



OFFICE OF THE ACADEMIC REGISTRAR  
COTTON UNIVERSITY

No.: CU/Acad/HS Admissions/2023/219/463

Date: 19/10/2023

**NOTICE**

**(H.S. 1<sup>st</sup> year & 2<sup>nd</sup> year Casual admission)**

This is for general information to all concerned that Higher Secondary students of Cotton University who have either failed or did not appear in the 1<sup>st</sup> year or 2<sup>nd</sup> year Examinations may take Casual Admission by downloading and filling up the form available in the University website.

Fee for casual admission is Rs. 550/- (Rupees Five Hundred Fifty only).

**Candidates are requested to carefully follow the instructions given below:**

Step 1: Download the Casual Admission form from the Cotton University website.

Step 2: Fill up the relevant fields.

Step 3: Submit the duly filled up form to the Academic Registrar's Office for verification of AHSEC Registration No., Class Roll No, etc. **(Please bring relevant documents)**

Step 4: After verification, visit Finance Section for card payment (debit and credit only).

Step 5: Collect the Money Receipt and submit documents in O/o Academic Registrar.

**Last date of admission is on or before 31<sup>st</sup> October, 2023.**

Academic Registrar  
Cotton University

Copy to:-

1. PS to VC.
2. PS to Registrar.
3. Controller of Examinations.
4. Director of Students' Welfare.
5. All Heads of Departments.
6. Finance Officer.
7. CSM with a request to upload this notice in the University website and N/a.
8. Notice boards.
9. Office file.