

Annexure I**PG 2025 | Banaras Hindu University****DOCUMENT VERIFICATION CHECKLIST FORMAT**

Department/College: _____

Programme Name: _____

Date of Verification: ____ / ____ / 2025

Candidate Details:

1. Name of Candidate: _____

2. CUET Application No.: _____

3. BHU Registration No. : _____

4. Allotted Category: _____

5. Contact No.: _____ Email ID: _____

Checklist of Required Documents

Sl. No.	Document Description	Original Produced	Self-Attested Copy Submitted	Remarks (if any)
1.	Provisional Admit Card (downloaded from the Admission Portal)	☐ Yes ☐ No	☐ Yes ☐ No	
2.	BHU Registration Form (with preference order)	☐ Yes ☐ No	☐ Yes ☐ No	
3.	CUET NTA Application Form	☐ Yes ☐ No	☐ Yes ☐ No	
4.	CUET NTA Admit Card	☐ Yes ☐ No	☐ Yes ☐ No	
5.	CUET NTA Scorecard	☐ Yes ☐ No	☐ Yes ☐ No	
6.	UG Mark Sheets (all semesters)	☐ Yes ☐ No	☐ Yes ☐ No	
7.	Intermediate Marksheet & Certificate	☐ Yes ☐ No	☐ Yes ☐ No	
8.	High School Marksheet & Certificate	☐ Yes ☐ No	☐ Yes ☐ No	
9.	Category Certificate (SC/ST/OBC-NCL/EWS/PwBD/Ward) (as applicable)	☐ Yes ☐ No	☐ Yes ☐ No	Date of Issue:
10.	Transfer Certificate (TC)	☐ Yes ☐ No	☐ Yes ☐ No	
11.	Migration Certificate	☐ Yes ☐ No	☐ Yes ☐ No	
12.	Character Certificate	☐ Yes ☐ No	☐ Yes ☐ No	
13.	Anti-Ragging Undertaking (Student & Parent/Guardian)	☐ Yes ☐ No	☐ Yes ☐ No	
14.	Residence/Dossier Form (Triplicate)	☐ Yes ☐ No	☐ Yes ☐ No	
15.	Provisional Admission Letter	☐ Yes ☐ No	☐ Yes ☐ No	
16.	Six Passport-Size Photographs	☐ Yes ☐ No	–	

Candidate's Signature: _____ Date: ____ / ____ / 2025

To be filled by verifier:

Verification Summary

☐ All documents verified and found in order

☐ Conditional Admission granted (extension sought)

☐ Admission withheld (reason)

Remarks (if any):

Verified by:

Name

Designation

Signature

Signature of HOD/ Principal/ Course Coordinator: _____

(With Seal of Department/College)

Annexure II
Undertaking for Pending Document(s)

I, _____ (Name of the provisionally admitted Candidate), *CUET Application No.* _____, & *BHU Form No.* _____ provisionally admitted to the _____ (Programme Name) under the CAP-PG 2025, hereby request an extension of time to submit the following pending document(s):

List of Pending Document(s):

1. Character certificate
2. Transfer certificate
3. Migration certificate
4. Marksheet (please specify _____)

I assure that the above documents will be submitted on or before **31st October 2025** without fail. I understand that failure to do so will result in **automatic cancellation** of my admission without any further notice. Kindly grant me provisional admission till then.

Date: ____ / ____ / 2025

Signature of Candidate: _____

Name: _____

CUET Application No.: _____

Mobile No.: _____

Email ID: _____

[For Office Use Only]

☐ Approved – Provisional Admission Granted till **31.10.2025**

☐ Not Approved – Admission Withheld

Signature of HoD/Principal: _____

Name & Designation: _____

Seal of Department/College

.....✂.....✂.....✂.....

