



**Performa for checking of original documents and depositing fees etc.  
Session 2019 - 2020**

Programme : .....

Reg./Appl. No.....

1. Name of Student (In Capital letters) : .....
- Mob.No. ....
- E-mail .....
  
2. Mother's Name : .....
- Mob.No. ....
- E-mail .....
  
3. Father/Guardian's Name : .....
- Mob.No. ....
- E-mail .....
  
4. Date of Birth : .....
5. Category (GEN/OBC/SC/ST/PWD) : .....
6. Aadhar Card No. : .....
- (A photocopy must be attached)
7. State from which you have been selected for admission : .....
8. Residence Address : .....
- Post.....Distt.....
- State.....Pin .....
9. Name of Home-Town : .....
10. Nearest Railway Station : .....
11. Nearest Bus Station : .....
- (For of Railway/Bus Concession)
12. Are you employed ? : .....
- (If employed, give the name & address of the Employer)
13. Teaching Experience (Certificate to be enclosed duly countersigned by the Inspector of School/ District Education Officer/BDO) : .....
14. Name of the Board/University last attended : .....
15. Name of the Institution last attended. : .....
16. In case you have already been enrolled in the MDS University, Ajmer please mention your Enrolment Number : .....
17. Whether Hostel accommodation is required? : Yes / No
18. Whether Police verification certificate is enclosed? : Yes / No

19. Academic Records

:

Examination Passed	Year	Division	MARKS		Percentage of marks obtained	Subject Offered
			Maximum	Obtained		
Sr. Sec./Inter/+2						
B.A./B.Com./B.Sc.						
M.A./M.Com./M.Sc.						
B.Ed./B.T./L.T.						
M.Ed.						
Other						

Date :

Full Signature of the student

FOR OFFICE USE ONLY

Original documents have been checked by me and found correct. Self Attested/Attested copies of necessary documents along with the Original Transfer Certificate/College Leaving Certificate/Relieving letter/No Objection Certificate from the Organization/Institution last served/serving are enclosed in the original Application Form.

The student Ms./Mr. .... reported in the forenoon/afternoon of .....

CHECKING OFFICER

Fees may be accepted/not accepted.

CONVENOR

HEAD OF DEPARTMENT/CHAIRPERSON ADMISSION COMMITTEE

PRINCIPAL

Hostel accomodation allowed/not allowed.

CHIEF WARDEN

FOR ACCOUNTS SECTION USE ONLY

Ms./Mr. .... has deposited her/his fees amounting to Rs. .... vide Receipt No. .... dated .....

Dated .....

Signature of Cashier



REGIONAL INSTITUTE OF EDUCATION AJMER  
(National Council of Educational Research & Training)  
(NAAC accredited with A+ Grade Institution of NCERT)

No. \_\_\_\_\_

Application for Hostel Admission

Session 2019-2020

Affix  
latest  
photo

1. Name of Student : ..... Mob.No.....
2. Aadhar No. : .....
3. Mother's Name : ..... Mob.No.....
4. Father/Husband/Guardian's Name : ..... Mob.No.....
5. Permanent Home Address : .....
6. Local Guardian and Address (if any) : .....  
with Phone/Mobile No. ....
7. Programme/Course Admitted to : .....
8. Date of Admission : .....
9. Fee Receipt No.: .....and Date.....
10. Name and Address of Persons to be contacted in emergency :  
(1)..... Mobile No. ....  
(2)..... Mobile No. ....
11. **Declaration:** (i) The above information is correct to the best of my knowledge and belief.  
(ii) I have read and fully understood the rules and regulations of the hostel. I shall abide by them.  
(iii) In case I fail in the University Main Examination, I shall immediately vacate the hostel.

Date :

Signature of the Student

Remarks of the Head of the Department : Recommended/Not recommended for admission.

Date :

Signature of HOD

ORDER

Ms./Mr. .... D/o W/o S/o.....  
is hereby provisionally allotted Room No..... in .....Hostel w.e.f. ....  
Her/His admission is subject to her/his good conduct during the stay in the hostel.

Warden

Chief Warden

ACKNOWLEDGEMENT

I have occupied Room No..... of ..... Hostel. I have taken possession of the following articles which are in good condition. The safe custody of these articles is my responsibility. If I am found involved in any activity leading to damage to the hostel property, I will bear the expenses of the damage.

Table-1, Ceiling Fan-1,  
Chair-1, Complete Tube Light-1  
Cot-1, .....

