

**CENTRAL UNIVERSITY OF ODISHA
CHECK LIST**

To
The Head of the Department
Department of _____
Central University of Odisha
Koraput - 763004

Date: _____

Sir/Madam,

I am submitting herewith the following certificates with a request to grant me admission in the Department of _____, Central University of Odisha during the Academic Year 2025-26

NAME: _____

PROGRAMME: _____

A. ORIGINAL CERTIFICATES

Sl. No.	Certificates	Submitted (Yes/No)	Remark
01	Transfer Certificate		
02	Conduct Certificate		
03	Migration Certificate, if applicable		

B. PASSPORT SIZE PHOTO (PLEASE TICK)

01	05 Nos Passport Size Recent Colour Photo	
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C. PROOF OF ADDRESS

AADHAR No _____

Copy of Proof Submitted: **1. AADHAR** (Preferred) **2. Passport** **3. Voters ID** **4. Other** _____

D. DETAILS OF FEE PAYMENT

Amount: _____

Reference No: _____ Date _____

E. PHOTO COPIES OF THE DOCUMENTS / CERTIFICATES

Sl. No.	Documents/ Certificates	Submitted (Yes/NO)	Remark
01	10 th Mark Sheet		
02	10 th Certificate		
03	12 th Mark Sheet		
04	12 th Certificate		
05	+3 /U.G. Marksheet		
06	+3 /U.G. Certificate		

07	P.G. Mark Sheet (if any)		
08	P.G. Certificate (if any)		
09	Caste Certificates (ST/SC/OBC-NCL), EWS Certificates (if applicable, must be issued from the competent authority in GOI format) (Details are available in Prospectus of CUO, Odisha)		
10	PWD/PH Certificate for those applying under the differently-abled category, (if applicable, must be issued from the competent authority in GOI format)		
11	Certificate of being registered as Kashmiri Migrant & Kashmiri Pandits/Kashmiri Hindu Families (Non-migrants) for those applying under the Kashmiri Migrant quota (if applicable, must be issued from the competent authority in GOI format) eligible for Supernumerary Quota, if applicable		
12	Certificate(s) related to Defence Category eligible for Supernumerary Quota, if applicable		
13	Certificate(s) of representing International, National or State level in any sport/ game, if any		
14.	An Affidavit copy for Single Girl Child Quota (if applicable), duly attested by the area District Magistrate / Additional Magistrate / Deputy Commissioner / Collector / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / City Magistrate (not below the rank of 1st Class Stipendiary Magistrate), Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.		
15	Hard copy of Undertaking for anti-ragging by students and parents/guardians through the UGC portal (www.antiragging.in / ugc.gov.in).		
16	Aadhar Card, if available		
17	Blood Group, if available		

I hereby declare that the documents submitted by me as listed above are true to the best of my knowledge.

Signature of the Candidate

FOR OFFICE USE

(Tick/Strike out as applicable)

1. The above documents submitted by the candidate have been verified and found to be in order.
2. Photocopies of the certificates as mentioned above have been verified with reference to the originals.
3. The eligibility requirements as prescribed in the prospectus 2025 - 2026 have been checked and the candidate fulfils the same.
4. The qualifying degree results are not yet announced.
5. The candidate may be granted Provisional admission / Conditional Admission.
6. **Certificates Due :**
 - a)
 - b)
 - c)
 - d)

Verifying Officer

Head of the Department