



Admission Document Checklist

For Academic Year 2025-2026

■ **Instructions:**

Please gather all the required documents before submitting your application. Check the box next to each document as you prepare it. Bring original documents for verification along with one set of self-attested photocopies.

Personal Documents

- **Completed Admission Form** – Filled and signed application form
- **2–4 Recent Passport-size Photographs** – White background, taken within last 3 months
- **Valid Photo ID Proof** – Aadhar Card / Passport / PAN Card / Voter ID
- **Address Proof** – Aadhar Card / Utility Bill / Rental Agreement

Educational Documents

- **10th Standard Mark Sheet** – Copy of marksheet and passing certificate
- **12th Standard Mark Sheet** – Copy of marksheet and passing certificate
- **Graduation Documents (if applicable)** – Degree certificate and all years' marksheets
- **Transfer Certificate / Leaving Certificate** – From last attended institution
- **Migration Certificate (if applicable)** – For students from other universities

Course-Specific Documents

- **Statement of Purpose (if required)** – 500-800 words explaining your interest in filmmaking
- **Portfolio or Showreel (for advanced courses)** – Digital or physical portfolio of your work

Additional Documents

- **Caste Certificate (if applicable)** – For students applying under reserved categories
- **Income Certificate (if applicable)** – For students applying for financial aid
- **Medical Certificate (if requested)** – Certificate of physical fitness
- **Course Fee Payment Receipt** – Proof of payment for application/registration fee

■■ **Important Notes:**

- All certificates must be self-attested

- International students should provide notarized translations of documents not in English
- Keep multiple copies of all documents for your records
- Documents should be neatly arranged in a folder

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