



# योजना तथा वास्तुकला विद्यालय, नई दिल्ली

(संसद के अधिनियम के तहत राष्ट्रीय महत्व का संस्थान  
शिक्षा मंत्रालय, भारत सरकार)

## School of Planning and Architecture, New Delhi

(An Institution of National Importance enacted by an Act of Parliament,  
Ministry of Education, Government of India)

प्रवेश एवम परीक्षा विभाग ADMISSION AND EXAMINATION SECTION

Ref.No.F.100/25/SPA/AE

Date: \_\_\_\_\_

### CHECKLIST FOR DOCUMENTS VERIFICATION FOR UG ADMN 2025-26

DEPARTMENT: \_\_\_\_\_

Shri/Km./Smt. : \_\_\_\_\_

Roll No. : \_\_\_\_\_

AIR No. : \_\_\_\_\_

Category	(i)	OG/SC/ST/OBC/EWS		TICK : <input type="checkbox"/> OR X
	(ii)	KASHMIRI MIGRANT/ARMED PERSONNEL		JOSAA
				DASA

The candidate has to submit a duly filled Application Form with one latest Passport size Photograph along with self-attested Photocopies of the Documents strictly in the sequence of checklist given below.

All self-attested certificates/documents along with students application form and formal photo in .jpg format need to be scanned and mail on [admission@spa.ac.in](mailto:admission@spa.ac.in).

Sl.No	Documents	Mark	Remarks
1	Admission Form(fully filled)		
2	Fee Amount Paid to JoSSA _____ Dt. _____		
3	Fee Amount Paid to School _____ Dt. _____		
4	Copy of Aadhar Card		
5	Copy of Passport( only for DASA Candidates)		
6	Copy of Admit Card issued by the JoSAA/DASA		
7	Copy of Rank Card for the JEE-2025-26		
8	A letter of offer for admission issued by CSAB (in original)		
9	X and XII certificates and mark-sheets showing the D.O.B.		
10	Character Certificate (Original- Issued within 6 month from the date of physical documents verification)(To be issued by last Institute attended or from Gazetted officer)		
11	Certificate of SC / ST / OBC (Non-Creamy layer) / Domicile / Armed Personnel / Physically Challenged / Kashmiri Migrant in respect of the candidates selected under the reserved category		OBC - NCL certificate issued within 6 month from the date physical documents verification (Annexure 1)
12	Latest EWS Certificate (Issued within 6 months of date of Physical Documents Verification date )		(Annexure 2)
13	Physical Fitness Certificate from the MBBS Doctor (in Original)		(Annexure 3)
14	(a) Anti-Ragging from student (from Anti-Ragging website) (b) Anti-Ragging from parents or guardians (from Anti-Ragging website) (c) Undertaking (Annexure 4) (d) Anti-Drug (in Original) (Annexure 5)		(Annexure 4 & 5)

\* As per UGC Regulations on curbing the menace of ragging in Higher Educational Institutions.

\* Anti-Ragging form from students and parents will be filled from the link:

[https://www.antiragging.in/affidavit\\_university\\_form.php](https://www.antiragging.in/affidavit_university_form.php)

(While filling Anti-Ragging form from above link, kindly select **Forms->Students Undertaking->University** as a category then School of Planning and Architecture, Delhi will appear in the list)

**NOTE: Student has to pay the fee as per the fee notice before the date of Physical Verification of Documents and receipt of the same need to bring on the same day of Physical Documents Verification.**

SO(A&E)

AR(A&E)

DEALING OFFICIAL

Received back the original certificate etc. submitted to the School for verification

Signature of Candidate