Place: Ajmer

Signature of the Hosteler

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

This form should be submitted to the Hostel Clerk



REGIONAL INSTITUTE OF EDUCATION, AJMER  
(National Council of Educational Research and Training)  
(NAAC accredited A+ Grade Institution of NCERT)

Affix  
latest  
photo

## MEDICAL CERTIFICATE

Name: ..... D/o S/o Shri .....

Age: ..... Sex: ..... Height: ..... Weight: .....

Chest Measurement: .....

Heart and Lungs: .....

Vision : Distance: .....

Near: .....

Remarks (if any): .....

Color vision: .....

(Inability to distinguish between principal colours)

Congenital or other diseases: .....

.....

Hearing: .....

(Whether defective, must be corrected)

Pregnancy (Female candidate): Yes / No

\* I hereby certify that I have examined Ms./Mr. ....  
a candidate for admission to Four Year B.A.B.Ed./ Four Year B.Sc.B.Ed./ Two Year B.Ed./ Two  
Year M.Ed. Programme/ Diploma Course of Guidance and Counselling (DCGC) in the Regional  
Institute of Education (NCERT), Ajmer (Rajasthan) and could not discover that she/he has any  
disease except .....  
I do not consider that her/his will hamper her/his studies for the above mentioned  
programme/course.

Date .....

Place .....

MEDICAL OFFICER

SEAL

\* This certificate is to be given by a Medical Officer of a District Govt. Hospital or Superintendent  
of Medical College/Hospital in the State.

## DECLARATION / UNDERTAKING

I, Ms./Mr. .... D/o W/o S/o Shri .....  
in the light of Supreme Court judgment hereby solemnly declare that:

1. I have never indulged in any incident of ragging nor I will indulge in such kind of act in future. If I am found indulged in such activities of ragging, my admission will be automatically stand cancelled.
2. I have gone through all the rules and regulations of the Institute and I agree to abide by the same. I will adhere to all the rules pertaining to discipline of the hostel and the Institute. In previous classes I was not involved in any act of indiscipline. I shall not indulge in any indiscipline activities leading to damage of Hostel/Institute furniture, CCTV Camera's etc. I also declare that I shall submit the hostel admission form in the stipulated time. I shall not take any part in the unauthorised occupancy in the hostel room. I also declare that I am not working in any government/semi government/autonomous/private institution.
3. I was never charged of any misbehaviour/crime and neither I have been released on bail in matter of any criminal act and no criminal case is pending against me in any Court of law.
4. No complaint/FIR has been lodged against me by any authority of previous Institution in which I studied.
5. I am well aware of the University rules regarding 80% attendance in each subject, which is compulsory, failing which I shall be debarred from taking the examination. If I remain absent without intimation to the Institute continuously for 15 days or more from the Institute for any reason, my name shall be struck off automatically from the students roll.
6. I shall attend classes regularly in the Institute and my admission can be cancelled if I continuously remain absent without the permission of Principal for a period of fifteen days or more. If, due to shortage of attendance, I am detained from appearing in the University Examination the responsibility would be of my own.
7. I hereby undertake that I shall participate in all the celebrations hosted by the Institute positively and abide by all the rules and regulations of the Institute. In case of my unsatisfactory conduct in and or outside the Institute, my admission may be cancelled and I may be expelled from the Hostel and or Institute.
8. I declare that all the entries in my admission form are true and correct to the best of my knowledge and belief. In case anything is found wrong/incorrect my admission will automatically stand cancelled.
9. In case any relevant information is found to be suppressed by me, my admission can be cancelled at any time.
10. I shall abide the rules and regulations mentioned in ordinance of Maharshi Dayanand Saraswati University, Ajmer.

Date \_\_\_\_\_

Signature of the student \_\_\_\_\_

Name \_\_\_\_\_

Class \_\_\_\_\_

My latest address is:-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree to abide by the declaration/undertaking given by my ward.

Signature of the parents/Guardian \_\_\_\_\_

Name \_\_\_\_\_

Relation with the student \_\_\_\_\_

Emergency contact number \_\_\_\_\_

## विद्यार्थी द्वारा घोषणा

मैं \_\_\_\_\_ (विद्यार्थी का नाम) पुत्री/पुत्र  
\_\_\_\_\_ एतद् द्वारा यह वचन देती हूँ/देता हूँ कि  
यदि मेरी \_\_\_\_\_ (सत्र/सेमेस्टर) हेतु क्षे.शि.स., अजमेर के  
(कक्षा का नाम) में उपस्थिति (म.द.स.वि.वि., अजमेर के नियमानुसार) कम पाई जाती है, तो  
मेरा प्रवेश इस संस्थान से या छात्रावास से अथवा दोनों से निरस्त किया जा सकता है।

विद्यार्थी के हस्ताक्षर .....

