SHIV NADAR
UNIVERSITY
CHENNAI

Admissions 2024 Information Sheet

PLEASE GO THROUGH CAREFULLY

All relevant questions regarding the admission process are answered below. **Please take a printout of this Information Page and refer to it for any clarifications**.

Emails / Messages / Calls regarding points already covered in this document **will not be responded to.**

In case of specific queries NOT COVERED below, please send a mail ONLY to admissions@snuchennai.edu.in. Communication to any other email-id will remain unanswered.

Please quote **Application Number** in all Communication

IMPORTANT : You will be required to upload following documents once you complete filling up the Application and BEFORE you can go to the Application Fee Payment and Slot Selection Stages. Please ensure that you have the required document (wherever applicable) ready for uploading.

- Color Photo
- Signature
- 10th Mark Sheet
- 12th Mark Sheet (if results have been declared)
- Community Certificate (for SC / ST / BC / MBC, as applicable)
- Adhaar Card
- Foreign National Passport / OCI Card / PIO Card (where applicable)
- Parent's sponsor Letter for NRI Candidates
- Confirmation of NRI status from the concerned Embassy abroad
- Last 2 years Sports Proficiency proof (if applicable at the levels mentioned)
- Extracurricular Activities Proficiency proof (if applicable at the levels mentioned)
- Any other document that you may want to upload in the field given for same

ELIGIBILITY

- Only students who have secured a **minimum of 60% in aggregate in 10th Standard Board Exams are eligible to apply.**
- Irrespective of performance in the SNUCEE, **only students who secure a minimum of 75% in aggregate in 12th Standard Board Exams will be considered for the Interview stage.**

APPLICATION

IMPORTANT : Note down user-id and password of your Application carefully**. You will need these to regularly access the Application Portal / Dashboard.**

- **APPLICATION FEES ARE NOT REFUNDABLE.**
- Start the Application **ONLY if you wish to seek admission to the SHIV NADAR UNIVERSITY CHENNAI Campus**.
- This Application **is not valid for** Shiv Nadar Institute of Eminence (SNIoE), NOIDA.
- Shiv Nadar University Chennai is an independent Institute and Applications from / to NOIDA Campus is **not transferable**.
- **ONLY ONE application can be submitted** for each Program (Engineering / Commerce / Economics).
- However, if you wish to apply for more than one Degree, e.g., for B Com & also for B Sc – Economics (DS), you may submit two separate applications. You must use the same email-d, mobile number and Aadhaar number for both Applications.
- Fill up the application carefully and go through the details again before submitting the application. **Once the application is submitted, details cannot be changed**.
- **Your email-id, mobile number, and Aadhaar number, once registered, CANNOT be changed.**
- **Applicant details**
  - Ensure that the Applicants Name, Gender, Email-id, Mobile Number & Aadhaar number are correctly filled in.
  - Recheck to ensure that Name matches the spelling as per Aadhaar Card & 12th Standard Mark Sheet.
- Be careful while selecting the DEGREE : i.e., B Tech or B Com or B Sc. Once selected and the Application is submitted, the degree of choice CANNOT be corrected.
- Select PROGRAM preferences carefully, wherever asked : e.g., Preference 1 – B Tech CSE (IOT), Preference 2 – B Tech CSE (Cyber Security), Preference 3 – B tech AI & DS. Please enter ALL preferences asked for. **Once selected and submitted, the program preference priority CANNOT be changed.**
- **Entering 10th & 12th Standard Board Marks**
  - Ensure that the marks are filled up accurately.
  - Once the marks are entered and submitted, they cannot be changed.
  - Any mismatch in marks entered and those reflected in the original certificates will result in disqualification from the admission process.
- **CATEGORY**
  - *SPORTS* : Should be selected only for outstanding performances, e.g. medal winning performances over the past two years only at State or National or International levels.
  - *EXTRA CURRICULAR* : Should be selected only in cases of outstanding achievements and recognitions at State or National or International level over the past two years.

SNUCEE

- **Please select your SNUCEE Centre, date and slot through your Admissions Portal Dashboard after paying Application Fees.**
- **Only ONE attempt at SNUCEE is allowed per Program.**
- If you apply for more than one Degree, you will have to appear for two separate SNUCEEs.

- Application Fee Payment screen will be made available only after completing the Application Form in all respects and Uploading copies of all required documents.
- You will be allowed to select the Exam Slot only after completing the payment for the Application Fee.
- Select the Exam Centre, Exam Date and Exam Slot that suits you best from the available options. Before submitting slot selection, re-check to make sure that you have not made a mistake. Once selected, the Exam Centre, Date & Slot cannot be changed.

