



CHHATRAPATI SHIVAJI MAHARAJ UNIVERSITY PANVEL, NAVI MUMBAI

Date: 06 Jan 2026

ADMISSIONS POLICY 2026-27

Online Application, Entrance Examination and Admission for Session 2026-27

1: Application/Registration

1. Admission for the Academic Session 2026-27 will start from 1st March 2026. Prospective students will fill up online application form by clicking "APPLY NOW" in the CSMU website, www.csmu.ac.in and visit the page www.csmu.ac.in/admissions.
2. The Admissions Department shall issue a public notice with all the information regarding admission at least 1 month in advance of the start of admissions.
3. All diploma, UG and PG admissions shall be through NPF through admission link: <https://csmu.nopaperforms.com/>.
4. Applications for UG programmes that have another UG degree as qualifying examination such as **LL.B.** and **B. Lib. ISc.** shall be made at MyCamu.
5. The candidate is required to enter their personal and communication details, qualifying exam name (appearing/passed) along with subjects, name and score in competitive examination if any, intended programme for admission.
6. Nonrefundable registration fee of INR 1500+Taxes is to be paid for all programmes. The application fee will be paid via application portal or by cash at the Accounts office counter (Rajgad Block 007).
7. A dedicated accounts office staff will be available to make entry of cash payments in NPF. If the application fee is paid via any other method, it is the responsibility of the candidate/concerned counselor to update the payment in the application portal.

2. Prima-Facie Document Verification

1. The Admission Department shall review the applications, check eligibility by verifying documents submitted online and send appropriate communication to the candidate.
2. The eligibility of the candidate is to be checked against the list of programmes for admission with eligibility as approved by the Academic Council.
3. Admission Department shall formally assign duties of prima-facie document verification among the admission executives. The list of these persons with contact numbers / emails shall be available in the Admission Office.
4. Once found eligible for the applied programme, the Admission Executive shall inform the candidate on the detail of entrance test. This information may be shared through automated CRM platforms.
5. If the candidate is found not eligible, the concerned admission executive must inform the candidate and the concerned counselor for proper guidance and counseling to the student. If no counselor is assigned, or not available, an alternate counselor will be assigned.
6. In case of any doubt/ ambiguity in ascertaining the eligibility of the candidate, the admission executive must inform the admission committee, which may form an equivalence subcommittee to resolve the ambiguity.

3. Entrance Examination

1. All admissions are to be done on the basis of merit alone. For this purpose, the University runs CSMU Common Entrance Test (CSMUCET). Subsequent to prima-



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facie eligibility check, Admissions Office will send **Call for CSMUCET letter** to all eligible candidates with information of the Entrance Test. (**Annex-1**).

2. Candidates who have cleared a competitive exam arranged by state/central govt. regulatory body (JEE/MHCET/CAT/CUET/NATA/CLAT etc.) are exempted from CSMUCET and shall be promptly informed of the same by the Admissions Office. In case of such candidates, offer of admission letter may be issued immediately subject to eligibility check only.

4. Offer of Admission

1. On the basis of the entrance test or score/rank of a candidate in any other equivalent entrance examination as defined in the entrance examination manual, the Admissions Office will send **Offer of Admission letter** to these candidates and ensure that the concerned counselor, either registered on NPF or not, receives a copy of the same.
2. A checklist containing information on documentation required for admission will be attached to the Offer of Admission Letter.

5. Provisional Admission

1. Upon receiving the offer of admission, the candidate may login to the NPF portal (direct login link is provided in the offer letter) and pay the annual programme fees to avail the offer of provisional admission.
2. The student may choose to pay only the non-refundable registration fee amount to secure their admission. However, if admission is not confirmed by verification of original documents and payment of the remaining programme fee before the given due date, admission of the candidate will be automatically forfeited and the seat will be offered to another eligible candidate.
3. Payment can be made through online NPF/ Camu or by cash in the University counter. Payment made in any other method will not be accepted until verification of said payment made and physical receipt given by the University accounts office.
4. The student will be receiving regular updates on the Start of Academic Session and other University Activities by the Counselor.

