



COUNSELLING DOCUMENTATION GUIDE

# West Bengal NEET UG Documents

Every document a West Bengal candidate needs — the national papers every applicant must carry, plus the WBMCC state-quota proofs. What each one is, how to get it, what it costs, and the mistakes that cost a seat.

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**Covers both pools.** As a West Bengal candidate you are considered for the 85% state quota (WBMCC) and the 15% All India Quota (MCC). This guide is complete on its own — you do not need any other document to follow it.

## West Bengal sorts domicile into three proformas — pick the right one and the right signatory

WBMCC uses a three-tier domicile system: Proforma A1, A2 or B, depending on your residence and schooling. The trap is the signature. A1 and A2 must be signed by a senior gazetted officer; a certificate signed by a politician (MLA, MP, municipal councillor) is invalid and sinks the claim. If you use Proforma B (resident parents, non-resident candidate), you must also produce two original parent IDs showing a West Bengal address.

### Choose the right proforma and signatory

**A1** = resident in WB for the last 10 years. **A2** = 10-year residence *and* 10+2 passed in WB. **B** = you do not reside in WB but a parent is a permanent WB resident.

**Signatory rules.** A1/A2 must be signed by a gazetted officer — District Magistrate, ADM, Deputy Magistrate/Deputy Collector, SDO or BDO. Signatures from MLAs, MPs or councillors are invalid. A valid e-District domicile certificate is also accepted.

**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.

### You are in two pools — prepare for both

You are considered for the 85% state quota **and** the 15% All India Quota run by the MCC. The documents below cover both. One difference for AIQ: your OBC certificate must be on the **Central OBC-NCL list in the central format** — a West Bengal OBC certificate works for the state quota but is **rejected** for AIQ. If you plan to use both, get a central-list OBC-NCL certificate as well.

## SECTION 1

### Documents every candidate needs

Required for both the West Bengal state quota and the All India Quota, whatever your category. Carry originals plus 3–4 self-attested photocopies of each.

## NEET UG 2026 Admit Card

STANDARD

National Testing Agency (NTA)

- WHAT IT IS** Proof you sat the exam; carries the roll number and photo used to match you at the verification desk.
- HOW TO GET IT** Download from [neet.nta.nic.in](https://neet.nta.nic.in). A fresh admit card is being issued for the 21 June 2026 re-exam — the 3 May card is void.
- WHAT IT COSTS** Free.
- HOW LONG** Available online once released (expected 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](https://neet.nta.nic.in) after results (expected July 2026).
- WHAT IT COSTS** Free.
- HOW LONG** Instant once results are declared.

## 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.
- HOW TO GET IT** You already hold it. If lost, apply to your board for a duplicate well before counselling.
- WHAT IT COSTS** Free if held; duplicate ~Rs.100-500.
- HOW LONG** Instant if held; 2-4 weeks for a board duplicate.

## 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 hold 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. The name should match across all your 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** Print 8–12 colour copies from the exact file you uploaded to NTA.
- WHAT IT COSTS** ~Rs.50–150 at a 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: needed only as backup if your Class 10 certificate does not print the exact date of birth.*

### SECTION

## West Bengal domicile — pick your proforma

Use exactly one proforma that matches your situation. The physical, signed proforma is the gold standard; a valid e-District domicile certificate is also accepted.

## Domicile Proforma A1

START NOW

Gazetted officer (DM / ADM / SDO / BDO)

**WHAT IT IS** For candidates resident in West Bengal for the last 10 years.

**HOW TO GET IT** Get the A1 proforma signed by a gazetted officer (or use a valid e-District domicile certificate).

**WHAT IT COSTS** Nominal.

**HOW LONG** Allow 1-2 weeks; apply early.

**Watch out:** A signature from a politician (MLA/MP/councillor) is invalid and voids the certificate.

## Domicile Proforma A2

START NOW

Gazetted officer / as specified in the bulletin

**WHAT IT IS** For candidates with 10-year WB residence who also passed 10+2 in West Bengal.

**HOW TO GET IT** Get the A2 proforma completed and signed as the WBMCC bulletin specifies.

**WHAT IT COSTS** Nominal.

**HOW LONG** Allow 1-2 weeks.

**Watch out:** Use A2 only if both the residence and the 10+2-in-WB conditions are met; otherwise use A1.

## Domicile Proforma B + Parent IDs

START NOW

Authorised official + two parent IDs

**WHAT IT IS** For candidates who do not reside in WB but whose parent is a permanent WB resident.

**HOW TO GET IT** Complete Proforma B and attach two original parent IDs (from Aadhaar, Voter ID, Passport) that show a West Bengal address.

**WHAT IT COSTS** Nominal.

**HOW LONG** Allow 1-2 weeks.

**Watch out:** Both parent IDs must clearly show the WB address, or the Proforma B claim fails.

### SECTION

## Reservation & medical documents

Only the category items apply if you are claiming reservation; the medical proforma is for everyone.

## Caste / OBC / EWS Certificate

TIME-BOUND

Competent West Bengal authority

- WHAT IT IS** Proof of your reserved category for the WB quota.
- HOW TO GET IT** Apply via the WB e-District portal in the prescribed format. OBC/EWS are time-limited.
- WHAT IT COSTS** Nominal.
- HOW LONG** About 1–2 weeks.

**Watch out:** Get freshly dated OBC/EWS certificates for this cycle.

## Standardised Medical Certificate

STANDARD

Registered allopathic practitioner (WBMCC proforma)

- WHAT IT IS** WBMCC's own fitness proforma, separate from any college medical check.
- HOW TO GET IT** Have a registered allopathic practitioner fill the exact WBMCC medical proforma.
- WHAT IT COSTS** Free at a government hospital; nominal privately.
- HOW LONG** Same day.

**Watch out:** Use the WBMCC format specifically — a generic fitness certificate may not be accepted.

### SECTION

## Special quotas

Only if these apply to you.

## PwBD Certificate

START NOW

State-specified authority / MCC centre (AIQ)

- WHAT IT IS** For the Persons with Benchmark Disability horizontal quota.
- HOW TO GET IT** For the state quota, use the route in the WBMCC bulletin with a valid UDID card. For AIQ you need a separate certificate from one of the MCC's roughly 16 designated centres.
- WHAT IT COSTS** Free at a government facility.
- HOW LONG** Apply early; slots are limited.

**Watch out:** A state PwBD certificate does not cover your AIQ PwBD claim, and vice versa.

## The West Bengal checklist

- **Domicile:** pick A1, A2 or B to match your case — signed by a gazetted officer, never a politician.
- **Proforma B:** add two original parent IDs showing a WB address.
- **Medical:** use the WBMCC standardised medical proforma.
- **Category:** current OBC/EWS certificates, freshly dated.
- **Central vs state for AIQ:** WB category certificates are for the state quota; AIQ needs a central-list OBC-NCL certificate.

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**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.