STUDENT REGISTRATION FORM (Self-Finance)

Date: ……………………..

Name of Student: ………………………………… Sex: ………….

Class: ……………………………………. *Student No. …………….*

Mobile No:………………………………

Signature of Student

Step 1: **Report to *Student Service Officer* and get the room allocated/verified:**

Allocated Hostel Room No: …………………………. (*to be filled in by the student*)

Signature of Student Service Officer

Step 2: **Report to ESRO, Examination Cell for verification of modules to be repeated, if any**

1. …………………………… 2. …………………………………

3. …………………………… 4. ………………………………….

5. ……………………………

(*Individual student is responsible for filling up the repeat module information here.*)

Signature of ESRO, Examination Cell

(THIS PART TO BE FILLED IN BY THE ACCOUNTS ASSISTANT)
Step 3: **Report to Accounts Section and pay the following fees:**

(1) Tuition fee: **Nu.** …………………………………

(2) Institute Development fund (IDF) **Nu.** …………………………………

(3) Token Fee **Nu.** …………………………….

(4) Caution money (refundable) **Nu.** …………………………….

(5) Repeating Module fee: **Nu.** …………………………….

(6) Any others **Nu.** …………………………….

Total Fee paid **Nu.** …………………………….

Signature of Accounts Assistant

Please see overleaf

Step 4: **Submit this form to the *Student Service Officer*.**
(***If you are a new student, please submit the following documents***)

(1) Class 12 Mark sheet ☐

(2) Class 12 Pass Certificate ☐

(3) School Leaving Certificate ☐

(4) Copy of Citizenship ID card/Letter from Immigration & Census ☐

(5) Any others (……………………………………..) ☐

Signature of Student Service Officer

Students to fill in the following details:

1. *Permanent Address:*

   Parent's Name: …………………………………………

   Village: …………………………………………………

   Gewog: …………………………………………………

   Dzongkhag: …………………………………………….

   Parent's/Guardian's Mobile No: …………………………

2. *Current Address:*

   Parent's/Guardian's Name: …………………………………

   Village: …………………………………………………

   Gewog: …………………………………………………

   Dzongkhag: …………………………………………….

   Parent's/Guardian's Mobile No: …………………………