



## M. S. RAMAIAH UNIVERSITY OF APPLIED SCIENCES

(Private University Estd. in Karnataka State by Act No. 15 of 2013)

University House, Gnanagangothri Campus, New BEL Road, MSR Nagar, Bengaluru - 54

Tel. : +91 80 4536 6666 | Fax: +91 80 4536 6677 [www.msruas.ac.in](http://www.msruas.ac.in)

### **INSTRUCTIONS TO CANDIDATES APPLYING FOR A PROGRAMME**

- Fill in the Application Form after you satisfy yourself about your eligibility for admission to the program.
- The Application Form has to be filled in your own handwriting in black ink and the undertaking is also to be signed by the candidate only.
- The instructions in the Application Form are self-explanatory. Please follow them strictly.
- It is mandatory to provide your correct email address as it will be used by the Admission Office for any communication.
- University / Board / Marks percentage written in the Application Form will be considered for all procedures related to admission. Any discrepancy found during original document verification will result in cancellation of Admission.
- Candidates must submit the filled-in application forms along with the supporting documents (duly self-attested) within 3 days of the declaration of Karnataka PUC/ISC/CBSE results **in person / Parents / Guardian**. **Other Examination Boards whose results may be declared after the results of above mentioned Boards, such application will be considered subject to availability of seats.**
- If you have appeared for Class 12 or Degree (UG/PG- *as applicable*) Final examination and the result is awaited, you may apply but confirmation of admission will be subject to your passing in Class 12 / Degree (UG/PG- *as applicable*) final examination with minimum eligibility percentage criteria being satisfied.
- You cannot apply more than once for the same program in one admission year.



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### PROCESSING OF APPLICATION FOR ADMISSION

Application will be processed for admission only if the candidate is present personally with all mandatory ORIGINAL DOCUMENTS and three set of photocopies mentioned below;

<b>Documents to be Submitted for completion of admission formalities:</b> Original + three sets of self-attested copies + 6 pass port size photographs*	
<b>Undergraduate Programmes: (*) marked documents are Mandatory for submission</b>	
1. Class Ten / SSLC Marks Card*	6. Transfer Certificate* (From last attended educational institution)
2. Two-Year-PUC or Class XII Marks Card*	7. Migration Certificate* (for students from Non-Karnataka PU Boards)
3. Diploma Marks Cards*(for Lateral Entry admissions)	8. Copy of Aadhaar Card
4. Entrance Test Score Card (if applicable)	9. Copy of Driving License/Passport/Pan Card.
5. Study Certificates (if applicable)	
<b>Postgraduate Programmes: (*) marked documents are Mandatory for submission</b>	
1. Class Ten / SSLC Marks Card*	7. Internship/Attempt Certificate (as applicable)
2. Two-Year-PUC or Class XII Marks Card*	8. Transfer Certificate* (From last attended educational institution)
3. U G Degree Marks Cards / Transcript*	9. Migration Certificate* (for students from other Universities)
4. Degree – PDC or Convocation Degree Certificate*	10. Copy of Aadhaar Card
5. Entrance Test Score Card (if applicable)	11. Copy of Driving License/Passport/Pan Card
6. Study Certificate (if applicable)	
<b>Ph.D. / Doctoral Programmes: (*) marked documents are Mandatory for submission (Copies of Documents to be submitted along with Application Form)</b>	
1. Class Ten / SSLC Marks Card*	6. No Objection Letter from the employer (as applicable)
2. UG & P G Degree Marks Cards*	7. Copy of Aadhaar Card
3. P G Degree – PDC or Convocation Degree Certificate*	8. Copy of Pan Card
4. Entrance Test Score Card* (if applicable)	9. Copy of Driving License/Passport
5. Work Experience letter (as applicable)	
<b>NOTE: Students from Foreign Countries, PIO, NRI Students are required to submit copy of Valid Passport, Student VISA, Citizenship Card, Sponsorship Letter (if applicable) and for student possessing foreign qualification / Degree should produce Equivalence Certificate from Association of Indian Universities (AIU), New Delhi.</b>	
<b>NOTE: After verification of all the previous original marks cards and certificates, if they are found to be in order, then the competent authority of the University may confirm your admission. However, even after confirmation of the admission, if at a later date, if any of the documents submitted turns out to be not genuine, false, fake, fabricated or fudged, the University will cancel the admission, forfeit the fee collected and reserves the right to take any action as per University rules including criminal proceedings as per law.</b>	



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- Candidates falling under any of these categories (NRI / PIO / OCI / FOREIGN NATIONALS) have to submit:
  - a] Copy of Passport and VISA Details **(Mandatory)**.
  - b] PIO / OCI have to produce the copy of PIO / OCI card whichever is applicable **(Mandatory)**.
  - c] Medical Fitness Certificate (MFC) from any recognized medical practitioner
  - d] Resident Permit (RP) **(If available at the time of applying)**
  - e] Foreign students / Foreign University Degree holder should attach photocopies of academic transcripts & AIU Equivalence Certificate. **(Mandatory)**.
- Selected candidates for admission, who fall under Foreign category should register with the Foreigner Regional Registration Officer (FRRO / FRO) of the Local Police in Bengaluru, India within 14 working days from the date of admission or arriving in Bengaluru.

*University will only facilitate FRRO Registration of foreign national, but it is the responsibility of the student to go over personally to FRRO Office and complete all the required formalities and processes within the stipulated time frame fixed by the Government.*

All mandatory documents must be submitted for verification during the admission process. An undertaking for pending original documents unavailable currently [applicable only for candidates writing / passing their exam in current academic year], must be submitted to the Office of Admissions. **Failure to submit the pending documents will be treated as unsuccessful in the qualifying examination or considered "Not Eligible" and admission will be cancelled without any right to claim for Seat.**



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### **Please note:**

- I) The University does not collect any type of capitation / donation or any other kind of fees, other than what is mentioned in the website.
  - II) Ramaiah University does not authorize any Third Party / Agents / Person to apply / offer admission on its behalf. Ramaiah University will not be responsible for applicants being misguided by such individuals / through SMS / through Email.
  - III) If you are paying money to them or to any outsider(s), other than the authorized fee collecting cashier/Official working in the Accounts Department of the RUAS or transfer funds through NEFT/RTGS/online transfer directly to the Bank account of the University, you will be doing so at your own risk and responsibility. University or any of its officials will NOT be responsible for the same.
- Admitted students who wish to avail bank loan will be provided with a fee estimate / expenditure letter on request by presenting the original fee paid receipt to the Office of Admissions.
  - The decision of the Admission Committee is final and binding on the candidate.