



# COTTON UNIVERSITY

OFFICE OF THE ACADEMIC REGISTRAR

Panbazar, Guwahati, Assam-781001

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No: CU/Acad/Orders & Notices/2017/052/57

Date: 15/03/2022

## NOTICE

### (Registration of UG/PG Students)

This is for information that every new UG, PG students and PhD research scholar of Cotton University must apply for a University Registration Certificate. A student already having a Cotton University Registration Certificate from an earlier programme of study is not required to apply again.

Students *who are not yet registered under the University* are hereby instructed to fill up and submit the prescribed form **by 25 March 2022** at the latest. The form may be downloaded from the Cotton University website by following the links – Important Forms & Formats (at the bottom of the home page) >> Admission/Registration Forms.

The following points are to be noted:

1. An UG student who passed her/his Higher Secondary examination from AHSEC must enclose a copy of the HS Mark Sheet with the form.
2. An UG student who passed her/his 12<sup>th</sup> (or equivalent) examination from a Board other than AHSEC must enclose with the form her/his **migration certificate** issued by the Board in original *if not currently registered* under a university other than Cotton University.
3. UG and PG students & PhD Research Scholars who are currently registered under a university other than Cotton University must submit her/his **migration certificate** issued by the university in original along with the form.
4. A copy of either the Cotton University identity card or the admission fee receipt must be enclosed with the form by all students.
5. The filled up forms complete with all particulars must be submitted to the office of the respective Heads of the Departments or Programme Coordinators.

All Heads of Departments & Programme Coordinators are requested to keep the submitted forms of UG and PG respectively in separate bundles which will then be delivered to Counter No. 4 of the Certificate Branch of Cotton University for necessary verification and further processing after 25 March 2022.

Dr. S. K. Dutta  
Academic Registrar

Copy to:

1. PS to VC
2. PS to Registrar
3. Dean SW
4. Controller of Examinations
5. All Heads of Departments
6. Superintendent, for n/a
7. CSM for uploading the notice to the CU website
8. Office File