Annexure II
Undertaking for Pending Document(s)

I, _____ (Name of the provisionally admitted Candidate), *CUET Application No.* _____, & *BHU Form No.* _____ provisionally admitted to the _____ (Programme Name) under the CAP-PG 2025, hereby request an extension of time to submit the following pending document(s):

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Date: ____ / ____ / 2025

Signature of Candidate: _____

Name: _____

CUET Application No.: _____

Mobile No.: _____

Email ID: _____

[For Office Use Only]

☐ Approved – Provisional Admission Granted till **31.10.2025**

☐ Not Approved – Admission Withheld

Signature of HoD/Principal: _____

Name & Designation: _____

Seal of Department/College

AFFIDAVIT BY THE STUDENT

I, _____ (full name of student alongwith name of course to which admission is sought) S/o D/o Mr./ Mrs./Ms. _____, having been admitted to (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institution, 2009, (hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 0.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that:

- a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
- b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this ____ day of ____ month of ____ year.

Signature of deponent

Name: _____

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day) of (month), (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the (____ day) of (____ month), (____ year) after reading the contents of this affidavit.

OATH COMMISSIONER

AFFIDAVIT BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. _____ (full name of parent/guardian) father/mother/guardian of (full name of student alongwith name of course to which admission is sought), having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”), carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that :

- a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
- b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law for the time being in force.

6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name :
Address:
Telephone/Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (_____ place) on this the (_____ day) of (_____ month), (_____ year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the (_____ day) of (_____ month), (_____ Year) after reading the contents of this affidavit.

OATH COMMISSIONER

BANARAS HINDU UNIVERSITY

**APPLICATION FORM FOR ALLOTMENT OF HOSTEL/CITY DELEGACY - CUM - DOSSIER FORM
(TO BE FILLED IN QUADRUPLICATE BY ALL STUDENTS)**

Affix self
attested
passport sized
photo

The Dean,
Faculty of _____
Banaras Hindu University

Madam,

I am seeking admission to : Course _____ Year _____

Subject/Group I request
you to allot me a seat in the Hostel/I seek permission to stay in the city (Tick whichever is applicable).

I promise to abide by all the rules of discipline of the University, failing which any disciplinary action
may be taken against me, including expulsion from the University.

Yours faithfully,

(Signature of the applicant)

Date:

Name:

Residence during previous Session (If a BHU student)

Name of the Hostel (if hosteller) :

Block No. Room No. If
city delegacy student, Name of the Delegacy

FOR OFFICE USE ONLY

Admit Km./Smt. as a
Hostel resident/ as a Day scholar in city.

Hostel/City
Dated:

(Signature with seal)
Dean

Residence allotted (Hostel with Room Number / Delegacy) Fee
Receipt No. Dated.....

Hostel Warden / Chief Warden, City Delegacy

NOTE: ADMISSION TO A COURSE OF STUDY DOES NOT GUARANTEE ACCOMMODATION IN THE HOSTEL

PARTICULAR TO BE FILLED BY THE APPLICANT

A. UET/PET Roll No.
(for First Year students of a course)

B. Enrollment No.
(If already enrolled)

1. Name of the Applicant
2. Sex (Male/Female)
3. Date of Birth
4. Whether belongs to SC/ST/OBC/OBC Minority: Yes/No., If yes, Category
5. Blood Group (If known)
6. Identification marks
7. Any specific medical problem(s)
8. Father's Name
9. Mother's Name
10. Husband's Name (in case of married women)
11. Guardian's Name (if other than Father)
12. Relation of candidate with guardian
13. Permanent Address (Mention State, District, Town, Village & Post clearly)
.....
.....

14. Police Station
15. Name of the nearest Railway Station
16. Local Address (in the case city delegacy students)
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-

17. **Whether ever Convicted/ Rusticated/ Debarred / Expelled / Suspended ? YES / NO**
If "YES" give details.

.....
.....

18. Name, Address and Telephone Nos. (if any) of person to be contacted in emergency.

(a) Outside Varanasi :

.....

Phone: Mobile

Email id:

(b) Inside Varanasi :

.....

Phone: Mobile

Email id:

Date:

Signature of the Applicant