



**ADMISSION COORDINATION CELL  
VISVA-BHARATI, SANTINIKETAN**

**Guidelines for Admission fee payment**

This is to notify to all the applicants who have been selected for admission in various courses of Visva-Bharati are requested to make payment of admission fees through the following steps;

1) The link activation process for admission fee payment will start within next 5 (five) days from the date of counselling. In case of the counselling day is followed by Saturday or any holiday, the link activation process will start from Monday or next immediate working day. Selected candidates have to periodically log in their Samarth account to verify the activation of payment link. Additionally, VB admission Cell will send one mail to all selected candidates regarding the activation of the payment link along with a Google form. The link will remain active for 48 hours from the date of activation. All selected candidates are requested to check their VB Application portal frequently to avoid any untoward situation on payment of admission fees (Available on the admission portal and also upload on the admission-2023 portal.

2) Login to the VB admission portal by using your registered ID and Password through [www.vbadmission.in](http://www.vbadmission.in)

3) Then go to the Pay now option to proceed for payment. Since the payment is a system regulated process, we request you to make online payment within the deadline. We suggest you pay from a place where net connectivity is good and fast.

4) After making your payment, do not forget to take a print out the final payment slip

5) One Google form link will be sent to the registered e-mail (search in mailbox/spam/trash). The candidates have to submit the said form after filling-up with the payment details.

6) In addition to the above only admitted candidates need to download following six documents, from the admission portal or link given below:

([https://www.vbadmission.in/files/ugd/aec4d6\\_9a5cad9f700c4bb2a2872f4faa164a65.pdf](https://www.vbadmission.in/files/ugd/aec4d6_9a5cad9f700c4bb2a2872f4faa164a65.pdf)) and

Advised to carry the printed filled-in copy when they report physically in the campus along with the original credentials for verifications and submit it to the department before attending the first lecture;

A) Counselling/Verification form

B) Declaration form

C) Affidavit by the students

D) Affidavit by the parents/Guardian

E) Rules of Conduct for students

F) Additional documents for Girls/female students

G) Medical fitness (including Blood group) certificate from a registered medical Officer.

7) Regarding admission into more than one subject;

If any applicant after admission/payment of fees on one subject would like to shift to another subject for admission at Visva-Bharati, then he/she needs to cancel his/her earlier admission by clicking "Withdraw Admission" through the link: <https://visvabharatiadmission.samarth.edu.in/> (For non-CUET applicant) and <https://visvabharaticuet.samarth.edu.in/> (For CUET UG applicant). After withdrawing earlier admission only, the concerned candidates will be able to take admission in another subject/program. The refund of the earlier admission will be made within the refund period of the concerned Bank after successful withdraw the admission for which he/she has paid the admission fees. Before to call and sending email, all applicants are requested to browse VB admission portal (<https://www.vbadmission.in/>) to get updated information.

8) If any candidate for a programme misses the admission fee, he/she may send a request to the email [visvabharati.acc@visva-bharati.ac.in](mailto:visvabharati.acc@visva-bharati.ac.in) before the declaration of the next immediate counselling of the same programme. Any such request for a particular counselling date of a subject will be not entertained once the next immediate counselling of that subject is declared.

Sd/-  
Coordinator  
Admission Coordination Cell  
Visva-Bharati