Guidelines for Admissions/ Rules

- Pre-qualification eligibility criteria for all Polytechnic Diploma, is completion of Class 10th from any of the recognized state/ national boards in India.

- Pre-qualification eligibility criteria for all Polytechnic Diploma Lateral Entry and Undergraduate programmes is completion of Class 12th from any of the recognized state/ national boards in India.

- Pre-qualification eligibility criteria for all Postgraduate programmes is graduation from any recognized university in India.

- Applicants who are currently appearing or have appeared for their final year graduation examinations in the year 2020 may also apply for admission to Post Graduate programme.

- **For admission in B.Tech. : -** The candidate must have a valid score of the national/state level engineering entrance test or SBU Entrance Test.

- **For admission in MBA: -** The candidate must have a valid score card of CAT/ XAT/ CMAT/ MAT/ATMA/ SBU Entrance Test.

- The University reserves rights to judge the capability of a candidate through GD/PI before the final admission.

- To qualify for admission in SBU University in any Undergraduate programme, the applicants must complete 17 years of age on 31st December of the academic year in which they are seeking admission.

- Applicants in their own interest must read and understand all the information published on the university website www.sbu.ac.in and otherwise published by the University from time to time.

- The eligibility criteria for all programs for applicants are minimum as per the UGC norms for admission into the desired program. The minimum eligibility criteria of marks is given in the particular program available on the university website.

Registrar
SARALA BIRLA UNIVERSITY

Admission Process

STEP-1: Register by visiting **https://www.sbu.ac.in** Click on new registration and provide (Name, Email Id, Mobile, Course etc).

STEP-2: User-id and Password will be generated and sent to student's Email-id and mobile through SMS. Student login must be OTP verified. Correct Email-id and mobile number need to be given for OTP verification.

STEP-3: Fill the Application Form along with application fee amount and upload the required documents for eligibility verification. You shall be issued a Unique ID which is known as Application Number and it will be required for any further communication with the university.

STEP-4: After application form fill up you may complete the provisional admission process by payment of provisional admission fee. After the confirmation of the fees received by the University accounts, fee receipt will be generated online.

STEP-5: After eligibility verification by the university, Counseling date will be scheduled.

STEP-6: Counseling letter shall be issued and sent to your registered email id. Counseling schedule, documents requirement along with the balance fee need to be paid on the scheduled date.

STEP-7: Once you receive the Counseling letter, make the payment as prescribed in the letter by bank transfer/ online payment etc. Submit the receipt along with your Admission number at **https://www.sbu.ac.in** or at University Campus.

STEP-8: After counseling, fee payment, document verification Admission letter (Conditional / Unconditional) will be issued.

Note: If required Bonafide Letter for Education Loan also provided to the students after Provisional Admission. Kindly read the important information mentioned on the Website as well as at the time of registration and form fill up.

Application Fee for Session- (2020-2021)

Course	Application Fee Amount
MBA, BBA, BBA-Capital Market, B.TECH. , B.TECH. (LATERAL ENTRY)	₹ 1000
B.COM, BA, BCA, DIPLOMA, DIPLOMA-LATERAL ENTRY	₹ 500
DIPLOMA/BA/MA / MA- LATERAL ENTRY (YOGA & NATUROPATHY)	₹ 500

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ADMISSION PROCEDURE

Applications for admissions to all courses need to be submitted online. The admission process includes an Entrance Test/ PI if applicable. Please check the details on the University website.

Enquiry and Registration process will be completed through University Website.

On being admitted, the student shall immediately submit the following documents (attested Photo-copies need to be submitted and original need to be shown):-

- Class X Statement of Marks, Passing Certificate of X for Diploma/UG/PG courses (Photocopy).
- Class XII Statement of Marks, Passing Certificate of XII for Diploma Lateral Entry/UG/PG courses (Photocopy).
- Graduation Statement of Marks, Graduation Passing Certificate for PG courses only (Photocopy).
- Migration Certificate original from last institute attended.
- School/College Leaving Certificate original from last institute attended.
- Character Certificate original from last institute attended.
- Anti-Ragging Affidavit by Student and Parents in given format.
- Medical Certificate issued by Registered Medical Practitioner (Doctor).
- 8 Photographs passport size coloured.

Note: Final Year students awaiting the declaration of results can also apply and can also be considered for Admission. However, they have to submit the relevant supportive documents at the time of admission

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