

REPORTING MEMO

I,.....(Name of student) s/o, d/o
.....R/o..... is reporting
for admission on..... for MBBS Course (2026-27 Batch) & submitting the allotment
letter issued by DGME, U.P. I have received the following documents from the College office:

1. A copy of the fee structure (notification dated 01.09.2026 issued by the State Government having the fee structure of Subharti Medical College, Meerut) and other important terms & conditions for admission in MBBS course of Subharti Medical College, Meerut in academic session 2026-27. **(Annexure 1 and 2).**
2. 02 Formats of Affidavits to be typed on Non-Judicial stamp paper of Rs. 100/- and & to be notarized by the Government approved Notary at Meerut. **(Annexure 3 & 4).**
3. Format of registered agreement to be entered with Subharti Medical College regarding the fee Structure **(Annexure 5).**
4. List of self attested photocopies of documents required to be submitted at the time of admission i.e. Marks sheet & Certificate of 10th & 12th Examination, NEET score card, Religion certificate (only for Buddhist students), School Leaving Certificate, Aadhar Card, Voter Card, PAN Card, Caste Certificate for SC/ST/OBC candidates etc.
5. I(candidate), have been told that I have to bring all original documents along with self-attested photocopies for completing the process of admission.

I have been told that I will have to submit the above documents as mentioned in clause 1, 2, and 4; and will also have to enter into a registered agreement with the college as mentioned in point no. 3 herein above, before the last date declared by the DGME, U.P. In case I fail to submit the above-mentioned documents in-time, it will be presumed that I am not interested in taking the admission and my admission shall stand cancelled.

Counter Sign by Parents _____

Name _____

S/o, d/o, w/o _____

R/o _____

Mobile No. _____

E-mail _____

Signature _____

Name of the student _____

S/o, d/o _____

R/o _____

Mobile No. _____

E-mail _____