Instruction to Fill Application Form Online

1. If you have not registered yet, click on **"Register Here"** on the login page. You will then be redirected to the registration page. Fill the registration details and click on **"Register"** button to register. You will get an email notification about account creation.

   a. While choosing your password it must at least 5 characters long and must be a combination of small letters, capital letters, numbers and special characters.
   b. After filling the mandatory information click the **"Register"** button.

c. University Registration Number will be your username. Your username and password will be instantly sent to your primary email address
d. Remember your Username and Password for subsequent login.
e. Login to your account. Go to **My Profile** and verify your registration details.
f. Click on **Add New Admission** to add the enrollment details.

Fill all the details i.e. the information about the program you enrolled and click on **"Add Admission"**.

g. The admission details are shown in My Profile.

If the admission record is not verified yet, click on **View** to view the admission details and click on **"Verify Admission"** to verify the admission record.

2. If you have already registered, login to the system to place an application for a document or a certificate.
3. Go to **Apply Online** to create a request for a document or a certificate.
    a. Click on Apply for Certificate to create a request

This will open a certificate request form

    b. Select the certificate type for the dropdown

c. Fill the requested details and payment details and click on **Create Request** button. The size of voucher file must less than 2MB.

d. The created requests are shown in **Apply Online**. You can check the status of your request.

4. Fees are listed in Fee Details.
5. If you have any queries, you can easily reach us by simply sending a message through the **Contact Us** form.

6. You will be notified via system generated emails during the progress of your document.