



PROCEDURE FOR ADMISSION CANCELLATION

Student applying for admission cancellation must follow procedure mentioned below,

- Student need to write one hand written application, clearly mentioning the exact reason for leaving the Institute.
- Along with hand written application attach Admission Cancellation Form Available at VNIT Website. (Link: <https://vnit.ac.in/academic/index.php/af/>)
- Student need to attach relevant documents in support on which they are seeking admission cancellation.
- Makes sure the information mentioned on above mentioned documents must be correct and forms are fully filled (to ease the refund process).
- If situation permits submit these all documents to VNIT, Nagpur Academic Section along with original ID Card (if issued).

If students are not able to submit these documents to VNIT, Nagpur Academic Section, then he / she can send it by speed post (Address: To, Dy. Registrar, Visversvaraya National Institute of Technology, S Ambazari Rd, Ambazari, Nagpur, Maharashtra 440010), and apply for the cancellation process through Email by sending scan copies of all the relevant documents to mail id: dr_acd@vnit.ac.in.

- Students take note that the process of cancellation will only be initiated after VNIT, Nagpur Academic Section will receive all the original documents by POST.
- For the students admitted freshly in VNIT (Aug 2020 & Later) are not requested to submit the ID card (as it is not issued to them)

List of Documents for admission cancellation:

1. Hand Written application
2. Admission Cancellation Form
3. ID Card (Original), if issued
4. Supporting documents on which cancellation applied

**Dy. Registrar
(Academic & Exam)**