Registration-cum-Enrollment of New Joinees

Prior to Joining

1. Candidate gets admission offer letter and pays his/her full academic fee as per the schedule given by Admission Department.

2. Students will fill the Proforma for issue of ID card and send the same along with their photograph, copy of Fee Receipt and signature by post to ID Department, E- II Block, Ground Floor, Amity University Uttar Pradesh, Sector – 125, Noida.

3. Students get their login details for Amizone on their admission micro site, after logging on with their form number and password.

4. Enrolment Number (provisional) is allotted automatically by the system on payment of fee.

5. ID card number is generated to enable smart card printing by Identity Card Department.

6. A personal profile for each student, joining a programme at Amity University, is created on AMIZONE.

7. Students login to AMIZONE and enter their profile for Registration process, and submit their FBL choice, Club/Committee choice etc., and take a printout of the filled-in Registration-cum-Enrollment Form. This task can be completed by the students from anywhere, and they need not come to the campus for the same. Therefore, Institutions must have their Foreign Language and club/committee details uploaded on Amizone for students to choose from.

On the day of commencement of the Programme, students will report to F-3 Block Ground Floor. Students will enter Amity Campus through Gate No.2. Vehicles to be parked outside the campus. All are advised not to leave valuables in their vehicles.

Documents to be submitted at the time of Registration in Institution

i.   Print out of duly completed online Registration-cum-Enrolment Form (Amizone Print out)

ii. Copy of admission offer letter

iii. Fee Receipt

iv. Foreign Language Form (Amizone Print-out)

v.   Two attested copies along with original copies of following documents.
a.   Proof of the date of birth (Secondary School Certificate issued by the affiliating Board)
b.   Education Qualification Certificate and marks sheet of qualifying examination issued by the Board / University. In case where the AUUP has prescribed a condition of passing a subject or subjects at some level, the certificate / marks sheet of the concerned examination in proof thereof, should also be produced.
c.   Conduct and Character Certificate from the Head of Institution from where the qualifying examination was passed.

d.	SC / ST / Physically Handicapped / Defence Category / Kashmiri Migrants / Minority Status Certificates, bonafide resident of Uttar Pradesh, if applicable.
e.	Migration Certificate.
f.	Original Certificates / Marksheets of 10th, 12th and graduation.

vi.	Every non-hostel student, at the time of Registration will provide full particulars of his stay during the semester, whether staying with parents, relatives, friends, hired hostel/PG accommodation as per Registration-cum-Enrollment Form for freshers. The details will include full address in the forms.

vii.	Every hostel student will provide three copies of full details of Father & Mother and Local guardian with three copies of their photographs.

viii.	Undertaking from Parents and Student in the prescribed proforma, (applicable for PG students only, in case of those students whose results have not been declared at the time of Registration)

ix.	Anti-ragging Affidavit from parents and students

x.	Indemnity Bond by parents on A4 size plain paper and Undertaking from students

xi.	5 sets of passport size photographs

xii.	Submit your Pre-joining assignments.

Xiii.	All the documents should be submitted in A-4 size envelope of yellow color. Students must write clearly on the envelope the name of the documents kept inside.

Attendance

Amity follows strict attendance norms. Students shall be required to achieve 100% attendance, with due consideration for certain emergent contingencies like prolonged illness, accidents, tragedy in the family etc. Students below 75% of attendance in the lectures, seminars and practicals shall be detained from appearing at the examinations.