

**Checklist for submission of documents for admission to MBBS course in Institute of Postgraduate Medical Education & Research (IPGME&R), Kolkata, in 2025-30 academic session under State Quota**

**Name of the candidate:** \_\_\_\_\_

**NEET-UG Roll Number:** \_\_\_\_\_ **All-India rank:** \_\_\_\_\_

**Admission category:** ☐ All-India ☐ State | ☐ UR ☐ SC ☐ ST ☐ OBC ☐ PWD ☐ EWS

**Own Mobile:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_ **AADHAAR No:** \_\_\_\_\_

**Checklist**

1	This checklist.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	College Admission Form duly filled in and signed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Four copies of recent color passport size photo, labelled on the back with name, NEET roll number and date of birth, and placed in an envelope stapled to admission form.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Photo ID proof (any one from <input type="checkbox"/> Voter Card / <input type="checkbox"/> AADHAAR Card / <input type="checkbox"/> Passport)	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Date of birth proof (Birth Certificate or Secondary or Higher Secondary examination admit card / marksheet issued by a recognized Board or Council stating date of birth)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Acknowledgment slip generated online after successful verification of documents.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Seat allotment / provisional allotment letter.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	NEET-UG 2025 Admit card.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	NEET-UG 2025 Rank / Score card.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10*	Domicile Certificate in appropriate proforma – <input type="checkbox"/> a1, <input type="checkbox"/> a2, <input type="checkbox"/> b OR <input type="checkbox"/> e-domicile – certified by appropriate authority. Please refer to NEET UG 2025 Counselling notice of Government of West Bengal for details.	<input type="checkbox"/> Yes <input type="checkbox"/> No
11	In case Domicile Certificate on <input type="checkbox"/> proforma b OR <input type="checkbox"/> e-domicile is being submitted, then two (02) photo ID proofs of any one parent (either <input type="checkbox"/> father OR <input type="checkbox"/> mother) – from among <input type="checkbox"/> Voter Card / <input type="checkbox"/> AADHAAR Card / <input type="checkbox"/> Passport – showing residential address of the parent in WB.	<input type="checkbox"/> Yes <input type="checkbox"/> No
12	Certificate of passing 10+2 Board Examination. Provisional certificate acceptable if original not yet in possession of student passing 10+2 Board Examination in 2025. <b>ORIGINAL TO BE RETAINED BY COLLEGE</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
13	Marksheet of 10+2 Board Examination. <b>ORIGINAL TO BE RETAINED BY COLLEGE</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
14*	If applicable: Caste certificate as proof of SC / ST status. This must have been issued in West Bengal.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
15*	If applicable: OBC Certificate issued in West Bengal (along with NCL Certificate / Income certificate issued on or after 01.04.2025 as specified in NEET UG Counselling notice 2025 of Government of West Bengal, in case OBC Certificate is dated earlier to 01.04.2025). <b>ORIGINAL of separate NCL / Income Certificate TO BE RETAINED BY COLLEGE.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
16*	If applicable, EWS Certificate in appropriate format (Annexure C format), issued on or after 01.04.2025. <b>ORIGINAL TO BE RETAINED BY COLLEGE</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
17*	If applicable, Disability (PwD) Certificate (issued by one of the recognized disabilities certifying centres as notified by MCC).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
18*	Premature discontinuation bond on non-judicial stamp paper (not less than Rs. 100/-), duly filled in and notarized. <b>ORIGINAL TO BE RETAINED BY COLLEGE</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
19	Responsible conduct declaration. <b>ORIGINAL TO BE RETAINED BY COLLEGE</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
20	Medical fitness certificate. <b>ORIGINAL TO BE RETAINED BY COLLEGE</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
21	Proof of online fee payment to IPGME&R.	<input type="checkbox"/> Yes <input type="checkbox"/> No
22	Enrolment form for online Tuition Fee payment in the college. <b>ORIGINAL TO BE RETAINED BY COLLEGE</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

\* Formats provided by relevant government authority. Old / outdated certificates will not be accepted.

☐ I have retained good quality hardcopies and softcopies of all original certificates that will be kept in the custody of the College Office since it is difficult for the latter to supply such documents every now and then for copy purpose.

**Date of submission of documents**

**Signature of candidate**