

**Admission Cell  
University Departments  
Rajasthan Technical University, Kota**

**INSTRUCTIONS FOR LEEP CANDIDATES**

- 1- FOR STARTING REPORTING PROCESS, VISIT  
[https://rtu.sumsraj.com/CollegePortal/Student\\_Admission\\_Process/AdmReg\\_Login.aspx](https://rtu.sumsraj.com/CollegePortal/Student_Admission_Process/AdmReg_Login.aspx)
- 2- Each candidate will require to generate password before proceeding. An initial password will be sent on the candidate's registered e-mail ID. The candidates have an option of updating their e-mail ID through an OTP on their registered mobile number.
- 3- Complete registration and upload all documents. List is given below

**The LIST OF DOCUMENTS REQUIRED**

1. Printout of provisional seat allotment letter taken from LEEP 2023. (Required)
  2. Candidate's recent color photographs (Required)
  3. Aadhar Card/Aadhar Acknowledgement Receipt (Required).
  4. Class X (High School) Mark-sheet/Certificate as proof of date of birth. (Required)
  5. Mark sheet of QUALIFYING EXAMINATION
  6. Certificate of category (SC/ ST/ OBC/ MBC/ EWS), issued by the Rajasthan State Government competent authority. (REQUIRED, if applicable)
  7. Undertaking by OBC/MBC in required format (Required for non-creamy layer).
  8. Certificate for Persons with Disabilities (PwD), ( Required, if applicable).
  9. Certificate for Ex-Service men, (Required, if applicable).
  10. Domicile certificate. (Required for Admitted on Rajasthan Quota)
  11. Income Certificate (Required for EWS/ Non Creamy layer OBC/MBC category candidates)
  12. Medical Fitness Certificate as per LEEP-2023 format (Required)
- 4- Once, you have uploaded the documents, generate preview. If any document is not properly visible, upload it again. Once submitted, you will be directed to Payment page.
  - 5- Pay Fee through online mode. No other mode of fee payment is available. Submit your fees through online mode.
  - 6- After completion of step 4 , visit Room No. 130 with original documents and get your documents verified.
  - 7- After successful verification you will be given allotment letter.