



NAAC A+ Accredited & UGC 12(B) Status Holder

Assam down town University

Established Vide The Assam Act. No. VIII of 2010, Gazette No. LGL.9/2010/11

Promoted by: **Assam down town**
Charity Trust

Memo No: AdtU/R/2025-26/1387

Date: 22-07-2026

CIRCULAR

Pre-Joining Checklist for new Entrant Batch students to facilitate smooth and hassle-free reporting

Dear Student,

Greetings from Assam down town University (AdtU)!

It gives us immense pleasure to welcome you to the AdtU family for the **Academic Session 2026–27**. Congratulations on securing admission to one of the leading private universities in North East India. We are delighted to have you join our vibrant academic community and look forward to supporting you throughout your educational journey.

To ensure a **smooth, efficient, and hassle-free reporting, registration, and orientation process**, all newly admitted students are requested to carefully read and complete the following pre-joining formalities **before reporting to the University**.

Pre-Joining Checklist

1. Clear all applicable fees due at the time of reporting

Ensure that all applicable admission-related dues have been paid, including:

- Admission Fee (mandatory)
- Security Deposit (mandatory)
- First Semester Fee (*Third Semester Fee in case of Lateral Entry admissions*) (mandatory)
- Hostel (if applicable)
- Transportation (if applicable)

2. Complete Educational Loan Formalities (If Applicable)

Students availing educational loans should complete all bank-related documentation and sanction formalities before reporting to the University.

3. Download the A-Connect App

The A-Connect App is the University's official student application for completing mandatory formalities and receiving important communications.

- Android Link: <https://play.google.com/store/apps/details?id=com.geekworkx.myadtu.app>
- iOS link: <https://apps.apple.com/in/app/adtu-a-connect/id1644680779>



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4. Complete the Mandatory Activities in the A-Connect App

Complete the following activities before reporting:

a. e-Mandates

- Anti-Ragging Declaration
- Code of Conduct Acceptance
- Health Insurance Declaration

b. Upload Required Documents for University ID card

- A recent passport-size photograph in **formal attire (blazer)** with a **plain white background**
- Student's signature

c. Student Club Registration

- Register in clubs through the A-Connect App.

Notes:

- Your **username** for the A-Connect App will be your **University Enrollment ID** (e.g., **ADTU/2012-15/BPT/001**) and the password will be your **Date of Birth** in **YYYYMMDD** format (e.g., **19990101**). Your login credentials have been sent to your **registered email address**.
- Detailed instructions for signing e-mandates: <https://tinyurl.com/aconnect-adtu>
- A video tutorial for the same: <https://tinyurl.com/tutorialaconnect>

5. Open a Bank Account

Every student must have an active bank account in **his/her own name**. The account details may be required for scholarships, refunds, reimbursements, and other official financial transactions.

6. Reporting Schedule and Venue

Students must report to the University **strictly according to the programme-wise reporting schedule**.

The detailed reporting schedule is available at: <https://tinyurl.com/adtareporting>

7. University Transport (Optional)

Students wishing to avail the University bus service are advised to subscribe in advance.
(Transport Helpline: 0361-7110711)



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8. Hostel Accommodation (Optional)

Hostel allotment will be carried out **only on the scheduled reporting day**, subject to completion of all prescribed formalities, payment of applicable hostel fees, and availability of accommodation.

9. Carry Original Documents

Students must bring all original academic, identity (aadhaar card is mandatory for Indian Students and Passport is mandatory for Foreign Students), cast certificate category (if applicable), and other supporting documents for verification during reporting. Original documents should be retained until the University registration process is completed.

For any assistance regarding admission, reporting, hostel, transport, or registration, please contact:

Admission Helpdesk

Phone No : 9864137777 / 9365771454

Email : admission@adtu.in

Office Hours : 9:00 am to 4:30 pm

Issued with due approval from the competent authority.

(Dr. Ashim Barman)

Registrar

Assam down town University

