



COUNSELLING DOCUMENTATION GUIDE

# All India Quota (MCC) Documents

Every document you need for the 15% All India Quota, AIIMS, JIPMER, central universities, ESIC, AFMC and deemed universities — what each one is, how to get it, what it costs, and the mistakes that cost candidates their seat.

---

**Who this is for:** every NEET UG candidate, in every state. The AIQ set is the national baseline. Your state quota needs more documents on top — see the matching Neet2Seat state guide.

# The one rule that decides everything

Your rank gets you the seat. Your paperwork keeps it. At the reporting desk the verifying officer checks **originals**, not photocopies, and there is no second chance the same day. A wrong issuing authority, an expired certificate or a missing original means the seat goes to the next candidate on the list. Most disqualifications are not about merit — they are about documents prepared late or in the wrong format.

## The single most common AIQ mistake

For All India Quota reservation, your OBC certificate must be on the **Central OBC-NCL list** in the **Central Government format**. A state OBC / SEBC certificate — even a genuine one from your own state — is **rejected** for AIQ. Check that your sub-caste appears on the central list at [nbc.nic.in](http://nbc.nic.in) before you rely on it. This one error pushes thousands of candidates into the Open category every year.

**Urgency key:** **START NOW** long lead time, apply months ahead. **TIME-BOUND** expires each financial year, must be freshly dated. **STANDARD** straightforward, keep originals ready.

## SECTION 1

# Core documents — every candidate

Carry the originals plus 3–4 self-attested photocopies of each. These are non-negotiable regardless of category or college type.

## NEET UG 2026 Admit Card

**STANDARD**

National Testing Agency (NTA)

- WHAT IT IS** Proof you sat the exam; carries your roll number and photo used to match you at the desk.
- HOW TO GET IT** Download from [neet.nta.nic.in](http://neet.nta.nic.in). Note: a fresh admit card is being issued for the 21 June 2026 re-exam — the 3 May admit card is void.
- WHAT IT COSTS** Free.
- HOW LONG** Available instantly online once released (expected by mid-June 2026).

## NEET UG 2026 Scorecard / Rank Letter

STANDARD

National Testing Agency (NTA)

- WHAT IT IS** Your percentile, marks and All India Rank — the number the whole allotment runs on.
- HOW TO GET IT** Download from [neet.nta.nic.in](http://neet.nta.nic.in) after results (expected July 2026).
- WHAT IT COSTS** Free.
- HOW LONG** Instant download once results are declared.

## MCC Provisional Allotment Letter

STANDARD

Medical Counselling Committee ([mcc.nic.in](http://mcc.nic.in))

- WHAT IT IS** Confirms the exact college and course allotted to you in a round. You cannot report without it.
- HOW TO GET IT** Generated on the MCC portal after each seat-allotment result. Download and print immediately.
- WHAT IT COSTS** Free (separate from the registration fee below).
- HOW LONG** Available the moment the round result is published.

## Class 10 Certificate / Marksheet

STANDARD

Recognised national or state board

- WHAT IT IS** The accepted statutory proof of date of birth. The board certificate, not a municipal birth certificate, is what MCC wants.
- HOW TO GET IT** You already have it. If lost, apply to your board for a duplicate well before counselling.
- WHAT IT COSTS** Free if you have it; duplicate ~Rs.100-500 from the board.
- HOW LONG** Instant if held; a board duplicate can take 2-4 weeks.

## Class 12 Marksheet + Passing Certificate

STANDARD

Recognised national or state board

- WHAT IT IS** Proof you cleared 10+2 with Physics, Chemistry, Biology/Biotech and English, and met the aggregate (50% Open/EWS, 40% SC/ST/OBC, 45% Open-PwBD).
- HOW TO GET IT** You already have it. Must show individual subject marks.
- WHAT IT COSTS** Free if held.
- HOW LONG** Instant if held.

## Government Photo ID

STANDARD

Aadhaar / PAN / Passport / Voter ID / Driving Licence

- WHAT IT IS** Identity check against the admit card to stop impersonation.
- HOW TO GET IT** Use any valid, unexpired government ID. Aadhaar is simplest as the name must match across documents.
- WHAT IT COSTS** Free if held.
- HOW LONG** Instant if held.

## Passport-size Photographs

STANDARD

Same photo as your NTA registration

- WHAT IT IS** For college records. Must be identical to the photograph uploaded during NEET registration.
- HOW TO GET IT** Get 8-12 colour copies printed from the exact file you uploaded to NTA.
- WHAT IT COSTS** ~Rs.50-150 at a photo studio.
- HOW LONG** Same day.

## Medical Fitness Certificate

STANDARD

Registered allopathic practitioner (MBBS or higher)

- WHAT IT IS** Confirms you are fit for clinical training. Some colleges issue it at reporting; others want it in advance.
- HOW TO GET IT** Get it from a registered MBBS doctor, or at the allotted college's own medical board if they insist on theirs.
- WHAT IT COSTS** Free at a government hospital; Rs.200-1,000 privately.
- HOW LONG** Same day.

