



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE DEAN OF STUDENTS' AFFAIRS  
CALCUTTA NATIONAL MEDICAL COLLEGE  
32, Gorachand Road, Kolkata-700 014

Memo No. CNMC/Std/

/D

Dated:

**NOTICE**

The 1<sup>st</sup> year MBBS students admitted in the academic year 2024-25 is directed to complete the online registration process through the WBUHS registration portal. The portal, which opened on 25/12/2024, will close on 24/01/2025. As per the circular from the Assistant Registrar, WBUHS No. OG/WBUHS/2024/1586, dated 23/12/2024.

The registration process is outlined for two categories of students:

**Category -1:**

The Students who have been admitted in this academic year and who did not pursue any other course before under WBHUS, should complete the online registration as stated above. The students of this Category must submit Annexure A along with the attachments stated in **Annexure –A** (Attached herewith).

**Category -2:**

The Students who have already been registered in WBUHS for pursuing other courses (e.g. Dental, Nursing or any other course what so ever) before the admission in MBBS should upgrade the existing registration for pursuing MBBS in online registration portal of WBUHS. The students of this category must submit the registration details with all attachments as stated in the **Annexure –B**. (Attached herewith).

Students with year gap between their MBBS admission year and H.S. passing year, without pursuing any other university recognized courses during that period, must provide a Notarized Gap certificate on Rs.10/- (Rupees Ten only) Non-Judicial stamp paper to justify the delay in MBBS admissions for the authentication for their registration.

Students in Category I and II must upload either their last Migration Certificate from the University/Institute (if passed out from CBSE/ISCE board/any other University) or their School leaving certificate (if passed out from West Bengal Board) where they last studied, as applicable.

Students need to upload either their Birth Certificate/Class 10 Admit card as Age proof. **AADHAR CARD WILL NOT BE ACCEPTED AS AGE PROOF.** The photograph to be uploaded should be wearing a white apron.

The students have to submit all the documents they have uploaded during online registration ( along with the respective Annexure) to the Students Section **BEFORE THE LAST DATE** positively in order to avoid last minute rush & any technical complications.

sd/-  
Dean of Students' Affairs  
Calcutta National Medical College, Kolkata

Memo No. CNMC/Std/ 06 /D

Dated: 02/01/2025

Copy forwarded for information and necessary action to:

1. The Principal, CNMC
2. The HoD of Anatomy /Physiology/ Biochemistry, CNMC
3. Notice Board, CNMC
4. College Website, CNMC.

S. Chattopadhyay  
Dean of Students' Affairs  
Calcutta National Medical College, Kolkata  
CALCUTTA NATIONAL MEDICAL COLLEGE  
32, GORACHAND ROAD, KOLKATA-14

## Annexure – A

To  
The Dean of Students' Affairs  
Calcutta National Medical College  
32, Gorachand Road  
Kolkata - 700014

**Subject: Application for University Registration for the students of MBBS course for the Academic session 2024-2025**

Sir,  
This is for your kind information that I, \_\_\_\_\_, took admission to MBBS course at Calcutta National Medical College in the admission session **2024-25**. I have filled the details in the WBUHS registration portal for University registration for the session. My particulars are given below. I am submitting the following documents with this application. Please do the necessary action from your end.

1	Name in full (IN CAPITAL LETTERS)	
2	Date of admission in MBBS course	
3	College Roll No.	
4	Year of passing 10+2 Examination	
5	Date of birth	
6	Phone No.	
7	Email ID	

Thanking you,

Yours faithfully,

\_\_\_\_\_  
(Signature of the candidate with date)

**Attachments:-**

1. Printout of Acknowledgement.
2. Copy of Allotment letter.
3. Copy of Admission letter.
3. Original Migration/ school leaving certificate (as applicable)
4. Original Notarize declaration of break in studies

## Annexure - B

To  
The Dean of Students' Affairs  
Calcutta National Medical College  
32, Gorachand Road  
Kolkata - 700014

**Subject:** Updating UG student's registration details in the WBUHS registration portal

Sir,

This is for your kind information that I, \_\_\_\_\_, took admission to MBBS course at Calcutta National Medical College in the academic session: **2024-25**. I am already registered with the **WBUHS** online. Details of my **WBUHS** registration are mentioned below. I, therefore, request you to update my registration details in the **WBUHS** Registration portal.

1	Name in the full (IN CAPITAL LETTERS)	
2	College Roll No.	
3	Old WBUHS Registration No.	
4	Previous course	
5	Previous College Name	
6	Current Course	
7	Current College Name	
8	Date of admission in the current course	
9	Phone No.	
10	Email ID	

Thanking you,

Yours faithfully,

\_\_\_\_\_  
(Signature with date)

**Attachments: -**

1. Copy of old registration certificate
2. Copy of Allotment letter.
3. Copy of Admission letter
4. Original Notarize declaration for break in studies