Important Guidelines for Candidates

Greetings from Symbiosis Institute of Technology!!!!

Kindly go through following guidelines for counselling process:

1) Please sit in the auditorium hall after you mark attendance at the registration desk.

2) Fill stage 2, stage 3, and stage 4 sections of provisional admission form completely and properly.

3) After announcement of your SET score range, before proceeding for seat allocation, students will sit SET score wise on the chairs near dais, fill the challan form, arrange the documents and wait for your turn.

4) Kindly arrange your documents in the following order before going for seat allocation procedure: **Following original documents with two attested xerox copies**

   1. Two photographs (Compulsory)
   2. 10\textsuperscript{th} Mark list (Compulsory document to be submitted on the counselling day)
   3. 10th Passing certificate
   4. 12th Mark list (Compulsory document to be submitted on the counselling day)*
   5. 12th Passing certificate
   6. Transfer Certificate (Original document required)
   7. Migration Certificate (Original document required)
   8. SET Score Card (Compulsory document to be submitted on the counselling day)*
   9. Character certificate
   10. Leaving Certificate
   11. Address Proof (Compulsory document to be submitted on the counselling day)*
   12. Caste Certificate (Compulsory to be submitted on the counselling day if applicable)*
   13. Gap Certificate (Compulsory to be submitted on the counselling day if applicable)*
   14. Change of Name (if applicable)*
   15. Differentially abled certificate from Symbiosis Center for Health Care (Compulsory to be submitted on the counselling day if applicable)*
5) For seat allocation and document verification procedure on the dais candidate can be accompanied by only one family member.

6) After document verification, candidate will proceed to accounts section in the convention hall and submit challan form and DD.

*************Counters at SIT Campus*************

7) After admission, proceed to SIT and fill antiragging form (1st Floor CAD/CAM lab).

8) Once the antiragging form submission is completed, student can proceed to collect provisional admission letter(Director’s office)

9) Arrangements have been made in SIT to show you the facilities including labs, classrooms and hostels.

10) Interested candidates can proceed to SIT and submit application there for the following forms:

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Forms</th>
<th>Documents required along with the form(Xerox copies)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Waiting List</td>
<td>Above mentioned list of documents needs to be submitted. SET score card + 12th marksheet + Two photographs + DD of 1,25,000/- (Compulsory)</td>
</tr>
<tr>
<td>2</td>
<td>Branch Change</td>
<td>Only branch change form</td>
</tr>
<tr>
<td>3</td>
<td>Management Quota</td>
<td>Above mentioned list of documents needs to be submitted. SET score card + 12th marksheet + Two photographs(Compulsory)</td>
</tr>
<tr>
<td>4</td>
<td>Bank Loan</td>
<td>1 photograph</td>
</tr>
</tbody>
</table>

* Without these documents, admission would not be granted to the individual candidate.