



**LIST OF THE CERTIFICATES AND DOCUMENTS  
TO BE SUBMITTED BY THE CANDIDATES  
ADMITTED TO THE MMS PROGRAMME  
[BATCH: 2026-28]**

The students who are allotted **MET Institute of Management** are required to produce the following certificates in **Original and 1 sets of Photocopy and one passport size photograph**. 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <b>1</b> | <b>a)Internet Copy of Allotment Letter issued by CET Cell<br/>b)FC scrutiny acknowledgement.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>2</b> | Final Score Card of CET/CMAT/CAT/ Any other.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>3</b> | S.S.C. Mark sheet                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>4</b> | H.S.C. Mark sheet                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>5</b> | Graduation Mark sheets of all year/ Semester including fail Mark sheets, <i>if any</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>6</b> | Degree Certificate/ Passing Certificate/ Provisional Passing Certificate issued by the University                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>7</b> | Gap Certificate, <i>If applicable</i> (Affidavit on stamp paper of Rs.100/- with notary)<br><b><u><a href="#">SAMPLE FORMAT (Click here to display) Annexure II</a></u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>8</b> | The student is required to get their certificates according to their respective <b>Candidature Type</b> as given below:<br><br>i) <b>Type A</b> - Domicile/ Birth/ School Leaving Certificate specifying place of birth within Maharashtra<br>ii) <b>Type B</b> - Domicile Certificate (Candidate / Father / Mother)<br>iii) <b>Type C</b> - Proforma D, Transfer Order, Joining Letter<br>iv) <b>Type D</b> - Proforma E, Transfer Order, Joining Letter<br>v) For <b>J &amp; K</b> Category - Proforma A / B / C ( <i>As applicable</i> )<br>vi) For <b>P1/P2/P3</b> Candidates: Certificate* (Proforma F/ F1, <i>As applicable</i> ) |
| <b>9</b> | <b>For Mumbai University Students</b><br><br><b><u>Transfer/ Leaving Certificate from last attended (Previous college).</u></b><br>Candidates who have completed their qualifying degree from the University of Mumbai are required to submit the original <b>Transfer Certificate (TC)</b> or <b>Leaving Certificate (LC)</b> issued by the college/institution last attended. The document must be submitted <b>within one month from the date of admission</b> .                                                                                                                                                                     |

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|           | <p><b>For other than Mumbai University Students</b></p> <p><b><u>MIGRATION CERTIFICATE</u></b><br/> Candidates who have completed their qualifying degree from any university other than the University of Mumbai are required to submit the original <b>Migration Certificate</b> issued by their previous university <b>within one month from the date of admission.</b></p> <p><b><u>EDUCATION VERIFICATION LETTER FROM RESPECTIVE UNIVERSITY.</u></b></p> |
| <b>10</b> | <p>Candidates who have completed their qualifying degree from any university other than the University of Mumbai are also required to submit an <b>Educational Verification Letter</b> issued by the concerned university, certifying the authenticity of their academic records. This document must also be submitted <b>within one month from the date of admission.</b></p>                                                                                |
| <b>11</b> | <b>AADHAR Card Copy and APPAR ID copy</b>                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>12</b> | <p><b>Printouts of the Mandatory forms to be Filled &amp; submitted at the time of Admission</b> (<a href="#">Anti-Ragging Affidavit (Click here to display)</a>)* <a href="#">Annexure III a &amp; III b</a></p>                                                                                                                                                                                                                                             |
| <b>13</b> | <p style="text-align: center;"><b>For Reserved Category Candidates Only</b></p> <p>a. Caste Certificate<br/> b. Caste Validity certificate<br/> c. Non-Creamy Layer Certificate valid up to 31st March 2027 (if applicable)<br/> d. EWS certificate (if applicable)<br/> e. Income certificate for the year 2025-26 (<b>Mandatory for EBC category at the time of admission</b>)</p>                                                                          |

**NOTE:**

**PLEASE KEEP EXTRA SET OF XEROX COPIES OF ALL THE REQUIRED DOCUMENTS WITH YOU FOR YOUR RECORD PURPOSE.**

**(THE FEES WILL BE ACCEPTED BETWEEN 10.00 AM TO 5.00 PM ON THE DATES MENTIONED IN ALLOTMENT LETTER)**