

# OFFICE OF THE CONTROLLER OF EXAMINATIONS (ADMISSION SECTION), A.M.U., ALIGARH

D. No. 3942 /Adms.

Dated : 19.11.2025

## **NOTICE** **(Round-2 Physical Verification)**

**ATTENTION :** Students admitted during the current session 2025-2026 (Except students admitted under Foreign Nationals / NRIs category)

It is hereby notified that all the admitted students in any course during the session 2025-2026 who have not get their documents Physically Verified are required to report in person at the concerned Office of the Dean / Chairman / Principal / Director / Coordinator for **PHYSICAL VERIFICATION** along with the following Original Documents, from **22.11.2025 to 28.11.2025:**

1. Marks sheet / grade sheet of qualifying examination (with 02 Self attested photocopies mentioning Enrolment No. and Faculty No. )
2. Transfer / Migration and Character Certificate from the Institution last attended (if not enrolled at AMU).
3. High School Certificate or its equivalent in support of the date of birth. (with 02 Self attested photocopies mentioning Enrolment No. and Faculty No.)
4. TWO (2.5 x 3.0 cms) recent front facing colour photographs (in white background).
5. Documents in support of Special Categories claimed in Application Form (as given in Table III).
6. Leave Sanction / Relieving Order from the employer for the entire duration of the course, if employed.
7. Name Removal Certificate from the rolls of the concerned Faculty / College / Unit (if already enrolled to any full time course of study at AMU).

Only the following Original Documents will be retained by the concerned Office:

1. Transfer / Migration and Character Certificate from the Institution last attended (if not enrolled at AMU).
2. Proforma in support of CE, CA and CF Special Categories only.

However, photocopies of Marksheets / Gradesheets of High School and Qualifying Examination will be retained by the concerned office and Original Marksheet / Gradesheets will be returned to the candidates after verification.

The Verifying Officers are requested to carry out the verification by matching the details, photo and signature put by the candidate on the Admission Form and Counselling Portal with original documents and Physical Identity of the student. Any mismatch / doubtful identity / tempering in documents etc. should be reported in a sealed cover to the Controller of Examinations.

**Controller of Examinations**

**Copy to :**

1. All concerned with the request to kindly return the Application Forms along with Original Character Certificates / Migration Certificate and any other relevant documents, after completion of the above task.
2. Director, AMU Centre Malappuram / Murshidabad / Kishanganj through Nodal Officer, AMU Outside Centre
3. AR at VC's Secretariat / AC (Admissions)
4. Senior Programmer, CCAE Unit for necessary action
5. SO (Admissions / Controller's Secretariat / PVC's Secretariat)
6. Mr. Rajuddin, CCAE Unit
7. Dealing Assistant of the course concerned for follow up action.