

Steps in Submission of Offline Application Form

1. Print the downloaded application form and fill in all the required information.
2. The signature of both Guardian and Candidate is compulsory.
3. Keep ready Attested Photocopies of the Documents mentioned as follows:
 - (a) Matric or Equivalent Examination Marks sheet.
 - (b) Intermediate or Equivalent Examination Marks sheet.
 - (c) Caste Certificate (For SC/ST/ PRIMITIVE TRIBE/OBC).
 - (d) Residential Certificate.
 - (e) SBI Collect Payment Receipt.

Check all the documents required to be uploaded individually and tick the enclosures in the form.

4. Pay the application fee of Rs.600/- (General candidates) and Rs.350/- (SC/ST/OBC candidates) through SBI collect payment Gateway (candidates may use net banking /debit card/ credit card of any nationalized bank) till the last date of the application process. (The fee, once remitted, shall not be refunded).
See the instruction on the University Polytechnic Website: [Help on Online Application Fee Payment](#).
5. Scan the Application form, Documents and the payment receipt as a Single PDF file and mail it to admissions.univpoly@bitmesra.ac.in.