

Instructions to the Candidates Selected for Ph.D./Direct Ph.D. and Ph.D. (Deep Tech.) Programmes January 2026 Session at VIT, Chennai

A. Fee payment – Freshers Portal

1. Selected candidates are requested to visit (<https://admissionscc.vit.ac.in/freshersportal/login>) and login using their application number, date of birth, and registered email ID.
2. You are required to make the **online** payment of **Rs. 43,000/-** (Annual Tuition fee of Rs.40,000 plus a **one-time caution deposit of Rs. 3,000/-**) **on or before 02nd January 2026 (Friday)**, If you fail to pay the fees before the deadline, this provisional admission offer will stand cancelled automatically. **No more extensions will be given.**
3. You are also requested to fill up and complete the **Student Profile** and submit the **Anti-Ragging Affidavit and Software Usage Policy Affidavit**. Please refer to the respective menu in the Freshers portal.

Choosing Guide

4. Once the fees is paid by the scholar, on 02-Jan-2026 in the Fresher's Portal, another link and login credentials will be displayed for the VTOP portal (the in-house ERP). You will use this for all further processes.
5. If you have paid the fees, you will be able to see the possible list of Research Supervisors and their domain expertise along with their contact details. You may explore their research profiles on our website/ Google Scholar etc. and tentatively shortlist possible supervisors for discussion. You can communicate with them over email and express interest in joining their research group.
6. You are required to report to VIT Chennai Campus on 05-Jan-2026 with all original documents for verification. On 06-Jan-2026 there will be School level orientation in your individual Schools/Departments. On 07-Jan-2026 a university level orientation will be held.
7. While on campus, discuss in-person your research interest, with as many research supervisors as you like, who are listed on the VTOP portal. Based on mutual discussion finally choose a supervisor.
8. Login to the VTOP portal, navigate to **“Research Menu”** → **“My Research Profile,”** and choose the desired faculty member as your supervisor/guide, and submit the details for further processing. This must be completed between **2nd January 2026 and 13th January 2026**.
9. You are allotted a VIT email ID. You are also requested to activate your VIT Gmail account, and all future communications will be sent **ONLY** to the VIT Gmail account. Please visit the **“My Info”** menu in VTOP login to obtain your login credentials.
10. Once you have submitted your choice of guide, your proposed guide will either accept or decline to guide. If the guide accepts, the request will go to the Dean/Director of the School/Centre. Once the Dean/Director approves it, the request will come to the Dean of Academic Research, for final approval. If your request gets rejected by the guide / Dean of the School (or) Director of the Centre / Dean of Academic Research, for any specific reason, you will be notified through email. You will now have to choose another guide. You have to approach a new guide and repeat the above process entirely. in case if choose a guide on VTOP and decided to change your choice, you may use the edit option to do so.. This guide selection process should be completed on or before **13th January 2026 (Tuesday)**

11. In case you are not able to decide on any guide, approach the School Dean/Director of the Centre for assistance before 12th January 2026.

12. Institutional Fellowship:

- All the applicants selected for Ph.D. will be appointed as a Teaching cum Research Assistant (TRA) for a period of three years. The fellowship details are given below.

Fellowship	GATE/ NET Qualified*	Others
First year	INR 35000/-	INR 31000/-
Second year	INR 40000/-	INR 35000/-
Third year	INR 40000/-	INR 35000/-

*Eligible if GATE/NET score percentile is 60 and above.

- All the applicants selected for the Direct Ph.D. will be offered a fellowship for a period of four years, and during this period, they will get the fellowship as given below.

Fellowship	GATE/ NET Qualified*	Others
First Two years	INR 26000/-	INR 21000/-
3 rd & 4 th years	INR 35000/-	INR 30000/-

*Eligible if GATE score percentile is 60 and above.

- Chancellor Fellowship (Ph.D. Deep Tech)

Fellowship	GATE/ NET Qualified*	Others
First year	INR 40000/-	INR 35000/-
Second year	INR 50000/-	INR 45000/-
Third year	INR 50000/-	INR 45000/-

The fellowship will be given only after you physically report to the institute and complete the admission process and producing the UG / PG degree certificates and necessary documents mentioned below: This is to inform you that students are allowed to submit the following Certificates/documents in original along with **one set of photocopies in person** on **5th January 2026 (Monday)** at Nethaji Auditorium, Academic Block – 1 (7th Floor) from 9.00 AM 4.00 PM at Vellore Institute of Technology - Chennai Campus, Vandalur Kelambakkam Road, Chennai - 600127.

- Tuition fee receipt (Download from URL <https://admissionscc.vit.ac.in/freshersportal/login>)
- Mark List-X
- Mark List- HSC /+2
- UG and PG Degree Certificate / Provisional Certificate and Year-wise / Semester-wise / consolidated mark sheet
- Transfer certificate/Migration certificate/ College leaving certificate (To be submitted in Original)
- Nativity certificate for North Eastern States of India
- Copy of Aadhar Card

- Admissions Affidavit by the Scholar (<https://chennai.vit.ac.in/files/Affidavit%20Student.pdf>) – (Signed & Notarized on Rs.200/- stamp paper (any denomination))
- Admissions Affidavit by the Parent (https://chennai.vit.ac.in/files/Affidavit_Parent-or-Guardian.pdf) – (Signed & Notarized on Rs.200/- stamp paper (any denomination))
- Software Usage policy Affidavit <https://vit.ac.in/files/admissions/Affidavit-Software-Usage-Policy.pdf> – (Signed & Notarized on Rs.200/- stamp paper (any denomination))
- Certificate of Physical Fitness (https://vit.ac.in/files/admissions/PhysicalFitness_Certificate.pdf) – (Certified by authorized Physician)
- Undertaking form (<https://vit.ac.in/sites/default/files/ug/Undertaking-Form-2025.pdf>) – (Signed by Student & Parent)
- Recent passport size colour photos – 2 Nos
- Copy of NET/UGC/GATE Score card (if Qualified)
- Student profile
- Bank passbook (Indian Bank) first page with details (Copy)

Note:

- Get the Parent's signature wherever required.
- The fellowship period starts only after the submission of all the required documents.
- Those who are waiting for the final year/semester results should submit the original qualification certificate on or before 27th January 2026. For those who failed to submit the required certificates/documents, the provisional Ph.D. admission stands cancelled.
- Once a guide is allotted, the request for a change of guide is not possible thereafter.
- Change of category from Internal Full Time (IFT) to External Part Time (EPT) is not allowed.

13. Change of campus is not permitted.

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