



## ADMISSION COORDINATION CELL VISVA-BHARATI, SANTINIKETAN

Ref. No. VBACC/251/2022-23

Date: 29/08/2022

### NOTICE

#### Guidelines for Admission fee payment etc.

This is to notify to all the applicants those have attended counseling and selected for admission in various courses (XI, UG, PG, Ph.D, Certificate, Diploma, Advanced Diploma, Bridge Course) in Visva-Bharati are requested to make payment of admission fees through the following steps:

1. Payment option will be activated at 12.00 mid night onwards on the day of counseling. In case the payment link is not activated for any technical reason on the same day, the selected candidates may visit their Samarth account next day for update. If the next day is holiday or weekend, the payment link will be activated next immediate working day. The link will remain active for 72hours after the activation. Additionally, VB admission cell will send one mail to all selected candidates regarding the activation of the payment link along with a Google form. However, selected candidates are requested to check their VB application portal frequently to avoid any untoward situation on payment of admission fees (available on the admission portal and also upload on the Admission-2022 portal. The link for fees structure is [https://www.vbadmission.in/\\_files/ugd/aec4d6\\_66a294065cc8449b89c7e5cbaea9a73b.pdf](https://www.vbadmission.in/_files/ugd/aec4d6_66a294065cc8449b89c7e5cbaea9a73b.pdf)
2. Login to the VB admission portal by using your registered ID and Password through the link: <https://visvabharatiadmission.samarth.edu.in>
3. Then go to the 'Pay now' option to proceed for payment. Since the payment is a system regulated process, we request you to make online payment within the deadline. We suggest you to pay from a place where net connectivity is good and fast.
4. After making your payment, do not forget to take a print out the final payment slip.
5. Google form link will be sent to the registered e-mail (search in mailbox/spam/trash). Candidates must submit the Google form after filling-up regarding payment status.
6. In addition to the above only admitted candidates need to download following six documents, from the admission portal [https://www.vbadmission.in/\\_files/ugd/aec4d6\\_deb78cf46afa4ec88c51dcec0d14f0cb.pdf](https://www.vbadmission.in/_files/ugd/aec4d6_deb78cf46afa4ec88c51dcec0d14f0cb.pdf) and advised to carry the printed filled-up copy when they will be allowed to come physically in the campus along with the original credentials for verifications;
  - A) Counseling/Verification form
  - B) Declaration form
  - C) Affidavit by the students
  - D) Affidavit by the parents/Guardian
  - E) Rules of Conduct for students
  - F) Additional documents for Girls/female students
7. Medical fitness (including Blood group) certificate from a registered medical Officer.

**Regarding admission into more than one subject;**

If any applicant after admission/payment of fees on one subject would like to shift to another subject for admission at Visva-Bharati, then he/she needs to cancel his/her earlier admission by clicking **“Withdraw Admission”** through the link: <https://visvabharatiadmission.samarth.edu.in> using registered ID and password to log in. After withdrawing earlier admission only, the concerned candidates will be able to take admission in another subject/programme. The applicant withdrawing admission from one programme will not be restored for the same programme under any circumstances. The refund of the earlier admission will be made within the refund period of the concerned Bank after successful withdraw the admission for which he/she has paid the admission fees.

Before calling or sending email, all applicants are requested to browse VB admission portal ([www.vbadmission.in](http://www.vbadmission.in)) to get updated information.

Sd/- Coordinator  
Admission Coordination Cell  
Visva-Bharati