

Institute of Information Technology and Management

DOCUMENT VERIFICATION CHECKLIST - BBA/BCA/B.Com(H)/BA(JMC)

Programme: _____ Shift: 1st / 2nd Tick (✓) Batch: 2026-30
CET/CUET Application No.: _____ CET Rank / CUET Score: _____
Admission Cat.: Gen/SC/ST/OBC/PH/Def Tick (✓) Region: Delhi / Outside Delhi Tick (✓)
Candidate Name: _____ Mobile No.: _____
Father Name: _____ Mobile No.: _____
10th %age: _____ 12th Aggregate %age: _____

Sl.	Documents	Tick (✓)
1	GGSIU CET/CUET Admit Card (<u>Original</u> / <i>Printout of Online FIR-in case admit card is LOST</i>)	
2	GGSIU Provisional Seat Allotment Letter/CUET Score Card	
3	GGSIU Proof of Part Academic Fees Payment receipt of Rs.96000/-	
4	GGSIU Provisional Admission Letter (Online Generated)	
5	GGSIU Candidate Profile (Online Generated)	
6	10 th Marksheet cum Certificate (Photocopy)	
7	12 th Marksheet cum Certificate (Photocopy)	
8	Character Certificate (<u>Original</u> - <i>Should not be more than six months old</i>)	
9	Medical Certificate-GGSIU Appendix-4 (<u>Original</u>)	
10	Undertaking for Anti Ragging by the Student and Parent/Guardian-GGSIU Appendix-6 & 7	
11	GGSIU Category Reservation Verification Slip (Online Generated,if any)	
12	Category Reservation Certificate (Photocopy,if any)	
13	Undertaking for Gap Year (if any)	
14	Aadhar Card (Photocopy)	
15	IITM Fees Receipts	
16	Other Documents (if any)	

Name & Signature of
Documents Verifier
Date:_____

Name, Signature &
Stamp of Accountant
Date:_____

Name & Signature of
Admission Officer
Date:_____

NOTE: 1. At the time of document verification, kindly bring all original documents along with two SELF-ATTESTED photocopy sets of each document, as per the checklist.