

You will need:

- Your **Registration card** and **Transcript photocopy**.
- Two MRP size photos
- Application charges:

Intermediate-Rs. 800

Bachelor's -Rs. 1700

Master's -Rs. 1800

The process to submit the documents:

- Fill the voucher and deposit the fees at Global bank located in front of the Office of the Controller of Examinations in Kirtipur or Balkhu.
- You can find a **form** for the **Original Certificate** at the Office of the Controller of Examinations in Balkhu. Fill the form.
- Go to room no. 1 of the Office of the Controller of Examinations in Balkhu with the bank voucher.
- You will get a computer voucher **slip** from room no. 1 and inquire which room you should go to next.
- Go to the redirected room number and submit your **documents**. They will tell you to come after a certain number of days to collect the **Original Certificate**.
- When you come to collect the **Original Certificate**, bring the above-mentioned computer **slip**, your citizenship, license, or any ID proof, both original and photocopy.