



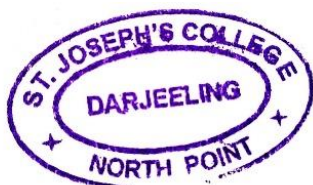
Date: 13 July 2024

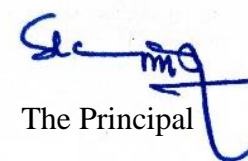
### PHYSICAL VERIFICATION PROCESS

- The physical verification of the original documents shall take place Department-wise in the respective Department from 10:00 AM to 12:30 PM
  - **On Monday 15 July 2024** for Major / Honours Courses and
  - **On Friday 19 July 2024** for BA / B. Com / B. SC (Multi-Disciplinary Courses)
- Reporting to the College / Respective Department personally for physical verification of original documents is a must to confirm and complete one's provisional admission to the college. **Non-reporting for physical verification shall lead to cancellation of admission.**
- Students may come with their parents / guardians for the physical verification of documents to the college.
- **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 have to deposit the following documents (original) to the college (till the beginning of classes).  
[Students shall keep a **soft (pdf) copy as well as a xerox** of the Original before they submit the documents.]
  - a. Class-XII Marksheet
  - b. Class-XII Admit Card / Hall Ticket
  - c. Migration Certificate in original (for other than WBCHSE Boards)
  - d. 3 Passport Size Photograph and 1 Stamp Size Photograph
  - e. College Uniform Order receipt (original) from the authorized outfitters
- At the end of the Document Verification each student must **get one's Temporary College ID stamped with the College Seal** in the College Office. It is the **last step** in the Document Verification process.

Congratulations on getting admission to the College!

God Bless You!



  
The Principal

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