



**MGM MEDICAL COLLEGE PANVEL**  
**Gate No. 2, MGM Education Campus, Near Kalamboli Circle, Panvel, Raigad**  
**E-mail : mmmmcpalvel@gmail.com / Website : [www.mmmmcpalvel.in](http://www.mmmmcpalvel.in)**

**ANNEXURE 1**

**CHECK LIST**

No ACAD/2025

DATE:     /     /2025

NAME: \_\_\_\_\_ NEET ALL INDIA RANK: \_\_\_\_\_

NEET SCORE: \_\_\_\_\_ 12<sup>TH</sup> PCB % \_\_\_\_\_

Please submit the following original documents and two sets of self attested photocopies of each of the document.  
 One set should be additionally kept attested by the candidate himself / herself for reference/use during the course.

1		Allotment Letter (Online generated by MCC)
2		Admit Card of NEET UG 2025
3		Statement of Marks NEET UG 2025
4		Certificate of Birth or any other government document in which date of birth is mentioned
5		10th / SSC Mark Sheet or its equivalent
6		10th / SSC Passing Certificate or its equivalent
7		12th / HSC Mark Sheet or its equivalent
8		12th / HSC Passing Certificate or its equivalent
9		Bonafide & Character Certificate from the Head of the Institution Last attended.
10		College Leaving/Transfer Certificate
11		Migration Certificate (if applicable)
12		Age, Nationality & Domicile Certificate/Photo copy of Valid Passport
13		Affidavit Regarding Educational Gap <b><u>(if passed 10+2 in or before 2024)</u></b>
14		Four Recent Passport Size Photographs
15		Medical fitness Certificate from a registered Medical Practitioner (no fixed format)
16		Caste Certificate, Caste Validity Certificate & Non-Creamy layer Certificate
17		PAN Card (Parent) & Aadhar Card Photocopy (Parent & Student Both)
18		Gazette Copy (In case of any change in the name of the candidate.)
19		Undertaking/Declaration (duly notarized) as per attached formats (A, B )
20		Fees can be paid in multiple DD's with amount totaling to the total tuition fees

Tuition Fee DD. No.	Dated	Bank.	Rs.
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For NRI Quota Admissions (As per DGHS/Govt. of India Guidelines)

21	<input type="checkbox"/>	Notarized affidavit of the person who is NRI and the Sponsorer
22	<input type="checkbox"/>	Document claiming that the Sponsorer is an NRI (Valid passport, Visa & Indian Embassy letter situated in that country)
23	<input type="checkbox"/>	Relationship of NRI with the candidate (Notarised affidavit of family tree)
24	<input type="checkbox"/>	Affidavit from Sponsorer that he/she will sponsor the entire course fee of the candidate
25	<input type="checkbox"/>	Embassy Certificate of the Sponsorer (Certificate from Consulate)

**Abstract from Information Bulletin of MCC  
(Annexure 6 on page number 57)**

The conversion of nationality from Indian to NRI is provisional based on the authorities at the time of reporting and the Embassy Certificate from the sponsorer any be sent to the Ministry of External Affairs / respective High commission for verification. If found "FAKE" the provisional allotment of candidate may be cancelled and legal action might be initiated by the competent authority.

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**For office use only:-**

- |   |
|---|
| 1. Mr/Ms. _____ All India NEET Rank No. _____ is eligible / not eligible for admission & certified that the above tick (✓) marked original documents (Total: _____ documents) are retained by MGMIHS. |
| 2. This checklist only shows that, the original documents are retained by MGMIHS for ascertaining authentication and doesn't indicate admission to the course in any manner.                          |

Verified by a Member of Scrutiny Committee: Dr. _____ Signature: _____
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**DECLARATION**

I solemnly affirm and state that:

1. I am very well aware that I have been given admission to the MBBS course inter-alia on the basis of the abovesaid original documents submitted by me.
2. The documents mentioned at Sr. No. 1 to 25 are the original documents and their true copies are duly authenticate/attested by me.
3. I shall be held solely responsible for genuineness of my original documents listed at Sr. No. 1 to 25 which are submitted to the MGM Institute of Health Sciences and shall not hold the MGMIHS liable in any manner.
4. In case any of the said documents is not found to be authentic or genuine, I shall be liable for appropriate legal action and also for cancellation of my admission or withdrawal of my degree, even if the degree is already conferred.
5. In case my admission is cancelled because of fraudulent practices, I undertake to pay the entire fee for the course of study.

Solemnly affirmed at: \_\_\_\_\_

On this: \_\_\_\_\_ day of \_\_\_\_\_ 2025

Deponent: (Signature of student): \_\_\_\_\_

(Name of Student): \_\_\_\_\_