विद्यार्थी का नाम .....

सत्र 20..... – 20.....

## अभिभावक द्वारा घोषणा

मैं \_\_\_\_\_ (अभिभावक का नाम) जो कि  
\_\_\_\_\_ (छात्रा/छात्र का नाम) का \_\_\_\_\_ (संबंध)  
हूँ एतद्द्वारा यह घोषणा करता हूँ कि जो मुझे उपस्थिति के नियमों (म.द.स.वि.वि., अजमेर) व  
उपस्थिति कम होने की दशा में प्रवेश निरस्तकरण के बारे में भली-भांति जानकारी है। यदि  
मेरे पाल्य \_\_\_\_\_ (विद्यार्थी का नाम) की उपस्थिति कम पाई  
जाती है, तो उसका प्रवेश संस्थान से या छात्रावास से अथवा दोनों से निरस्त किया जा  
सकता है।

अभिभावक के हस्ताक्षर .....

अभिभावक का नाम .....

UNDERTAKING BY STUDENT

I \_\_\_\_\_ (name of student) D/o S/o \_\_\_\_\_  
\_\_\_\_\_ do hereby undertake that in case my phasewise attendance is found short (as per M.D.S.U., Ajmer norms) in R.I.E., Ajmer for the \_\_\_\_\_ (Session/Semester) in class \_\_\_\_\_, my admission from this Institution or Hostel or both may be cancelled.

Signature of the Student.....

Name of the Student.....

Session 20.....- 20.....

UNDERTAKING BY PARENTS/GUARDIAN

I \_\_\_\_\_ (name of parent) \_\_\_\_\_ (Relation)  
of \_\_\_\_\_ (name of student) do hereby undertake that I am aware of attendance rules (M.D.S.U., Ajmer) and cancellation of admission due to shortage in attendance. In case the shortage of the attendance of my ward \_\_\_\_\_ (name of student), her/his admission may be cancelled from the Institute or Hostel or both.

Signature of the Parents/Guardian.....

Name of the Parents/Guardian.....

## छात्र का आश्वासन

1. मैं \_\_\_\_\_ (प्रवेश/पंजीकरण/नामांकन संख्या के साथ ही छात्र का पूरा नाम) सुपुत्र/सुपुत्री/\_\_\_\_\_  
श्री/श्रीमती/सुश्री \_\_\_\_\_ जिसे \_\_\_\_\_ में (संस्थान का नाम) प्रवेश दिया गया है, उसने उच्च शैक्षिक संस्थानों में 2009 के जोखिम पर नियंत्रण संबंधी यूजीसी विनियमों की प्रति प्राप्ता की है (जो इसके आगे से विनियम कहलायेंगे) तथा इन विनियमों में समाविष्ट प्रावधानों को ध्यानपूर्वक पढ़ कर पूरी तरह से समझ लिया है।
2. मैंने, विशेष रूप से इन विनियमों की धारा 3 को ध्यानपूर्वक पढ़ा है तथा मुझे इस बात का संज्ञान है कि रैगिंग में कौन सी बातें सम्मिलित हैं।
3. मैंने विनियमों की धारा 7 एवं 9.1 को भी विशेष रूप से पढ़ा है तथा मैं उस दण्डात्मक एवं प्रशासनिक कार्रवाई के विषय में पूरी तरह से सचेत हूँ जो मेरे विरुद्ध लागू की जा सकती है यदि मैं रैगिंग को बढ़ावा देने के लिए दोषी पाया जाता हूँ अथवा रैगिंग को सक्रिय अथवा छिपे तौर से प्रोत्साहित करने अथवा इस विषय में षडयन्त्र करने का दोषी पाया जाता हूँ।
4. मैं एतद्वारा सत्यनिष्ठ रूप से प्रमाणित करता/करती हूँ एवं आश्वासन देता/देती हूँ कि \_\_\_\_\_  
(क) मैं ऐसे किसी व्यवहार अथवा कृत्य में संलिप्त नहीं होऊँगा/होऊँगी जिसे इन विनियमों की धारा 3 के अंतर्गत रैगिंग के रूप में माना जा सकता है।  
(ख) मैं ऐसे किसी आचरण अथवा अनाचरण के काम में न तो भाग लूँगा/लूँगी न ही उसके षडयन्त्र में अथवा उसके प्रोत्साहन में शामिल होऊँगा जिस कृत्य को इन विनियमों की धारा 3 के अंतर्गत रैगिंग के रूप में माना गया है।
5. मैं एतद्वारा प्रमाणित करता/करती हूँ कि यदि मैं दोषी पाया जाता हूँ तो इन विनियमों की धारा 9.1 के अनुसार इनसे बिना पूर्वग्रह के मैं दण्ड के लिए तथा ऐसी दण्डात्मक कार्रवाई के लिए उत्तरदायी हूँ जो कि अन्य किसी अपराधिक मामले के प्रति किसी-धन/दण्डात्मक-अथवा-अन्य-किसी-कानून-के-अनुसार मेरे विरुद्ध की जा सकती है।
6. मैं घोषित करता/करती हूँ कि इस देश के किसी भी संस्थान ने, मुझे रैगिंग के षडयन्त्र में अथवा इसे प्रोत्साहित करने, इसको भड़काने में अथवा इसमें भाग लेने के मामले में दोषी पाने के लिए ना तो निष्कासित किया है ना ही प्रवेश से बाधित किया है—और मैं यह भी प्रमाणित करता/करती हूँ कि यदि की गई यह घोषणा असत्य पाई जाती है तो मुझे पूरी जानकारी है कि मेरा प्रवेश निरस्त करने का उत्तरदायित्व मुझ पर होगा।

