seminar Complex, Near Administrative Office, Cochin University of Science and Technology, South Kalamassery, Kochi – 682 022
3	B.Let Instrumentation and Control Engineering	30/06/2026 Reporting Time 10:00AM	Department of Instrumentation Thrikkakara Campus
4	B.Let Polymer Science and Rubber Technology	30/06/2026 Reporting Time 10:00AM	Department of Polymer Science and Technology Thrikkakara Campus

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. 12th Standard/Higher Secondary Certificate & Mark List/Diploma Certificate/Diploma 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 (EWS)
7. Proof for Keralite Status
8. Self-declaration stating Nationality

The candidates joining CUSAT shall sign the following declarations at the time of admission:

- It has been suggested by the UGC that an anti-drug declaration be taken from the students at the time of admission to invoke a commitment from the students to have responsible behaviour during studies (Annexure – III)
- It is compulsory for each and every student and parent to submit an online undertaking every academic year at https://antiragging.in/affidavit_university_form.php. The students will receive an e-mail with his/her registration number. The anti-ragging undertaking reference number should be provided to the department at the time of admission/verification. Also downloaded copy of the anti-ragging undertaking duly signed by the deponents (student and parent) should submit to the concerned department before commencement of the classes.
- An Anti dowry declaration has to be signed by the students at the time of admission (Annexure – IV)

Mark list of the qualifying examination(12th standard/Diploma)

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, 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:

- 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”. 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 20.1 of the prospectus CAT 2026, 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.

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.***

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 Departments. Phone numbers of Departments/School are available in the Prospectus 2026.

ANNEXURE II

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 2026 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:

ANNEXURE

ANTI-DRUG DECLARATION FORM TO BE SIGNED BY THE STUDENT

I(name) son /daughter/ward of
Mr./Mrs./Ms.(name) admitted to (course and year)...
in..... (institution) during the year....., hereby agree to the following
terms:

1. I am aware that the possession, use, sale and distribution of alcohol/tobacco/any psychoactive substances are wrong and harmful.
2. I shall refrain from using, being under the influence of, possessing, furnishing, distributing, selling or conspiring to sell or possess, or being in the chain of sale or distribution of alcohol/tobacco/any psychoactive substances within the premises of the institute/university or during any sponsored activities by the institute/university.
3. I shall report to the authorities of the institution any irregular behaviour that I observe in relation to the possession, use, sale and distribution of alcohol/tobacco/any psychoactive substances which may have occurred at the institution or during any activities conducted by any students or institution.
4. I shall support and actively participate in any substance use prevention education programmes which may be organized by the institution/government which would enable me to be a better student and citizen of India.
5. I shall co-operate with the authorities of the institution and other relevant authorities in their investigation of any substance-related incident of which I may have information, and to prevent the possession, use, sale and distribution of any psychoactive substances in or around my institution.

Date:.....

Signature:.....

Name of the Student:

.....

DECLARATION

I, ----- S/o or D/o ----- aged -----
years and the resident of

-----, do hereby declare that:-

1. I shall not give or take or abet the giving or taking of dowry
2. I shall not demand directly or indirectly, from the parents or the guardians of the bride or the bridegroom, as the case may be, any dowry.

Signature

Documents to be produced at the time of Document Verification of B.Let Programmes		
Sl.No	Documents/certificates to be Produced	No. of copies
1	Passport size Photos	4no.s
2	Transfer Certificate from the Institution last attended	Original
3	Conduct Certificate from the Institution last attended	Original
4	S.S.L.C/ 10 th Standard Certificate& Mark List/Diploma Certificate/Marklist	2 copies, self-attested
5	11 th Standard Marklist (in case the candidate is from a CBSE school)	
6	12 th Standard/Higher Secondary Certificate & Mark List Diploma Certificate/Marklist for B.Let Students.	
7	Proof for communal reservation	1 copy each and should be self-attested
8	Proof for Special Reservation, if any (EWS)	
9	Proof for Keralite Status	
10	Self-declaration stating Nationality	
11	Annexure II Declaration to be submitted by Candidate stating Nationality (duly filled)-(only for outside Kerala Candidates)	1copy each
12	Undertaking Anti Ragging (downloaded form after registering through https://antiragging.in/affidavit_university_form.php	
13	Application for PTA membership (duly filled by the parent/guardian)	
14	Declaration against dowry (duly filled)(Annexure IV)	
15	Declaration Anti-Drug (Annexure III)	
	REMARKS	
1	The originals of mark lists of 10 th and 12 th has to be submitted for verification, which will be returned after verification	
2	All the candidates are requested to arrange the above documents in the order itself, clip them properly before entering the campus/verification venue	