



**HANSRAJ COLLEGE**  
**(University of Delhi)**  
**APPLICATION FORM FOR ADMISSION IN**  
**SHORT TERM ADD-ON COURSES**

(Please fill clearly in block letters and mark tick in appropriate box)

1. Course Applied For .....
2. Applicant's Full Name .....
3. Mobile number (1)..... Mobile number (2).....
4. Date of Birth: Day [ ][ ] Month [ ][ ] Year [ ][ ][ ][ ]
5. Gender: Male [ ] Female [ ] 6. Marital Status: Single.[ ] Married [ ]
7. Nationality: ..... 8. State if: NRI [ ] Foreign Student [ ]
9. Present Mailing Address: .....  
(in capital letters) .....  
City .....District .....State .....  
Pin Code :.....  
E-mail: (use BLOCK letters):.....
10. Permanent Home Address: .....  
(in capital letters) .....  
City .....District .....State.....  
Pin Code:..... Telephone :.....
11. Educational Data (present and previous starting from Class 10):

Affix Self  
Attested Recent  
Photograph of  
Applicant

Sr.No.	Examination Passed	Year of Passing	Board/Institute/University	% of Marks
1.				
2.				
3.				
4.				

**11. Family Information:**

	Name	Mobile number (s)	Landline Numbers
Father			
Mother			
Any other			

12. (a) Whether Employed : Yes [ ] No [ ]

(b) If Employed give Name of Organization / Company

(c) Working Experience

Sr.No.	Name of Organisation	From	To	Post Held	Remarks
1					
2					

15. (a) Course Fee Payment Details : Draft [ ] NEFT/Net Transfer [ ]

Please attach print out of transaction details

Name of Bank	DD /Cheque / EFT No.	Date of Issue	Amount

16. Have you enclosed

a) Application Fee Yes [ ] No [ ]

b) Course Fee Yes [ ] No [ ]

c) Undertaking. Yes [ ] No [ ]

Completed application form should be sent to:  
THE COORDINATOR (SHORT-TERM COURSES)

**HANSRAJ COLLEGE**  
Mahatma Hansraj Marg,  
Malkaganj, Delhi 110 007

**Declaration**

I hereby declare that if I am enrolled in the programme applied, I agree to pay balance of fee installments on specified dates. I further declare that the information provided by me in the application is true to the best of my knowledge and belief. A list of enclosures is attached with this application form.

Date..... Place.....

Signature of Student

**For Office Use Only**

Application Received on..... Enrolment No.....

Admitted on..... Programme.....

Receipt No..... Date..... Rupees.....

Receipt No..... Date..... Rupees.....

Mode of Payment.....

Date of next Fee Instalment if any.....

**Coordinator**

## Procedure/Instruction for Application Form

Students need not send/submit their original certificates. The following attested documents are to be enclosed along with the filled-in application

The following documents are to be attached with the completed Application Form.

- two passport sized colored photos
- attested copies of address and ID proof
- attested copy of existing student ID (if any)
- attested copies passing certificate or marksheet(s) of qualifying exams
- Rs.200/- in form of cash or demand Draft (DD) towards application per course(non-refundable)
- demand draft of course fee / cash deposit slip of bank / transaction detail in case of electronic transfer.
- If sending Demand Draft, then it should be made in name/favour of:

**PRINCIPAL, HANSRAJ COLLEGE** and payable at Delhi

### **Process of Fee Payment:**

#### 1) Demand Draft

Demand Draft / Bankers Cheque in favor of "**PRINCIPAL, HANSRAJ COLLEGE**" payable at Delhi:

#### 2) Direct Bank Deposit or Electronic fund transfer:

Applicant may also deposit fee in Bank Account. They may deposit the payments in cash or online.

Bank account details are as under:

<b>Name of Account</b>	: PRINCIPAL HANS RAJ COLLEGE
<b>Branch IFSC Code</b>	: CNRB0002848
<b>Account Number</b>	: 2848-10100-3001
<b>Branch address</b>	: Hansraj College, Malk Ganj, Delhi 110007
<b>Account type</b>	: Savings / S.B. Account

**Important:** After making any online transaction, applicants are advised to share details and screenshots of transactions done with +91-9312237583, +91-9999496878

The filled-in application along with the required documents to be sent by speed post or courier to :-

THE COORDINATOR (SHORT-TERM COURSES)  
HANSRAJ COLLEGE  
Mahatma Hansraj Marg,  
Malkaganj, Delhi 110 007

**Ph# +91-9312237583, +91-9999496878**