

# INSTRUCTIONS TO FILL ONLINE APPLICATION FORM

## IMPORTANT NOTES:

- i. Visit [www.gadvasu.in](http://www.gadvasu.in), download prospectus and click on “Apply Now” for admission in various courses. Application for admission to various courses in the GADVASU are to be submitted “Online only”. Application in paper form will not be accepted.
- ii. Online application must be submitted on or before the specified date and time notified in the prospectus for various UG / PG programmes. After this, online application form will not be available at the university website.
- iii. Read the Prospectus and eligibility criteria and other important instructions carefully for the particular programme/course of choice.
- iv. Upload scanned photo of the candidate, signature and left thumb impression in the online application form. Images should be less than 50 kb each.
- v. The photograph (taken not before 01.01.2018) should show complete face with both ears. Photograph with goggles/ coloured glasses/ cap etc. is not allowed. The candidate should have 4 copies) of the same passport sized photograph that has been uploaded because these will be required at the time of counselling.
- vi. Only one application is to be submitted by a candidate.
- vii. After filling online application, deposit requisite application fee through net banking or debit/credit card.
- viii. Admit card will be generated only against the Registration ID, for which full application fee has been remitted within the stipulated time.
- ix. Fee once deposited will neither be refunded nor adjusted in any case.
- x. Candidates should fill their valid mobile number and email address. Information regarding successful submission of application will be sent as SMS and/or email. Registration number and password will also be sent on mobile number and /or email address.

The following instructions are to be followed for filling the online application:

1. Registration of the candidate shall be the first step of online application. Once the registration is done, candidate can login to the portal using his/her email and password.
2. Select the Programme (UG or PG), the category to which candidate belongs (General/SC/ST/BC) and the name of degree programme he/she wants to apply.
3. **Personal information:** Fill in the personal and contact details. Name and date of birth should be exactly the same as written in the qualifying examination and matriculation certificate, respectively.
4. **Upload section:** This section contains the provision to upload the Images required for filling the online application. You need to have the scanned copy of your passport size photograph, signature & left thumb impression (preferably jpeg format).
5. **Present Address:** Enter the complete address and ensure that no part of the address is missing. Enter a valid PIN code.
6. **Permanent Address:** If permanent address is the same as correspondence address, check the box. Otherwise, candidate should fill permanent address in the space provided.
7. **Education Information:** Fill in academic qualification detail here.
8. Review the course(s) selected, name, email and mobile number. If all the details are correct, then check the declaration box and click on “Save as draft”.
9. **Preview of Application:** The preview page contains the data you filled and images you uploaded in the application. Verify if all the details entered are correct and the images are visible properly. If there is any discrepancy in the data or image is not visible/clear, click on “Edit”, change the data accordingly and click on “Save as draft” again.

10. Kindly ensure that details filled in the application form are correct. Once submitted, no request for change will be entertained.
11. **Payment:** Clicking on payment and choose the mode of payment either Net banking, credit card or debit card.
12. **Submitting Application:** After the payment is made, the candidate required to click “Finish” for successful submission of application. There after applicant ID will be generated.
13. Candidates are requested to note down their application ID and not share it with others. Take the print of the confirmation page or click on “Download Application” to download the filled in application form. This document will act as the acknowledgement for submission of application. Take the print of the same and use it for future reference.
14. Once the application is submitted, student would be provided with a “Dashboard” to view the application status, print application, download admit card, etc.