- **IMPORTANT**
  - Seating capacity for each slot at every Exam Center **is fixed and cannot be increased.**
  - The availability of slots at the time of your slot selection is subject to prior bookings already received.
  - If the desired City / Date / Slot is unavailable, select an alternative, available option.
  - **No change in the Exam Slot will be allowed**, other than under exceptional circumstances, e.g., a Medical Emergency. The Head of Admissions' decision will be final in this regard and will also be strictly subject to availability of slots at the time of receiving the request *(having a conflicting schedule with another Examination will not be considered a valid reason for change of Exam Date)*.

SNUCEE Exam Center Cities					
Chennai	Coimbatore	Madurai	Bengaluru	Hyderabad	Vijaywada
Thiruvananthapuram	Mumbai	Delhi	Kolkata	Dubai	

- SNUCEE will be held on the following dates : **13th April, 27th April & 11th May 2024**.
  - *NOTE : SNU Chennai reserves the right to have additional phases of SNUCEE, if required, at any of the Cities mentioned above*
- All the Cities may not have exams scheduled on all the dates mentioned above.
- Some of the Cities will have two slots on each date : 09.00 am – 11.00 am & 01.00 pm – 03.00 pm. The rest will have only one of the two slots scheduled.
- SNU Chennai does not provide any Model Questions Papers or access to Question Papers from earlier years.
- The broad syllabus of SNUCEE Question Papers is based on the syllabus of various Boards of Education and is also given on the Admissions website.

HALL TICKET

- SNUCEE Hall Ticket giving Exam Centre Location in the selected City will be issued minimum 48 hours before the Exam date.
- **The Hall Ticket will be available for download in the Application Portal dashboard.**
- Please download and print a clear copy of the Hall Ticket.
- Ensure that you follow all the instructions given in the Hall Ticket.

INTERVIEW

- SNU Chennai does not publish the result / ranking list after the SNUCEE.
- Applicants short-listed for the Interview Stage will be informed directly over their registered email-ids.
- The date and time slot for the Interview will be informed to the short-listed candidates.
- Alternate dates for Interview Stage will not be available. Applicants must ensure that they are available and present for the interview at the allotted time. **Should an Applicant miss the allotted Interview, his/her admission process may stand terminated.**

- Only ONE Parent is allowed to accompany the applicant during the Interview.
- **IMPORTANT JEE MAINS SCORE BASED ADMISSION**
  - ➢ **Enter your JEE Mains Percentile Score in the field provided in the "Academic Details" Section.**
  - ➢ **The Institute reserves the right to offer a very limited number of candidates, out of those who score a minimum of 90 Percentile in JEE Main Exams, an option of direct Interview.**
  - ➢ **As the number of seats through this route is very small, it is recommended that Applicants appear for SNUCEE even if they have scored more than 90 percentile in JEE Main Exams.**

ADMISSION OFFER

- SNU Chennai does not publish the ranking list of the shortlisted applicants after the Interview Process.
- Applicants shortlisted for Admissions will be mailed Provisional Admission Offer directly over their registered email-ids.
- Successful applicants will be given a defined time within which they have to accept the Provisional Admission Offer by filling up SNUC ERP Portal and making the Full Fee Payment by the due date mentioned in the Offer Letter.
- Full Fee consists of:
  1. University Fees (Tuition & Admission Fee)
  2. University Caution Deposit
  3. Hostel Fees & Caution Deposit or Transport Fee
  4. **Opting for either a Hostel Facility or Transport facility and paying the applicable Fees is mandatory.**
- **The Admission Offer will stand automatically withdrawn, if Full Fee Payment is not completed by the date mentioned in the Admission Offer.**

DOCUMENT VERIFICATION

- Applicants who have completed payment of Full Fees will be required to visit the Campus for the Document Verification Process.
- Date, Time, and Process of Document Verification will be informed to the candidates over their registered email-ids.
- The Student, along with ONE Parent must be present at the appointed date and time along with all documents as mentioned in the communication.
- **Important : Presence of one parent along with the student is mandatory during the Document Verification Process.**

ORIENTATION PROGRAM

- Students who complete the Document Verification Process will be called for an Orientation Program ahead of the commencement of the 1st semester Academic Session.
- Information regarding Orientation will be conveyed to the students over their registered email-ids.
- 1st semester classes will commence immediately after the Orientation Program.