

MAHARAJA SURAJMAL INSTITUTE
C-4, Janak Puri, New Delhi-110058
Website: www.msijanakpuri.com
ACADEMIC SESSION 2026 -2027
Documents Check-List

Name of Student RANK Course.....

CAT/CMAT/CET/CLAT Roll No. Student's Mobile No.

Father's Name Father's Mobile No.

E-Mail

S. No.	Particular (Original and One set of photocopy of each document)
1.	Four recent coloured passport size photographs and one stamp size photograph
2.	Admit card CAT/CMAT/CET/CLAT (Original)
3.	Rank Card/Merit Order CAT/CMAT/CET/CLAT
4.	Online Registration Form 2026 (From Dashboard of GGSIPU Admission Portal)
5.	Online Seat Allotment Letter 2026 (From Dashboard of GGSIPU Admission Portal) 2 copies
6.	Online Generated Candidate Profile Letter 2026 (From Dashboard of GGSIPU Admission Portal)
7.	Proof of payment of part payment of 96000/- or Rs.60000/- whichever applicable
8.	10 th Marksheet & Certificate Original and photocopy for Proof of Date of Birth
9.	12 th Mark sheet / Certificate Original and photocopy
10.	Qualifying Graduation Degree Certificate & All semester Marksheets, original and photocopy (only for MBA, B.Ed.)
11.	In case of Distance/Open Learning (in addition to the marksheet): Certificate from Concerned university/board certifying the location of study Centre
12.	MSI Fees Receipt (three copies) • MBA : Rs. 92150/- • BBA : Rs. 38140/- • BCA : Rs. 35940/- • B.Com : Rs. 29450/- • Law : Rs. 42100/- (for BA-LLB and BBA-LLB Both) • B.ED. : Rs. 70840/-
13.	• Undertaking for result awaited (if applicable) - Appendix- 3 of GGSIPU Brochure Original • Undertaking Anti Ragging (Student) - Appendix- 6 of GGSIPU Brochure Original • Undertaking Anti Ragging (Parents) - Appendix- 7 of GGSIPU Brochure Original • Affidavit for Gap year if applicable - Stamp paper of Rs.10/- by Notary (original).
14.	Caste category / Physical Handicapped verification slip issued by GGSIPU Original Caste Certificate and photocopy
15.	PWD certificate (if applicable) from Govt Hospital/Unique Disability ID by govt of India Original and photocopy
16.	For Defence Category, Appendix-1 of GGSIPU Brochure counter signed by competent authority along with documents of claimed category Original and photocopy
17.	Medical Certificate Appendix- 4 of GGSIPU Brochure Original
18.	Admission Verification Form Appendix- 5 of GGSIPU Brochure Original
19.	Character Certificate (Original) not older than 6 months
20.	Proformas of MSI Brochure (to be given at admission counter on the day of reporting) • Candidate Information Forms of MSI-Original • Undertaking Attendance (Student) of MSI-Original • Undertaking Attendance(Parents) of MSI-Original • Library card form-Original