

OFFICE OF THE CONTROLLER OF EXAMINATIONS
Aligarh Muslim University, Aligarh.

IMPORTANT INSTRUCTIONS
For MBBS / BDS Courses 2024-25

Candidates selected for admission at A.M.U., Aligarh in the above courses are required to register ONLINE on the University's Counselling Portal 'counselling.amuonline.ac.in' for creating their ONLINE Counselling Account. Candidates are advised to read the User Manual available on the Counselling Portal (counselling.amuonline.ac.in) for detailed instructions and rules. Candidates should note that at the time of Registration, Roll No. and Application No. refers to their NEET Roll Number.

After registration and subsequent login, the candidates are required to upload the colored Scanned Copy of the following:

1. **Latest Front Facing good quality colored Photo with white background & signature**
2. **Secondary School (Class 10th) Certificate detailing the Date of Birth**
3. **Date of Birth Certificate (if Secondary School Certificate does not bear the same)**
4. **Marks Sheet/ grade sheet of qualifying examination (Senior Secondary School Certificate).**
5. **Admit Card of NEET (UG) 2024 exam issued by National Testing Agency (NTA)**
6. **Provisional allotment letter issued by MCC.**
7. **Result/ Rank letter of NEET (UG) 2024 issued by NTA**

Note:

(i) The candidate who possess the Internet downloaded marksheet/grade sheet of qualifying examination may be considered for provisional admission/counselling (wherever applicable) to the course concerned if the same is attested by the Controller / Registrar / Issuing Authority of the concerned University / Board.

(ii) The candidate who do not possess the marksheet /grade sheet of qualifying examination on account of (a) its non-issuance by the concerned Board/University, or, (b) result of qualifying examination not declared formally, may be considered for provisional admission/counselling (wherever applicable) to the course concerned provided their Statement of Marks detailing the marks / grade obtained in each subject separately including total aggregate marks and percentage in a Confidential Sealed Cover on official stationery are received directly from the issuing authority of the concerned University / Board / Institution in the name of Controller of Examinations, AMU for its approval by the Vice Chancellor at least one (01) day before the date of admission. The one day period will be counted excluding the day of admission. Statement of Marks issued/ verified / attested by the School / College or any person other than the issuing authority shall not be accepted.

Such a candidate shall give an undertaking on prescribed Proforma (as given in Appendix IV) to submit the Original Marksheet/Grade Sheet of the qualifying examination in the Office of the Dean, Faculty of Medicine to submit the same by **15.10.2024.**

If any discrepancy is found in the examination result of the aforesaid candidate or the original Marksheet/Grade sheet is not submitted by the stipulated time, the University reserves the right to cancel his/her admission.

8. **Proof of identity (Aadhar/ PAN/ Driving License/ Passport).**
9. **NRI/ OCI candidates are required to upload the following additional documents:**
 - a) **Copy of the passport of sponsorer**
 - b) **Sponsorship affidavit (stating that sponsorer is ready to bear the expenses for the whole duration of study)**
 - c) **Relationship Affidavit (Relation of Candidate with the sponsorer)**
 - d) **NRI certificate/Employment certificate attested by Indian Embassy**
 - e) **The NRE Bank Account Number in India with copies of relevant valid document(s)duly attested by the concerned bank from which payment is to be made**

Note:

1. It is preferable for NRIs Sponsored Candidates to furnish both the Relationship affidavit and Sponsorship affidavit from the same country where from NRI/Employment Certificate duly attested by the embassy has been obtained.
2. Relationship affidavit is not required if Father/Mother of the candidate is the sponsor.

After uploading the documents, the candidates are required to report in person along with the above detailed original documents for verification and to complete all other Admission requirements at Dean's Office, Faculty of Medicine, AMU, Aligarh, on the given date and time as notified by the Medical Counselling Committee (MCC). The candidates are also required to produce & submit following additional documents at the time of physical reporting:

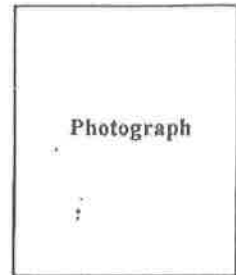
1. Medical Fitness Certificate on prescribed Format (**available on our website**).
2. Transfer / Migration and Character Certificate from the Institution last attended (if not enrolled at AMU). If the Certificate(s) is/are not available, the candidates may give an undertaking on the prescribed format to submit the same in a month's time from the date of admission.
3. Name Removal Certificate from the rolls of the concerned Faculty / College / Institution (if already enrolled to any full time course of study in any institution), if applicable.
4. Undertaking before the Vice-Chancellor, AMU, Aligarh on plain paper regarding Compulsory 75% Attendance in each Subject / Course / Paper as per MCI / DCI norms.
5. **Affidavits on simple plain paper** – one on the candidates behalf and the other on behalf of the candidates parents / guardian regarding not to indulge in ragging. The sample format of these Affidavits are available on the website www.amucontrollerexams.com

NOTE:

1. 02 – 03 days may be required to complete all the admission related formalities.
2. Admission fee of **Rs. 48085/- (for MBBS) and Rs. 42035/- (for BDS) will be paid ONLINE using their Login Credentials.**
3. **In addition to online mode, the additional NRI Fee (wherever applicable) may also be payable in the form of Demand Draft in the favour of Finance Officer, AMU, Aligarh, to be paid at the time of admission.**
4. No candidate shall be admitted unless he/she has completed all the eligibility requirements at the time of admission and paid the requisite fee.
5. Hostel Accommodation is not guaranteed. Students allotted a Hall of Residence will have to pay three months Dining Hall Charges at the time of room allotment.
6. Candidates are required to produce the following downloadable Medical Checkup form at the time of reporting for admission, countersigned by C.M.O./M.O./ Incharge, Govt. Hospital (with Seal & Date).

**(MEDICAL CHECKUP FORM)
MBBS/BDS COURSE**

Dated: _____



Full Name (in Capital) :.....
Father's Name :.....
Permanent Address :.....
Date of Birth (in words) :.....
(in figure) :.....

By Physician:

General Examination:

Appearance	Weight	Height
Skin	Pulse	
Anemia	B.P	
Jaundice		
Oral Cavity		
Lymph Nodes		
Nails		
Spine		
C.V.S.		
Respiratory System		
Abdomen		
C.N.S.		

Remarks

Fit/Unfit

Signature
(with Seal & Date)

By Ophthalmologist:

V/A
using/not using glasses
Color vision
Fundus

Remarks

Fit/Unfit

Signature
(with Seal & Date)

Countersigned by C.M.O./M.O./Incharge, Govt. Hospital
(with Seal & Date)