



**OFFICE OF THE CAPTAIN WILLIAMSON SANGMA STATE UNIVERSITY
MEGHALAYA**

No. CWSSU/ADM/01/2025/20

Dated: Shillong, the 13th August 2025

NOTIFICATION

All applicants who have been granted provisional admission to various academic programmes at Captain Williamson Sangma State University are hereby notified that they should complete the formalities of admissions which include the payment of the First Semester fees and successful document verification.

1. Payment of Admission Fees

- Please **make the payment within 48 hours** of the results being published on the official website.
- Payment can be made through your application porta.
- If payment is not made within the stipulated time, your provisional seat will be forfeited.

2. Document Verification & Queries

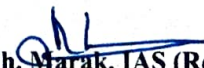
- After making the payment, you must visit either the Shillong Campus or the Tura Campus for document verification on 14th or 16th August 2025.
- Bring all original documents (See Annexure Below) along with one photocopy of each.
- Each applicant must be accompanied by their parent or legal guardian, who will be required to sign certain undertakings. Parents/guardians must carry a valid ID proof (Aadhaar Card, EPIC/Voter ID, or Driving Licence).
- Any queries or clarifications regarding your admission can also be addressed during these dates at the verification centre.

3. Hostel Accommodation

- Allocation of hostel accommodation will be decided and communicated at a later date.

If you have already paid the fees, please ensure you report for verification on the mentioned dates.

For any queries prior to the verification dates, please contact the Admissions Office at admissions@cwssu.ac.in and cwssu.admissions@gmail.com.


Shri. A. Ch. Marak, IAS (Retd.)
Registrar, CWSSU

Annexure

Instructions for Candidates (Important)

- **Bring the ORIGINAL of each document for verification and one photocopy of each.**
- **Photocopies should be clear and self-attested (signed with name and application ID number) unless otherwise stated.**
- **Keep originals and their photocopies together (original on top, photocopy below) in the same order as this checklist.**
- **Originals will be checked and returned the same day after verification.**
- **Also bring 2 passport-size photographs and a printout of your fee payment receipt (if paid online).**
- **Failing to report as schedule as asked for may result in forfeiture of your provisional selection.**

Mandatory Documents (Original + 1 Photocopy Each)

1. Payment receipt for First Semester fees (online receipt/bank challan)
2. Proof of identity: Aadhaar Card and Voter ID / Driving Licence
3. Proof of date of birth: Birth certificate / Class X mark sheet / Passport
4. Educational qualification mark sheets & certificates:
 - Class X mark sheet & passing certificate
 - Class XII mark sheet & passing certificate
 - Bachelor's all-semester mark sheets + degree / provisional degree certificate
 - Postgraduate, if applicable, all-semester mark sheets + degree / provisional degree certificate
5. Permanent / Provisional Degree Certificate (if applicable)
6. Transcript / Consolidated mark sheet (if issued)
7. Migration Certificate (if from a university that issues one)
8. Character Certificate / Conduct Certificate issued by last institution
9. Passport-size photographs – 2 (plus extra if required by department)
10. Application form printout with application ID (portal printout)

Reservation / Category Certificates (Original + 1 Photocopy)

(Bring whichever applies; otherwise, not required)

1. Caste certificate (SC / ST / OBC-NCL) issued by competent authority (state/central format)
2. EWS certificate (if applicable)
3. PwD / Disability certificate specifying percentage and issuing authority



4. Ex-serviceman / Defence category certificate
5. Nationals belonging to minority community certificate (if applicable)

Other Certificates (If Applicable)

1. NSS Certificate(s) – National Service Scheme participation proof
2. NCC Certificate(s) – National Cadet Corps participation proof



How to Present Documents at the Verification Desk (Recommended Order)

- 1. Provisional admission printout + application ID**
- 2. Payment receipt**
- 3. Photo ID + DOB proof**
- 4. All mark sheets (in chronological order)**
- 5. Degree / Provisional degree / Transcript**
- 6. Transfer / Migration / Character certificates**
- 7. Category / reservation documents (if any)**
- 8. NSS / NCC / other certificates**
- 9. Medical / affidavits / other forms**
- 10. 1 set of photocopies (self-attested) matching the same order**

A handwritten signature in blue ink, consisting of a stylized 'L' shape followed by a horizontal line.