

# PSG COLLEGE OF ARTS & SCIENCE

An Autonomous College - Affiliated to Bharathiar University  
Accredited with 'A++' Grade by NAAC (4th cycle).  
College with Potential for Excellence (Status Awarded by the UGC),  
Star College Status Awarded by DBT-MST,  
An ISO 9001: 2015 Certified Institution.  
**CIVIL AERODROME POST, COIMBATORE – 641014.**

**UG ADMISSIONS – 2026 – 2027.**

## **CERTIFICATE VERIFICATION - INSTRUCTIONS**

The following documents are necessary for certificate verification.

- ◆ **Online Application Printout Copy**
  - To be downloaded from the Application Login Portal.
  - Kindly ensure that Admission Date is Printed in the Application.
  - Aided and SF Separate Applications have to be submitted respectively.
  
- ◆ **10<sup>th</sup> Mark Sheet** (Original and 1 photocopy / Xerox)
  - Provisional Mark sheet will not be accepted.
  - Bring the original certificate alone.
  - Kindly ensure signature of Parent / Student / Principal in the Mark sheet.
  
- ◆ **11<sup>th</sup> Mark Sheet** (Original and 1 Photocopy)
  - If you have collected from your school produce it. If not you can collect from your school and produce it.
  - Kindly ensure signature of Parent / Student / Principal in the Mark sheet.
  
- ◆ **12<sup>th</sup> Mark Sheet** (Original and 1 Photocopy)
  - If you have collected from your school produce it. If not you can produce it later when provided.
  - Kindly ensure signature of Parent / Student / Principal in the Mark sheet.
  
- ◆ **11<sup>th</sup> & 12<sup>th</sup> Provisional Statement** (Original and 1 Photocopy)
  - For TNHSE board, only provisional certificate issued in school is accepted.
  - For CBSE and Other Boards, 12<sup>th</sup> Standard Digi locker Copy is required.
  - Kindly ensure signature of Parent / Student / Principal in the Mark sheet.
  
- ◆ **Transfer Certificate and Conduct Certificate** (Original and 1 Photocopy)
  - **Mandatory Document for Certificate Verification.**
  - Kindly ensure signature of Parent / Student / Principal in the Certificate.
  - Kindly ensure the TC date and all data printed is correct.

- ◆ **Community Certificate** (Original and 2 Photocopies) –
  - **Mandatory Document for Certificate Verification.**
  - For OC Candidates Community Certificate is not required.
  - Digital community certificate is **Mandatory**. If you have not applied, kindly apply for the same and bring it for verification.
  
- ◆ **Passport size photos**
  - Two Numbers
  - Kindly bring **ONLY** Recent Passport Size Photo.
  - The submitted photo will be used for ID card printing.
  - Photo “**Should be**” in formal dress with neat and clear face.
  
- ◆ **Equivalence Certificate** (Original and 1 Photocopy)
  - Candidates who had studied 12<sup>th</sup> standard other than TNHSE / CBSE / Other Indian Boards {Example: IB board, Cambridge Board and etc.,} should produce the Equivalence Certificate issued by the Association of Indian Universities.
  
- ◆ **12<sup>th</sup> Migration Certificate** (Original and 1 Photocopy)
  - For Candidates belonging to other than Tamil Nadu State Board.
  
- ◆ **10<sup>th</sup> Migration Certificate** (Original and 1 Photocopy)
  - The Candidate who had undergone course offered by Boards outside India has to produce the 10<sup>th</sup> Migration Certificate.
  - Example: IB board, Cambridge Board and etc., students completed 10<sup>th</sup> standard have to submit the Migration Certificate
  
- ◆ **Photocopy of the Aadhaar Card.** (1 Photocopy).
  - Masked aadhar card will not be accepted.
  
- ◆ **Income Certificate** (1 Photocopy)
  - **Digital certificate only** will be accepted.
  - Certificate should be in the Current Year.
  - Certificate should be valid up to May 2026.
  - Kindly update the same income in the student Laudea portal (SIS) of our College.
  
- ◆ **Nativity Certificate** (1 Photocopy).
  - **Digital certificate only** will be accepted.
  - Certificate should be in the Current Year.

- ◆ **Medium of Instructions.** (Original and 2 Photocopies)
  - This Certificate is mandatory if it is not mentioned in the TC.
  - Only for the students who did their schooling in **Tamil Medium** in Tamil Nadu State Board.
  - To be obtained from School Principal or Head of the School.
  
- ◆ **School Bonafide Certificate – Stating the Government School.** (Original and 2 Photocopies).
  - This Certificate is Mandatory if it is not mentioned in the TC.
  - Only for the students who did their schooling in **Government School** in Tamil Nadu State Board
  - To be obtained from School Principal or Head of the School.

**Note:**

- Check all the details pertaining to the information provided in the school Transfer Certificate, Mark Statement and other documents before you deposit in our college. **This will form the basis for the preparation of Transfer Certificate of PSG CAS in future.**
- Students are instructed to **complete the Students Information (SIS)** Registration form at the Laudea portal, which has been sent to you by mail after payment of fees. You will be **permitted for certificate verification only after completion of your profile** in Laudea SIS.
- On the day of certificate verification, the **student** should **compulsorily** be **accompanied by any one of the Parents. Other than Parent and student nobody else will be permitted for signing for Certificate Verification.**
- Your **provisional admission** process is complete only when you **deposit all the required documents** in the specified time and failure to do so, the **provisional admission** will be automatically **cancelled** without any other further information.
- The admission status is only **PROVISIONAL** until the admission is officially confirmed during the verification of documents by the Bharathiar University and Directorate of Collegiate Education in Nov / Dec 2026.
- **Discontinuing Process:**
  - a. If the students get admission in any other college, students and parents must come in-person to college for discontinuing the provisional admission.**
  - b. After Certificate Verification process if you wish to discontinue, only Transfer Certificate of PSG College of Arts & Science will be given which is eligible for admission to any other colleges / institutions.**
  - c. If you wish to discontinue, the Transfer Certificate will be given only after getting the signature in the No-Dues form from all the respective departments, which may take one or two days even if you do not attend the classes.
  - d. Transfer Certificate will be given only on the third day (may take one or two days extra) from the date of discontinuing the programme.

- e. For receiving the TC and the other documents **students** should sign in the required documents.
- f. For discontinuing process students have to bring the Bank Pass Book Front Page Xerox and Original Fee Receipt.

**Originals and Photocopies once submitted will not be returned for any reason till the verification process by the Bharathiar University is over to confirm your admission (Tentatively Dec 2026/Jan 2027). Hence the students are advised to take and retain adequate photocopies of the above certificates for their personal use, until Jan 2027.**

  
- Principal