



Vasanta College for Women, Rajghat Fort, Varanasi

(Admitted to the Privileges of Banaras Hindu University)

Documents Verification checklist, Ph.D., Session 2025-26

NTA Application No. Date of Reporting in the concern department:

Student's Name: NTA/RET Score:

Father's Name: Applicant Category: **UR / OBC / SC / ST (Circle it)**

E-mail ID: Admission Category: UR /OBC-NCL /EWS /SC /ST /PwBD

Mob. No.: **Admission Term:** March / July / Sept. / December

Subject : Mode of Admission: RET / NET

List and sequence of Required Documents to be submitted along with the Admission Form:

Description of the Documents	Original Produced	Self-Attested Printout/Photocopy Submitted	Remarks (if any)
1. Undertaking by the candidate for non-availability of any required document.	☐ Yes ☐ No	☐ Yes ☐ No	
2. Printout of the Online Admission Form from the college website.	☐ Yes ☐ No	☐ Yes ☐ No	
3. Provisional Admission Letter (download from the BHU Admission Portal)	-----	☐ Yes ☐ No	
4. Course allotment page (download from the BHU Admission Portal)	-----	☐ Yes ☐ No	
5. Proof of Course Fee Payment from Admission Portal	-----	☐ Yes ☐ No	
6. Enrollment Letter issued by The Head of the Department (after DRC)	☐ Yes ☐ No	☐ Yes ☐ No	
7. NET/JRF Award letter. (if Applicable)	-----	☐ Yes ☐ No	
8. BHU Registration Form (with preference order- download from the BHU admission portal)	-----	☐ Yes ☐ No	
9. UGC-NET Application Form (download from the NTA website)	-----	☐ Yes ☐ No	
10. UGC-NET Admit Card (download from the NTA website)	-----	☐ Yes ☐ No	
11. UGC-NET Score Card (download from the NTA website)	-----	☐ Yes ☐ No	
12. 10 th Mark Sheet & Pass Certificate.	☐ Yes ☐ No	☐ Yes ☐ No	
13. 12 th Mark Sheet & Pass Certificate.	☐ Yes ☐ No	☐ Yes ☐ No	
14. Graduation Marks Sheet of Last Semester/Year	☐ Yes ☐ No	☐ Yes ☐ No	
15. Post-Graduation Marks Sheet of Last Semester/Year	☐ Yes ☐ No	☐ Yes ☐ No	
16. Original Transfer Certificate (Other than VCW students)	☐ Yes ☐ No	-----	
17. Original Character Certificate (Other than VCW students)	☐ Yes ☐ No	-----	
18. Original Migration Certificate (Non-BHU Students)	☐ Yes ☐ No	-----	
19. Recent Income Certificate (SC, ST, OBC-NCL & EWS students)	☐ Yes ☐ No	☐ Yes ☐ No	
20. Recent Category Certificate [Date of Issue: current financial year]	☐ Yes ☐ No	☐ Yes ☐ No	Date of Issue:
21. PwBD Certificate (Disability should be $\geq 40\%$ & should be referred to Medical Board, BHU for verification. A letter will be issued for Medical Check-up)	☐ Yes ☐ No	☐ Yes ☐ No	Date of Issue: % of Disability:
22. Bank Passbook (All Ph.D. scholars are required to open a Bank Account at Union Bank of India, Rajghat Branch)	☐ Yes ☐ No	☐ Yes ☐ No	
23. AADHAAR Card	☐ Yes ☐ No	☐ Yes ☐ No	
24. Online Anti Ragging Undertaking (filled and download from antiragging.in)	-----	☐ Yes ☐ No	

NOTE: Students must self-attest all printouts and photocopies of their documents before submission.

No of documents attached:

Candidate's Signature:

To be filled by the Supervisor:

Date:

☐ All documents verified and found in order

☐ Pending Documents are.....

Supervisor's Name:

Signature with Date.....