घोषित किया गया \_\_\_\_\_ दिन \_\_\_\_\_ माह \_\_\_\_\_ वर्ष

शपथकर्ता के हस्ताक्षर  
नाम

## सत्यापन

सत्यापित किया जाता है कि यह दृष्टनबद्धता मेरे संज्ञान सर्वांगीण रूप से सत्य है तथा इसका कोई भी अंश असत्य नहीं है तथा इसमें कथित कोई भी बात ना तो छिपाई गई और ना ही अयर्थाथ कही गई है।

सत्यापित (स्थान) \_\_\_\_\_ दिन \_\_\_\_\_ माह \_\_\_\_\_ वर्ष \_\_\_\_\_

शपथकर्ता के हस्ताक्षर  
नाम



**ANNEXURE I**  
**AFFIDAVIT BY THE STUDENT**

I, \_\_\_\_\_ (full name of student with Institute Roll Number)  
s/o d/o Mr./Mrs./Ms. \_\_\_\_\_, having  
been admitted to \_\_\_\_\_ (name of the institution), have  
received or downloaded a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher  
Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the  
provisions contained in the said Regulations.

- 1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 2) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the  
penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting  
ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 3) I hereby solemnly aver and undertake that
  - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the  
Regulations.
  - b) I will not participate in or abet or propagate through any act of commission or omission that may be  
constituted as ragging under clause 3 of the Regulations.
- 4) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the  
Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or  
any law for the time being in force.
- 5) I hereby declare that I have not been expelled or debarred from admission in any institution in the country  
on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm  
that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.
- 6) Along with the above mentioned points I do hereby declare that
  - a) I will obey the code of conduct of the institute and do not indulge in any kind of in-disciplined activity  
while in and off the institution campus.
  - b) I will be solely responsible for any kind of accident/mishap caused on account of the above mentioned  
clause (6.a).

Declared this \_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent  
Name: \_\_\_\_\_

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false  
and nothing has been concealed or misstated therein.

Verified at -----(place) on this the -----(day) of -----(month), -----(year).

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the -----(day) of -----(month),  
----- (year) after reading the contents of this affidavit.

OATH COMMISSIONER

*Note : It is mandatory to submit this affidavit in the above format, if you desire to register for the  
forthcoming academic session.*

