



21-July-2016

IMPORTANT NOTICE

REPORTING OF CANDIDATE FOR VERIFICATION OF DOCUMENTS AND PAYMENT OF BALANCE FEE FOR 2016-17 BATCH AT AMITY LAW SCHOOL, DELHI, (AFFILIATED TO GGSIP UNIVERSITY)

The students who have taken admission through IP University for Amity Law School, Delhi are hereby informed that they should report for verification of document and payment of balance fee at Amity Law School, F1-Block, 1st Floor, Amity University Campus, Sector-125, Noida by **24 July 2016 to 26 July 2016; 10:00 am to 4:00 pm.**

In addition to the fee of Rs. 40,000/- already paid to the IP University, the students are required to pay an additional amount of Rs. 41,400/- (Rupees Forty One Thousand and Four Hundred only).

The fee should be paid through a Demand Draft in favour of AMITY LAW SCHOOL payable at DELHI.

Document required at the time of reporting of candidates at Amity Law School, Delhi after Sliding Round for verification of documents

1. ADMIT CARD OF CET-2016 (ORIGINAL)
2. ALLOTMENT LETTER/PROVISIONAL OFFER LETTER
3. PART ACADEMIC FEE RECEIPT (OF RS. 40,000/-)
4. RESERVED CATEGORY CERTIFICATE (ORIGINAL)
5. ALL CANDIDATES SHALL BRING ALL MARKSHEETS & CERTIFICATE (X, XII). CERTIFICATE FROM 10TH (OR EQUIVALENT) ONWARDS FOR VERIFICATION. ONE SET OF PHOTOCOPIES OF CERTIFICATES, ATTESTED BY GAZETTED OFFICER OR SELF-ATTESTED IS TO BE SUBMITTED AND SHALL BE RETAINED BY THE UNIVERSITY. IN THE ABSENCE OF MANDATORY DOCUMENTS OF PROOF OF ELIGIBILITY FOR ADMISSION IN PROGRAMME, THE CANDIDATURE SHALL BE CANCELLED.
6. IN CASE OF STUDENTS WHO HAVE PASSED THE QUALIFYING EXAMINATION THROUGH DISTANCE/OPEN EDUCATION SYSTEM OF ANY RECOGNIZED UNIVERSITY/ BOARD/ INSTITUTION, THE NECESSARY DOCUMENTARY EVIDENCE RELATED TO LOCATION OF HIS/HER STUDY CENTRE I.E. STUDY CENTRE PROOF,

CERTIFICATE FROM THE UNIVERSITY IMPARTING OPEN/ DISTANCE EDUCATION
CERTIFYING THE LOCATION OF THE STUDY CENTRE.

7. CONDUCT AND CHARACTER CERTIFICATE IN ORIGINAL FROM THE HEAD OF THE INSTITUTION FROM WHERE THE QUALIFY EXAMINATION HAS BEEN PASSED OR FROM GAZETTED OFFICER (ORIGINAL), NOR MORE THAN 6(SIX) MONTHS OLD.
8. IN CASE, THE RESULT OF QUALIFYING EXAMINATION AWAITED, THE CANDIDATES NEEDS TO SUBMIT THE UNDERTAKING.(FORMAT OF UNDERTAKING WILL BE PROVIDED IN COLLEGE)
9. MEDICAL CERTIFICATE (*ORIGINAL*)
10. REGISTRATION CUM ENROLMENT FORM OF AMITY LAW SCHOOL DELHI (*UPLOADED ON THE WEBSITE*)
11. REGISTRATION FORM OF THE I- CARD (*UPLOADED ON THE WEBSITE*)
12. LIBRARY MEMBERSHIP FORM (*UPLOADED ON THE WEBSITE*)
13. 6 PASSPORT SIZE PHOTOGRAPHS
14. 6 STAMP SIZE PHOTOGRAPHS
15. FAMILY PHOTOGRAPH (*LATEST*)
16. UNDERTAKING DULY FILLED IN BY THE STUDENT (*in the prescribed format*) (*UPLOADED ON THE WEBSITE*)
17. UNDERTAKING DULY FILLED IN BY THE PARENT (*in the prescribed format*) (*UPLOADED ON THE WEBSITE*)
18. PHOTOCOPY OF THE DEMAND DRAFT & RECEIPT OF THE SAME TO BE SUBMITTED IN THE COLLEGE (*BALANCE AMOUNT RS 41,400/-*)

Reporting date is from 24 July 2016 to 26 July 2016; 10:00 am to 4:00 pm as per the IP University notification no F. No. IPU-7/Online Counselling/2016/10768 dated 18 July 2016.

NOTE:

- 1. Dates may change according to IP University online Counselling schedule.**
- 2. The Students are requested to bring Original Documents for verification with 02 sets of Photocopies.**

ACADEMIC & STUDENT SUPPORT OFFICE
AMITY LAW SCHOOL, DELHI
0120-4392687, 2328