

# UTKAL UNIVERSITY PASSPORT MELA

Regional Passport Office, Bhubaneswar in association with Utkal University is organising a Passport Mela for Utkal University students, faculty and employees on 06.11.2016.

For this, an Orientation program was conducted at MCA Department, Utkal University on **02.11.2016**.

The Process of Passport making is as follows.

1. Register on <http://www.passportindia.gov.in/AppOnlineProject/welcomeLink> as a new user/existing user
2. Obtain Login ID. The login needs to be validates from the link provided in the confirmation mail from passport office.
3. Fill in your details as fresh/renewal applicant
4. Submit the application form. You will receive ARN.
5. Don't make any online payment as the payment of Rs 1500/- will be collected in cash on 06.11.2016 at RPO, Bhubaneswar, exclusively for Utkal University Passport Mela.
6. E-mail your (Name-Department-ARN) to [saritpanda@gmail.com](mailto:saritpanda@gmail.com)
7. Carry print out of Application
8. Carry self attested photocopies of the certificates/documents required (as per the list below)
9. Visit Passport Seva Kendra, Bhubaneswar at the allotted time on 06.11.2016

The minimum documents required for processing of passport applications are as follows which should be only in the name of the applicant.

**(ALL ORIGINAL DOCUMENTS ARE TO BE PRODUCED FOR VERIFICATION)**

For Students

1. Birth Certificate for those who are born after 26.01.1989
2. Matriculation certificate
3. Residential proof (students residing in hostel they have to produce boarder certificate from warden and University identity card)

#### 4. For non-hostellers

<b>You are required to submit at least 1 of the documents listed below.</b>	
1	Water Bill
2	Telephone (landline or post paid mobile bill)
3	Electricity bill
4	Income Tax Assessment Order
5	Election Commission Photo ID card
6	Proof of Gas Connection
7	Certificate from Employer of reputed companies on letter head
8	Spouse's passport copy (First and last page including family details), (provided the applicant's present address matches the address mentioned in the spouses passport)
9	Parent's passport copy, in case of minors(First and last page)
10	Aadhaar Card
11	Registered Rent Agreement
12	Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only)

For Staff and family members :

1. Birth Certificate for those who are born after 26.01.1989
2. Matriculation certificate
3. Annexure B/M/N (No objection from employeer)
4. For married lady applicants with change of surname/name have to produce Annexure - D/Marriage Certificate

## 5. Residential proof

**You are required to submit atleast 1 of the documents listed below.**

1	Water Bill
2	Telephone (landline or post paid mobile bill)
3	Electricity bill
4	Income Tax Assessment Order
5	Election Commission Photo ID card
6	Proof of Gas Connection
7	Certificate from Employer of reputed companies on letter head
8	Spouse's passport copy (First and last page including family details), (provided the applicant's present address matches the address mentioned in the spouses passport)
9	Parent's passport copy, in case of minors(First and last page)
10	Aadhaar Card
11	Registered Rent Agreement
12	Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only)