



**MCA Admission Procedure 2017**

Candidates who have been allotted CSJM University Kanpur (Code-907) for MCA Program through UPSEE-2017 counseling shall follow the procedure given below for admission to MCA Program UIET, CSJM University, Kanpur (U.P).

**Admission Procedure Steps**

**STEP – 1: Reporting with UPSEE 2017 allotment letter**

**STEP – 2: Document verification**

**STEP – 3: Fee deposition**

Reporting for admission shall be done within one week of issue of allotment letter by UPSEE-2017 on all working days between 11:00 AM to 02:00 PM at Admission Cell, UIET, CSJM University, Kanpur (First Floor Academic Building).

Candidate should report with following documents in original and a set of self attested photocopies of their.

1. UIET MCA Admission Form ([Download](#))
2. Admit card of UPSEE-2017
3. Rank card of UPSEE-2017
4. Allotment letter of UPSEE-2017 Counseling (Institute Copy)
5. Fee Receipt( Institute Copy)
6. High School (X) Mark sheet & Certificate
7. Intermediate (XII) Mark sheet & Certificate
8. Graduation Mark sheet & Certificate
9. Three Affidavits (1. by the student, 2. by parent / guardian, 3. undertaking & declaration). ([Download](#)).
10. Transfer Certificate (TC) /Migration (original).
11. Character Certificate(original)  
(Certificate – 8 in Information Brochure UPSEE-2017)
12. Certificate of Medical fitness/ undertaking of medical fitness  
(Certificate – 9 / 10 in Information Brochure UPSEE-2017)



**UNIVERSITY INSTITUTE OF ENGINEERING & TECHNOLOGY**

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13. Five passport size recent colored photographs of the candidate.

**14. Bring the following documents (if applicable)**

(A) Caste Certificate(SC/ST/OBC) (for OBC issued on or after 1<sup>st</sup> April 2017)  
(Certificate – 1 / 2 in Information Brochure UPSEE-2017)

(B) Domicile certificate  
(Certificate – 3 in Information Brochure UPSEE-2017)

(C) Certificate related to subcategory (FF / AF / HC).  
(Certificate – 4 / 5 / 6 in Information Brochure UPSEE-2017)

(D) Rural weightage certificate  
(Certificate – 7 in Information Brochure UPSEE-2017)

(E) GDDA category certificate  
(Certificate – 11 in Information Brochure UPSEE-2017)

(F) Latest Income Certificate(issued on or after 1<sup>st</sup> April 2017)  
(Certificate – 12 in Information Brochure UPSEE-2017)

(G) Affidavit in case of gap in education.

**Note:** For any clarification regarding category please refer to clause 8.1 to 8.6 of UPSEE – 2017 Information Brochure.

**MCA I<sup>st</sup>-year Fee Structure 2017-2018 per annum**

Tuition Fee	- Rs. 50,000/-
Examination Fee	- RS. 3,000/-
Processing Fee	- Rs. 100/-
Enrollment Fee	- Rs. 100/-
Insurance Fee	- Rs. 443/-
Total	Rs.53,643/-

**UIET MCA First Year Total Fees**

**Rs.53,643/-**