माता-पिता/अभिभावक द्वारा दी गई प्रतिबद्धता

1. श्री/श्रीमती/सुश्री \_\_\_\_\_ (माता-पिता/अभिभावक का पूरा नाम छात्र का पूरा नाम उसके प्रदेश/पंजीकरण/नामांकन संख्या सहित) के पिता-माता/अभिभावक, जिसके छात्र को \_\_\_\_\_ (संस्थान का नाम) में प्रवेश दिया गया है, इसने उच्च शैक्षिक संस्थानों, 2009, में रैगिंग के जोड़िम पर नियन्त्रण लगाने से संबंध यूजीसी विनियमों (जो आगे से विनियम के नाम से कहलायेंगे) को ध्यानपूर्वक पढ़ लिया है तथा इन विनियमों में समाविष्ट प्रावधानों को पूरी तरह समझ लिया है।
2. मैंने, विशिष्ट रूप से इन विनियमों का अध्ययन किया है तथा मुझे इस ज्ञात की जानकारी है कि रैगिंग में क्या बात शामिल है।
3. मैंने विनियमों की धारा 7 एवं 9.1 का भी विशेष रूप से अध्ययन किया है तथा मैं पूरी तरह से जागरूक हूँ कि यदि मेरी संतान रैगिंग की अथवा रैगिंग में सहायक होने की सक्रिय अथवा छिपे तौर से दोषी पाया/पाई जाती है अथवा रैगिंग को बढ़ावा देने के षडयन्त्र का एक हिस्सा होता/होती है तो उस स्थिति में उसके विरुद्ध जिस दण्डात्मक एवं प्रशासनिक कार्रवाई का वह भागीदार होगा/होगी, वह मेरे संज्ञान में है।
4. मैं एतद्वारा सत्यनिष्ठ रूप से प्रमाणित करता/करती हूँ एवं आश्वासन देता/देती हूँ कि \_\_\_\_\_  
(क) मेरी संतान ऐसे किसी व्यवहार अथवा कृत्य में संलिप्त नहीं होगी जिसे विनियमों की धारा 3 के अंतर्गत रैगिंग माना गया है।  
(ख) मेरी संतान जान बूझकर अथवा भूलभूक से ऐसे किसी कृत्य में न तो संलिप्त होगी अथवा न ही उसमें सहायक होगी ना ही उसे प्रोत्साहित करेगी जिसे इन विनियमों की धारा 3 के अंतर्गत रैगिंग के रूप में माना गया है।
5. एतद्वारा मैं यह घोषित करता/करती हूँ कि यदि मेरी संतान रैगिंग की दोषी पाई जाती/पाया जाता है तो वह इन विनियमों की धारा 9.1 के अनुसार दण्ड की भागीदार होगा/होगी जो कि किसी भी अन्य आपराधिक कृत्य के पूर्वाग्रह के बिना होगा-तथा जो दण्ड मेरी संतान के विरुद्ध किसी भी दण्ड संबंधी कानून के अथवा वर्तमान में लागू किसी भी अन्य कानून के अनुसार होगा।
6. एतद्वारा मैं यह घोषित करता/करती हूँ कि यदि मेरी संतान इस देश में विद्यमान किसी भी संस्थान द्वारा रैगिंग की दोषी अथवा उसमें सहायक होने कि अथवा षडयन्त्र का एक हिस्से के रूप से दोषी होने के कारण अथवा उसे प्रोत्साहित करने के दोष के कारण निष्कासित नहीं हुई है/हुआ है तथा मैं यह भी पुष्टि करता हूँ कि यदि यह घोषणा असत्य पाई जाती है, तो मेरी संतान को दिया गया प्रवेश निरस्त कर दिया जायेगा।

घोषित किया गया \_\_\_\_\_ दिन \_\_\_\_\_ माह \_\_\_\_\_ वर्ष \_\_\_\_\_

शपथकर्ता के हस्ताक्षर

नाम:

पता:

दूरभाष सं./मो. नं.:

सत्यापन

सत्यापित किया जाता है कि यह बयानबद्धता मेरे संज्ञान में सर्वांगीण रूप से सत्य है तथा इसका कोई भी अंश असत्य नहीं है तथा इसमें कथित कोई भी बात ना तो छिपाई गई है और ना ही अयर्थाथ कही गई है।

सत्यापित (स्थान) \_\_\_\_\_ दिन \_\_\_\_\_ माह \_\_\_\_\_ वर्ष \_\_\_\_\_

शपथकर्ता के हस्ताक्षर

नाम:

**ANNEXURE II**  
**AFFIDAVIT BY PARENT/GUARDIAN**

I, Mr./Mrs./Ms. \_\_\_\_\_ (full name of parent/guardian) father/mother/guardian of, (full name of student with University Roll Number), having been admitted to \_\_\_\_\_ (name of the institution), have received or downloaded a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

- 1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 2) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 3) I hereby solemnly aver and undertake that
  - a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 4) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 5) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.
- 6) Along with the above mentioned points I do hereby declare that
  - a) My ward will obey the code of conduct of the institute and do not indulge in any kind of in-disciplined activity while in and off the institution campus.
  - b) My ward will be solely responsible for any kind of accident/mishap caused on account of the above mentioned clause (6.a).

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent

Name:

Address:

Telephone/ Mobile No.:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day) of (month), (year).

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

*Note: It is mandatory to submit this affidavit in the above format, if you desire to register for the forthcoming academic session.*