6. Confirmation of Admission

1. Candidates who have taken Provisional Admission, may confirm their admission by:
 - a. Verification of originals of all required documents and submission of Transfer/Migration certificate.
 - b. Confirming that adequate marks are obtained in qualifying examination according to the eligibility criteria of the selected programme.
 - c. Making payment of Annual Fees, or at least 50% of the Annual Fees in case of instalments.
2. The students with confirmed admission will receive further communication via Camu about their orientation programme and commencement of classes.
3. Candidates must come to the admissions office with all original documents and submit 2 self attested copies of each document and fill the enrolment form.
4. An admission document checklist that was emailed to the student must be filled out in hard copy and signed by the student, receiving officer and a verifying officer.



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5. Admission WILL NOT BE CONFIRMED UNTIL ALL REQUIRED DOCUMENTS ARE AVAILABLE IN THE ADMISSIONS OFFICE.
6. Upon confirmation of admission, the candidate will receive an email of admission confirmation and detailed information about his student login that will be migrated from Nopaperforms to Camu. Every student shall receive an information booklet containing fee payment schedules, university facilities and services, and various guidelines, rule and regulations of the University.

7. Enrolment:

1. Upon completion of document verification and submission of migration/ transfer certificates, the student shall fill up enrolment forms and submit to the Admissions Office along with another set of copies of all certificates and marksheets along with Caste, Domicile and Income Certificates wherever applicable.
2. The documents will be reverified by the HOD/ Admission Coordinator of the concerned Department / School / Faculty and shall be recommended to the Controller of Examinations to issue Enrolment Numbers.

Admission Process for International Students

Step 1: Application

- Prospective students will fill online application form for international students. along with scanned self-attested copy of all required documents as listed in the application form.
- After reviewing the documents for prerequisite, The FSC may notify the students asking them to pay the requisite application fee online or by bank transfer.

Step 2: Document verification and equivalence.

- International admissions are done based on the score of qualifying examination/ personal interview or entrance test conducted by the University (online CSMU Entrance Examination for admission in technical and professional programs).
- CSMU is a member of the Association of Indian Universities (AIU) and follow its guidelines on equivalence of the standard examinations carried out worldwide.
- Please look up the list of foreign examinations recognized by AIU as equivalent to 10th standard or 10+2 std. qualification of an Indian Board giving access to the Bachelor Degree program at Indian Universities, including Professional Programs.
- The student will obtain equivalence certificate from AIU (www.aiu.ac.in) by creating a login account in AIU and uploading all their marksheets and certificates to the AIU portal.
- For admission in any program other than a graduate or postgraduate English Language program, The student shall have obtained a minimum score in a standard English Language Proficiency Test such as ILTES or TOEFL. The minimum score considered is as decided by the University for the respective program of admission. If the score is not obtained by the student prior to join the University, the student must take up add-



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on courses provided by the University and appear in the Test to obtain the necessary course within one academic year after admission.

- After verification of documents online, and taking into account of the score of the student in the qualifying examination/ CSMUCET score/ personal interview score, the University will shortlist the student for provisional admission and will notify the student to pay the requisite fee for registration and annual programme fee through online portal/bank transfer.
- All original documents are to be verified at the University upon arrival of the student.
- The Foreign Students' Cell office, at any time, can request further documentations from the student to facilitate a smooth admission process.

Step 3: Admission and Relocation

- Subsequent to verification of all required documents and receipt of fees, the University will send admission letter to the student and all other documents required to obtain travel documents such as student visa etc.
- The student must have the original certificate/ final marksheet and its legal translation in English of the qualifying examination notarized by the embassy / consulate of India.
- The student needs to obtain a medical fitness certificate from a medical practitioner certifying that the student does not have any communicable disease.
- The FSC will forward the list of foreign/NRI students admitted along with the required documents to the relevant ministries of Ministry of Health & Family Welfare (MOHFW), Ministry of Human Resource Development (MHRD), Ministry of External Affairs (MEA), Government of India (GOI) to obtain the 'No Objection Certificate' (NOC) for the students.
- The student will be given an email ID of the University web domain to access online course structure, time table, course material etc. and to send/receive various communications.
- Subsequent to obtaining of student visa and all other necessary travel documents, the FSC will notify the student to initiate relocation to CSMU and will keep continuous communication with the student through the relocation process and will provide assistance as and when necessary.
- Upon arrival of the student at the University, the FSC will assist the student to obtain all necessary residence documents required by the FRRO, Govt. of India.

*Please contact the FSC at fsc@csmu.ac.in for more information.
Email director.admission@csmu.ac.in for general admission related queries.*

By approval of the competent authority

Director Admission