*Birth certificate: only needed as backup if your Class 10 certificate does not print the exact date of birth.*

### SECTION 2

## Category & reservation documents

Only if you are claiming a reserved seat. Get the authority and the date exactly right — this is where most reservation claims fail and the candidate drops to Open.

## Caste Certificate (SC / ST)

STANDARD

District Magistrate / Tehsildar / equivalent revenue officer

**WHAT IT IS** Proof of SC or ST status for reservation.

**HOW TO GET IT** Apply through your state revenue authority in the prescribed Central Government format. SC/ST certificates do not expire annually.

**WHAT IT COSTS** Nominal state fee (often free to Rs.100).

**HOW LONG** Typically 15–30 days if not already held.

## OBC-NCL Certificate (Central list)

TIME-BOUND

Competent revenue authority, Central Government format

**WHAT IT IS** Proof you are OBC and in the Non-Creamy Layer (family income below Rs.8 lakh).

**HOW TO GET IT** Apply to your revenue authority. The sub-caste must appear on the CENTRAL OBC list (ncbc.nic.in), not just the state list.

**WHAT IT COSTS** Nominal state fee.

**HOW LONG** 15–30 days. Apply for a fresh one now — do not reuse an old certificate.

**Watch out:** Must be issued in the current financial year (on or after 1 April 2025 for this cycle). A certificate dated in an earlier year is invalid and your OBC claim is voided.

## EWS Income & Asset Certificate

TIME-BOUND

Competent local revenue authority, Central format

**WHAT IT IS** For the 10% Economically Weaker Section quota — family income below Rs.8 lakh plus asset limits.

**HOW TO GET IT** Apply to your revenue authority in the Central EWS format covering financial year 2025–26.

**WHAT IT COSTS** Nominal state fee.

**HOW LONG** 15–30 days.

**Watch out:** Like OBC-NCL, it expires with the financial year. It must be freshly dated for the current year or it is rejected.

## PwBD Disability Certificate

START NOW

One of MCC's 16 designated disability centres

**WHAT IT IS** For the Persons with Benchmark Disability horizontal quota.

**HOW TO GET IT** You must be assessed in person at an MCC-designated centre (16 listed for 2025; the list changes each cycle). Carry a valid UDID card and a self-certified affidavit. A certificate from any other hospital is not accepted.

**WHAT IT COSTS** Free at the designated centre.

**HOW LONG** Book early — the PwBD portal opens for a short window each round and slots fill fast.

**Watch out:** An ordinary hospital disability certificate — even from a government hospital — is invalid for AIQ. Only the MCC centre assessment counts.

## NRI / OCI / Foreign National Documents

START NOW

Embassy, sponsor's bank, notary

**WHAT IT IS** For NRI-sponsored or management quota seats at deemed/private colleges.

**HOW TO GET IT** Assemble the sponsor's passport and visa, a relationship affidavit, an embassy certificate where required, and proof of a FEMA-compliant SWIFT transfer from the sponsor's foreign account.

**WHAT IT COSTS** Varies; the fee transfers themselves run into lakhs.

**HOW LONG** Start weeks ahead — embassy and bank paperwork is slow.

**Watch out:** Payment must come by SWIFT from the sponsor's foreign account. Cash or a transfer from an Indian savings account breaks FEMA rules and cancels the admission.

### SECTION 3

## The money: fees and the refundable deposit

MCC charges a non-refundable registration fee plus a refundable security deposit you pay before choice-filling. The deposit comes back if you do not get a seat, or if you exit cleanly within the rules. (2025 figures — confirm against the 2026 bulletin.)

Counselling stream	Registration fee (non-refundable)	Security deposit (refundable)
AIQ, Central Universities, AFMC, ESIC, AIIMS, JIPMER, B.Sc Nursing — Open / EWS	Rs.1,000	Rs.10,000
Same streams — SC / ST / OBC / PwD	Rs.500	Rs.5,000

Deemed Universities (all categories)	Rs.5,000	Rs.2,00,000
--------------------------------------	----------	-------------

*If you register for both government and deemed streams, you pay only the higher (deemed) amount, not both. The security deposit is refunded to your registration bank account after counselling closes, usually within 2-4 weeks. Forfeiture rules apply if you take a seat and then abandon it — read the bulletin's cancellation clause before you lock a choice.*

### Three deadlines that quietly kill AIQ claims

- **The financial year line.** OBC-NCL and EWS certificates die on 31 March. Anything issued before 1 April 2025 is dead weight this cycle.
- **The central-vs-state trap.** AIQ reservation runs on central-list certificates only. Your state caste certificate is for your state quota, not AIQ.
- **The originals rule.** Photocopies, DigiLocker screens and "it's coming by post" do not pass physical verification. Originals or nothing.

**About this guide.** Prepared by Neet2Seat. Rules, fees and timelines verified against official sources as of 7 June 2026, using the 2025 counselling cycle as the baseline because the 2026 MCC and state information bulletins were not yet published when this was written. The 3 May 2026 NEET UG exam was cancelled; the re-exam is on 21 June 2026 with results expected in July, so every counselling date below will move accordingly. Fee figures are from 2025 bulletins and can change. Cross-check the exact Proforma, fee and signing authority against the official 2026 brochure before you get any certificate made. This is information, not legal advice.