**INSTRUCTIONS FOR CANDIDATES REPORTING FOR MBBS ADMISSION (AIQ & DUQ)-2023-24**

**(MBBS ADMISSION PROCEDURE MAY TAKE 2-3 DAYS' TIME SUBJECT TO COMPLETION OF ALL THE FORMALITIES)**

# STEP-WISE ADMISSION PROCESS AT UCMS

1. After getting online seat in counselling by <u>MCC</u> and allotment of <u>UCMS, Delhi</u>, the candidate is required to register himself/herself at website of the Faculty of Medical Sciences, University of Delhi - (**www.fmsc.ac.in**) & deposit the fee of Rs.1500/- for UR/OBC/EWS) & (Rs.1000/- for SC/ST/PWD) online at FMSc's portal.

2. After registration at FMSc, it is advised to the candidate to download the Registration Form & payment receipt from FMSc website and required to report physically at UCMS; with
   - (i) Allotment Letter issued by the MCC;
   - (ii) Computer Generated Registration Form of FMSc;
   - (iii) Registration Fee Slip: paid to FMSc (Rs.1500/- for UR/OBC/EWS) and (Rs.1000/- for SC/ST/PWD);
   - (iv) Online College fee slip, submitted at "ucms.ac.in" – after completion of admission process.
   - (v) Notarized Surety Bond of Rs.3 Lacs; (On the affidavit of Rs.100/- stamp paper duly attested by Notary Public, along-with two sureties and their Aadhar Card (self-attested copies).
   - (vi) Medical-Fitness-Certificate + Present Status of COVID-Vaccination. (Medical-Fitness-Certificate from the Physician not less than MBBS).
   - (vii) Online Anti-Ragging-Declaration Form by the Candidate & his/her Parents. (available at: www.antiragging.in & www.amanmovement.org). Particulars required for online submission are as here: (Name of Principal: Prof. (Dr.) Piyush Gupta), (Contact No. 011-22582972-74), (Nearest Police Station: G.T.B. Enclave, Delhi-95).
   - (viii) Gap Year Affidavit: - (The Candidates, who have passed 10+2 Exam prior to 2023 are required to submit an "Affidavit" (of Rs.10/- stamp paper) explaining the Academic Activities or others about the 'Gap Period' i.e., after passing the 10+2 Exam./eligibility qualification till joining the UCMS). and
   - (ix) **All Original Certificates** like: 10th, 11th, 12th Passing Board Marksheet & Certificate, Principal's Performa, Character Certificate, Behavior Certificate, Caste Certificate etc. & others as mentioned in Check-List of UCMS & BOI of FMSc. (with 1 set of photocopies of above all certificates: self-attested).

3. **AT UCMS** – (after completing above formalities) - The candidate is advised to report at **Counter No. 1** (Faculty Lounge, Ground floor, Near College Canteen, UCMS.) to get the: **College Admission Forms (this can also be downloaded from the College website), Student File & Check List. (the College Admission Form should be duly filled up only by candidate in own hand-writing) and complete all formalities of forms as per mentioned guidelines in NTA/MCC/FMSc' BOI.**

4. After filling the College Admission Forms & completing the above formalities, the students are advised to report **at Counter No. 2 for Documents/Certificate verification** where the final 'ON-LINE' procedure will be initiated and **OFFER LETTER** will be generated/issued (MCC Website) to the candidates by the Reporting Officer, UCMS.

**-: ADMISSION PROVISIONALLY COMPLETED: -**

- The schedule of the Classes and other notices will be issued separately which will be displayed at College's Notice Board for information to the students to act accordingly and please subscribe telegram channel "Academic Section UCMS".
- Date of the commencement of Session shall be notified separately.

**PROCEDURE OF HOSTEL ACCOMMODATION**

- The Hostel Office, located at Girl's Hostel, UCMS & GTB Hospital Campus, Delhi-110095. For Hostel accommodation, the candidate may contact to In-charge, Hostel Office, UCMS & GTBH along with admission fee receipt for further queries.