



GURUKULA KANGRI (DEEMED TO BE UNIVERSITY), HARIDWAR

Office for International Affairs (OIA)

Document Checklist for International Ph.D. Applicants

Academic Session 2026-27

For International Applicants Only

Name of Applicant: _____

Programme/Subject Applied For: _____

Department: _____

Application No., if any: _____

A. Documents to be Submitted with Application

S. No.	Document	Applicant Tick	Office Check
1.	Duly filled International Ph.D. Application Form	☐	☐
2.	Recent passport-size photograph	☐	☐
3.	Copy of valid passport	☐	☐
4.	Proof of nationality / citizenship	☐	☐
5.	OCI / PIO / NRI status document, if applicable	☐	☐
6.	Bachelor's degree certificate	☐	☐
7.	Bachelor's degree marksheets / transcripts	☐	☐
8.	Master's degree certificate / provisional certificate	☐	☐
9.	Master's degree marksheets / transcripts	☐	☐
10.	Grading system / conversion formula / CGPA explanation, if applicable	☐	☐
11.	Equivalence / recognition certificate, if available or applicable	☐	☐
12.	Research Proposal / Statement of Research Interest	☐	☐

S. No.	Document	Applicant Tick	Office Check
13.	Curriculum Vitae / Resume	☐	☐
14.	Proof of English proficiency / Medium of Instruction Certificate, if applicable or required	☐	☐
15.	List/copies of publications, if any	☐	☐
16.	Experience certificate / employment details, if any	☐	☐
17.	Sponsorship / scholarship / ICCR / Embassy / Government nomination letter, if applicable	☐	☐
18.	Financial support document, if applicable or required	☐	☐
19.	Copy of valid Indian visa, if already available	☐	☐
20.	Applicant Undertaking	☐	☐
21.	Any other document prescribed by the University / Department / competent authority	☐	☐

B. Additional Documents, Wherever Applicable

S. No.	Document	Applicant Tick	Office Check
1.	No Objection Certificate from employer, in case of employed applicant	☐	☐
2.	Migration / transfer certificate, if required at the time of admission	☐	☐
3.	Character / conduct certificate, if required	☐	☐
4.	Medical fitness certificate, if required	☐	☐
5.	Medical insurance document, if available / applicable	☐	☐
6.	Recommendation / reference letters, if required by the University / Department	☐	☐
7.	Embassy / High Commission / Sponsoring Agency	☐	☐

S. No.	Document	Applicant Tick	Office Check
	communication, if applicable		

C. Documents Required at the Time of Final Admission / Registration

The following documents may be required before final admission/registration/enrolment:

S. No.	Document	Applicant Tick	Office Check
1.	Original passport for verification	☐	☐
2.	Original academic certificates and transcripts for verification	☐	☐
3.	Valid visa as per applicable Government of India requirements	☐	☐
4.	Proof of payment of approved fee	☐	☐
5.	FRRO/FRO registration document, wherever applicable	☐	☐
6.	Medical insurance document, wherever applicable	☐	☐
7.	Any other document required by the University / Government of India / statutory authority	☐	☐

Important Instructions

1. Documents not in English or Hindi shall be accompanied by an authenticated English translation, wherever required.
2. Submission of documents does not confer any right to admission.
3. The University may seek additional documents, clarification, verification, equivalence, or authentication at any stage.
4. Original documents shall be required for verification at the time of admission/registration or as and when directed by the University.
5. Incomplete applications or applications without required documents may not be processed.
6. Admission shall remain subject to fulfilment of eligibility, verification of documents, recommendation of the concerned Department/DRC, approval of the competent

authority, payment of prescribed fee, visa/statutory compliance, and applicable University, UGC, and Government of India provisions.

Declaration by Applicant

I certify that I have attached the documents marked above and that the information/documents submitted by me are true and correct to the best of my knowledge. I understand that submission of false, incomplete, or misleading information/documents may lead to rejection of my application or cancellation of admission/registration at any stage.

Signature of Applicant: _____

Name: _____

Date: ____ / ____ / ____

For Office Use Only

Preliminary Receipt and Completeness Check by OIA

Documents checked only for preliminary completeness as per checklist:

- ☐ Complete
- ☐ Incomplete
- ☐ Requires clarification from applicant

Remarks, if any:

Note: This is only a preliminary completeness check and shall not be treated as confirmation of eligibility, equivalence, admission, registration, or entitlement to admission.

Checked by:

Signature: _____

Name: _____

Designation: Dealing Assistant / Clerk / Official assigned to OIA

Date: ____ / ____ / ____

Forwarded to Academic Section / Assistant Registrar (Academics):

Signature: _____

Name: _____

Designation: Nodal Officer, OIA

Date: ____ / ____ / ____