Date: 07 JULY 2025

IMPORTANT GUIDELINES

- Payment of Admission Fees does not guarantee Admission in the College or complete the admission process. The admission will be finalized and completed only after the physical verification of the original documents.

- Any deficiency and/or incomplete/illegible upload of requisite documents, and/or any discrepancies in the original documents will lead to the cancellation of the candidature even after the payment of fees or at any point of time the discrepancy is discovered. No fees will be refunded in such cases.

- The physical verification of marksheets, certificates and relevant documents will take place in the College Campus / Department as per the schedule given in the next page. Students may come with their parents / guardians for the physical verification of documents to the college

- Reporting personally / physically to the College During physical verification is compulsory for every student. Non-reporting for physical verification shall lead to cancellation of admission.

- Any concealment of the required information will lead to cancellation of candidature and admission. No fees will be refunded in such cases.

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Documents required at the time of physical verification:

1. Class-XII Marksheet
2. Class-XII Admit Card / Hall Ticket
3. Migration Certificate in original (for other than WBCHSE Boards)
4. Copy of Date of birth Certificate (Class X Admit card)
5. 3 Passport Size Photograph and 1 Stamp Size Photograph
6. Admission fee payment receipt in the original
7. College Uniform Order receipt (original) from the authorized outfitters
8. Letter from the Parish Priest (for Roman Catholic)
9. Copy of Caste certificate (for SC / ST / OBC candidates)
10. PWD certificate from a competent authority for Persons with Disability

✓ Students shall submit the following documents during verification –

    a. Migration Certificate in original (for other than WBCHSE Boards)

    b. A Photo (both sides) Copy of Class-XII Marksheet

    c. A Photo (both sides) Copy of Class-XII Admit Card / Hall Ticket

    d. A Photo Copy of Date of birth Certificate (Class X Admit card)

    e. 2 Passport Size Photographs and 1 Stamp Size Photograph

    f. College Uniform Order receipt (original) from the authorized outfitter

The last step of Document Verification is – (1) to collect one's Temporary College ID, (2) to fill in the details (in Block Letters) and attach one's Photograph, and (3) to get it stamped with the College Seal from the College Office.
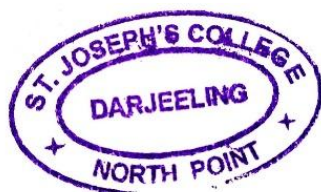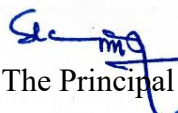
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F1RST SEMESTER SCHEDULE

DOCUMENT VERIFICATION & BEGINNING OF CLASSES

SN	DATE	SCHEDULED EVENT / PROCESS	PLACE
1	28 – 29 JULY 2025	Physical Verification of Document BA / B. Com / B. SC / Major and BBA / BCA	DEPARTMENT
2	29 JULY 2025	Physical Verification of Document BA / B. Com / B. SC (Multi-Disciplinary)	DEPARTMENT
3	30 JULY 2025	Beginning of Classes for SEM I (Offline / In-Person)	DEPARTMENT

Please call for any Assistance (10:00 AM – 03:00 PM)

1. **Fr Xavier Binay SJ**   **81161 31345** (Arts, Commerce & Science)

2. **Fr Sanjiv Lakra SJ**   **9547020282** (Sel-Financed Courses)

The Principal

Principal
St. Joseph's College
North Point, P.O.
Darjeeling - 734104