



**LIST OF THE CERTIFICATES AND DOCUMENTS
TO BE SUBMITTED BY THE CANDIDATES
ADMITTED TO THE MMS PROGRAMME
[BATCH: 2023-25]**

The students who are allotted **MET Institute of Management** are required to produce the following certificates in **Original and 2 sets of Photocopies and one passport size photographs**. The **Blood Group** must be mentioned in the form at the time of admission.

[Fees Detail: \(Click here to display\) Annexure I](#)

[Demand Draft/ Pay order in favour of **Mumbai Educational Trust Institute of Management**, Payable at Mumbai]

No.	List of Documents
1	Internet Copy of Allotment Letter issued by DTE
2	Final Score Card of MHCET/CMAT / CAT / Any other.
3	S.S.C. Mark sheet or Passing Certificate
4	H.S.C. Mark sheet or Passing Certificate
5	Graduation Mark sheets of all year/ Semester including fail Mark sheets, if any
6	Degree Certificate/ Passing Certificate/ Provisional Passing Certificate issued by the University
7	Gap Certificate, If applicable (Affidavit on stamp paper of Rs.100/-) SAMPLE FORMAT (Click here to display) Annexure II
8	The student is required to get their certificates according to their respective Candidature Type as given below: i) Type A - Domicile/ Birth/ School Leaving Certificate specifying place of birth within Maharashtra ii) Type B - Domicile Certificate (Candidate / Father / Mother) iii) Type C - Proforma D, Transfer Order, Joining Letter iv) Type D - Proforma E, Transfer Order, Joining Letter v) For J & K Category - Proforma A / B / C (<i>As applicable</i>) vi) For P1/P2/P3 Candidates: Certificate* (Proforma F/ F1, <i>As applicable</i>)
9	➤ Transfer or Leaving Certificate from last attended (Previous college) (For Mumbai University Students)

10	<ul style="list-style-type: none"> ➤ For other than Mumbai University Students ➤ Migration Certificate ➤ Education Verification letter from respective University
11	AADHAR Card Copy .
12	Printouts of the Mandatory forms to be Filled & submitted at the time of Admission (Anti-Ragging Affidavit (Click here to display))* Annexure III a & III b
13	<p style="text-align: center;">For Reserved Category Candidates Only</p> <ul style="list-style-type: none"> a. Caste Certificate b. Caste Validity c. Non-Creamy Layer Certificate valid up to 31st March 2024 (For: NT/VJ/DT/OBC & SBC Candidate)
14	<ul style="list-style-type: none"> a. EWS certificate for EWS category students and Income certificate for the year 2022-2023 b. Income certificate for the year 2022-2023 for TFWS category.

NOTE: Please keep scan copies of all the original certificates and documents and Two Xerox copies with you for record purpose.

(THE FEES WILL BE ACCEPTED BETWEEN 10.30 AM TO 5.00 PM ON THE DATES MENTIONED IN ALLOTMENT LETTER)