



**Dr. S. PAUL SATHIYAN, M.E., Ph.D.**  
**Admissions Officer**

KITS/ADM-O/ /2023  
03<sup>rd</sup> May 2023

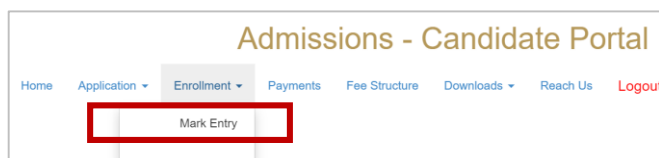
Dear Candidate,

Greetings from Karunya Institute of Technology and Sciences!

We congratulate you on getting provisionally admitted at Karunya. As part of the final admission process, we hereby request you to go through the instructions provided below and complete the mark submission process.

### **Instructions to Provisionally Admitted Candidates**

1. Once the mark statement / e-copy is received, the candidate can log on to the **Admissions - Candidate portal** ([Click Here](#)), enter the marks under **Enrollment** → **Mark Entry** tab and upload a copy of the mark statement.



Step 1: Select the “**Board of Exam**”

Step 2: Enter the **+2 / HSC Register Number**

Step 3: Enter the marks obtained in Physics, Chemistry, Biology / Maths in case applied for B.Tech. or B.Sc. Agriculture programs. If you have not studied any of the subjects mentioned on the Mark Entry screen, enter “**00**” in the field.

Step 4: Enter the marks obtained and the total marks for which you have appeared. (Overall marks as per the mark statement)

Step 5: Select the declaration

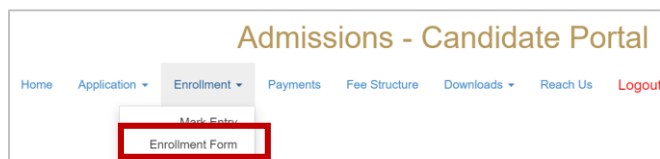
Step 6: Upload the **Self-attested copy** of the +2/HSC Mark Statement (File size must be below 2MB only).

Avoid uploading screenshots

Step 7: Click “Save”.

Please refer to the samples provided : [Click Here](#)

2. The mark will be verified by the Office of Student Affairs to confirm the eligibility of the candidate.
3. Once the eligibility is confirmed, the **Online Enrollment Form** will be enabled for the eligible candidates to fill in the relevant data. The candidate shall fill out the online enrollment form through the **Admissions - Candidate portal, Enrollment** → **Enrollment Form** tab and upload the necessary self-attested documents:



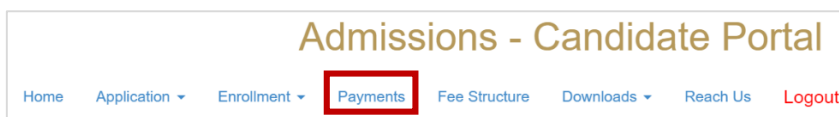
#### **A) Academic Documents**

- a) Passport size photo
- b) Signature of the candidate
- c) 10<sup>th</sup> Mark Statement
- d) 12<sup>th</sup> / HSC Mark Statement

- e) For Lateral entry / Transfer: Diploma Degree / Semester or Consolidated Mark Statement
  - f) For PG Candidate: UG Degree / Semester or Consolidated Mark Statement
  - g) For NRI: Copy of passport and visa
  - h) Transfer Certificate
  - i) Community Proof
  - j) Aadhaar Card
  - k) Undertaking form (candidate shall download the form from the portal, fill the form, sign and upload)
  - l) Photocopy of Sports/games / Extracurricular Activity certificates (If any)
  - m) Income certificate or Form 16 of the parent for the financial year 2022 - 2023
4. The candidate must upload any one of the relevant documents listed below to be considered for the scholarship if they meet the requirements.

#### A) Scholarship Documents

- a) JEE (Main) Score Card (for B. Tech Candidates)
  - b) UG Mark statement (for PG Candidates)
  - c) GATE Score Card (for MTech Candidates)
  - d) MAT Scorecard (for MBA Candidates)
  - e) Proof for Pastor / Missionary (letter from Regd. Church / Missionary organizations)
  - f) Proof for Child of Karunya / JC / Seesha / KCS / EMS Staff (Copy of ID Card)
  - g) Proof for Child of KITS Alumni (Copy of Parent's Degree Certificate from Karunya)
  - h) Proof for Sibling of Current Student / Alumni (Copy of Ration Card / Smart Ration Card)
5. The submitted details shall be verified by the Scholarship Committee and the Scholarship will be awarded based on eligibility. After deducting the Scholarship, the net amount including the hostel & mess fees will be displayed in the candidate portal under the **Payments** tab for making the balance fee payment.



6. Only candidates who are permanent residents of the Coimbatore district and who have a valid Ration Card, Passport, or Voter ID bearing the name of the candidate and residential address within the Coimbatore district are eligible to avail the Day-Scholar provision. The candidate may send a request mentioning the application number, candidate's name, course applied, and phone number along with a scanned copy of the valid address proof to [dayscholar@karunay.edu](mailto:dayscholar@karunay.edu). The Day-Scholar provision is subjected to approval by the authorities of the institution. Once approved, the net amount will be displayed in the candidate portal under the Payments tab which includes a transportation fee for making the balance fee payment.
7. Upon completion of full payment, the Office of Student Affairs will process the enrollment and issue the Identity Card with the Register number.

The date of commencement of classes shall be informed soon.

For any queries in the above process kindly contact: 0422-2614441 / 2614425 or e-mail us at [admissions@karunya.edu](mailto:admissions@karunya.edu).

All the best.

  
Admissions Officer