OFFICE OF THE CONTROLLER OF EXAMINATION
APEX UNIVERSITY, JAIPUR

Ref. No: - F.3(1)(2) Exam(CO)/AU/2025/ 2518   Date:- 08ᵗʰ October, 2025

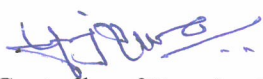## Notice

All the Students of Certificate, Diploma, Under Graduate, Post Graduate Courses and Lateral Entry (III Sem/II Year) of Apex University I Year/I Semester (Session 2025-2026) are hereby informed that their Enrollment Forms shall be filled through online mode as per given below link and as per following Schedule:-

Particulars	Schedule Dates	Enrollment Fee
Schedule to fill Enrollment Forms with normal Fee	10/10/2025 to 25/10/2025	Rs. 2500/-
Schedule to fill Enrollment Forms with Late Fee	26/10/2025 to 31/10/2025	Rs. 3000/-
Documents required in student file for filling of Enrollment Forms.		

1. Mark Sheets of Class-X, XII, Graduation and Post Graduation (whichever is applicable).
2. Four Pass Port size latest Photograph, Original Migration Certificate.
3. Original TC & CC, Caste Certificate (if applicable) and copy of Adhar Card.
4. Academic Bank of Credits (ABC ID), Undertaking (Original).

STUDENT ENROLLMENT FORM PROCESS (Guide Steps).

- **Login https://www4.tcsion.com/SelfServices (Use Google Chrome)**
- Self page of Student after login successfully, click on Request letter button (New page open for filling enrollment request).
- Click on Certificates TAB (Filling request) and click on button "Apply Certificate/Mark sheet/Transfer".
- New page open choose option/select "certificate" at label Capture Request information.
- Please OK at label additional information then Click Next button.
- Payment gateway or Non eligibility screen shows. Come back on same screen after payment successful.
- Click on refresh button for view payment approved list.
- Click on view button on as shown list (very right).
- Next screen showing with download button (down letter).

1. Enrollment Forms shall be filled through online mode only.
2. All Dues and Documents of the students must be cleared before filling of Enrollment Forms.
3. Check your details mentioned in Enrollment Form (As per Class-X Mark Sheet) and if any correction is required in Enrollment form you may correct the same with pen in bold letters & supporting documents be attached for any deviation from Class-X Mark sheet.
4. After filling the enrollment printout of enrollment form must be submitted in Admission Cell at your respective campus.

Controller of Examinations