

## **Change of Address:**

Processing for Appointment for Change of Address for those who have changed their place of stay in India is ON LINE in FRO/FRRO and all processing & submission of documents including taking appointment date should be started and taken within 4 weeks of change of address. It is the responsibility of the student to report in time in Admission & Facilitation Cell for filling the papers ON LINE. If he/she fails to file the application in time he/she is liable to pay fine to Government of India. In case fine is payable, the student will collect the document called "Challan" from the concerned FRO/FRRO to pay fine in State Bank of India, Noida Branch / Greater Noida Branch.

***After collection of your "Change of Address" document from FRO/FRRO students are required to submit a copy immediately to Admissions & Facilitation Department of Sharda University.***

### *Documents required:*

- i. Photograph - 02 nos.
- ii. Passport & Visa Copy & Visa Extended copies + Original
- iii. RP/RC Copies + Original
- iv. Copy of House Rent agreement
- v. C Form for Hostellers
- vi. Copy of House owner's Identity Proof (ID) and Electricity bill of the Flat / House.
- vii. Bonafide Certificate - The student will come to FRO Section in Admission & Facilitation Department for the form. The student will fill the form & take signatures of the concerned officers in the FRO Section, which he will submit in the office of his school for getting Bonafide Certificate.