

**Applicants are required to upload the following during the submission of online application:**

- (i) Latest passport size photograph in JPG format (size ~ 3.5cmx3.5cm, file size < 100kB).
- (ii) Scanned signature of applicant in JPG format (file size<100 kB).
- (iii) Scanned copies of relevant documents in JPG /JPEG format (the size of each such file <500 kB Colour/B&W/Gray Scale).

**Documents to be uploaded (scanned copies)**

- ❖ Applicant's Passport (Nationals of Nepal who do not have a passport, copy of Authenticated Citizenship Card has to be submitted\*).
- ❖ Proof for date of birth (Secondary Education Board / University Certificate [Class X or equivalent] or any certificate issued by the Government authorities).
- ❖ Mark Sheet of 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> (or) Equivalent examination(s).
- ❖ Certificate from School authorities (in the format given in Appendix-II on letter head of the school) as proof of completion of 11<sup>th</sup> and 12<sup>th</sup> Standard or equivalent.#
- ❖ Percentage/CGPA equivalence provided by the principal examination authorities, in case CGPA on a different scale than that specified is awarded OR if only grades are awarded.
- ❖ Proof of 2 years of education (11<sup>th</sup> and 12<sup>th</sup> or equivalent ) in foreign country in case of NRI (School leaving certificate/Mark sheets/Study Certificate as in appendix IV).
- ❖ Applicant applying under CIWG quota, has to produce all the following documents:
  - Copy of the passport of the parent working in the gulf.
  - Copy of Parent's visa with a validity on any date in the year 2020.
  - Copy of Parent's Work Permit with a validity on any date in the year 2020.
  - Certificate from the company/organization as proof that parent is working in gulf country as per Appendix III of UG Brochure

Please ensure that name of the candidate should be exactly same in the passport, qualifying exam, SAT score card and in other certificates.

**Note:**

- (i) *The transcripts / marks / grade sheets of the qualifying examination should be self attested.*
- (ii) *If any supporting documents are in languages other than English or Hindi, authenticated translated copy of the documents in English or Hindi must also be provided.*
- (iii) *Incomplete/illegible applications and documentary evidences in any respect would be summarily rejected without any communication to the applicants.*
- (iv) *The applicant should ensure that the application is submitted timely. DASA 2020 Coordinating Institute, NITK Surathkal shall not be responsible for delays in online submission, if any.*
- (v) *A copy of the qualifying exam marks card is to be provided to the DASA office as soon as it is available.*
- (vi) *Applicants should submit the original marks card of the qualifying examination and all other documents at the time of admission at the allotted Institute or submit it within the dates specified by that Institute.*
- (vii) ***Please mention full name of applicant & DASA 2020 Application ID in all correspondence.***

**Original documents are to be produced at the time of admission at the allotted institute. The admitting institute will be responsible for verification of documents and ensuring that all required documents as per rules are available.**

**\* Authentication of citizenship card for applicants from Nepal**

Applicants applying under DASA Scheme 2020 from Nepal should submit (online) a copy of the authenticated residence proof (Passport or Citizenship card) along with the online application form, to be eligible for considering their application. Applicants can contact Embassy of India in Kathmandu, Nepal or Embassy of Nepal at New Delhi for verification and authentication of the residential proof certificates. Applicants should submit authenticated residential proof documents at the time of admission failing which the provisional admission granted would be cancelled. Hence applicants from Nepal applying under DASA Scheme 2020 are strongly advised to start the authentication process immediately by contacting the office of Embassy of Nepal at New Delhi or Embassy of India in Kathmandu, Nepal at the earliest, so that they will be able to submit the authenticated residential proof certificates at the time of admission.

**APPENDIX – II**

**Certificate from School as proof of completion of 11<sup>th</sup> and 12<sup>th</sup> Standard or equivalent  
(on School letter head)**

Date:

**Study Certificate**

This is to certify that ..... S/o or D/o ..... was a bonafide student of this institution from .....(Month & Year) to .....(Month & Year) from Class.....to Class.....

He/she appeared/is appearing for the ..... Examination conducted by ..... (Board) in ..... (Month) 20..... (Year) in the following subjects

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

The medium of instruction in Class XI and XII was .....

Signature and seal with date

Name of the Head of School/Institution

*Note: School name and complete address must be given clearly in the letter head. In case it is not in English or Hindi, provide translated version with required signature and seal.*

**APPENDIX – III**

**Certificate from the company/organization as proof that parent is working in gulf country (For CIWGC category only)**

Date:

**TO WHOM IT MAY CONCERN**

This is to certify that ..... father of / mother of  
..... (tick any one of the following as appropriate)

(1) is presently working in ..... (Company name &  
address) since ..... (date/month/year)

(2) was working in ----- (Company name & address) from  
..... (date/month/year) to ..... (date/month/year).

He/she is an Indian citizen & his/her passport number is .....

Signature and seal with date,

Name of the company/organization

Address of the company

*Note: If the second option is ticked, then the parent would have worked till any date in the year 2020  
In case it is not in English or Hindi, provide translated version with required signature and seal.*

**APPENDIX – IV**

**Certificate from School as proof of education (on School letter head)**

Date:

**Study Certificate**

This is to certify that ..... S/o or D/o ..... was a bonafide student of this institution from .....(Month& Year) to .....(Month& Year) (from Class.....to Class.....).

Signature and seal with date

Name of Head of School/Institution

*Note: School name and complete address must be given clearly in the letter head. In case it is not in English or Hindi, provide translated version with required signature and seal.*