

PROCEDURE TO FILL ONLINE APPLICATION FORM FOR UG/PG/Diploma PROGRAMMES

- Before starting filling the form the candidates must ensure their eligibility for the programme(s) being opted in terms of “Minimum Qualifying Marks or Percentage”, category, supporting documents, etc. mentioned in the Prospectus 2025-26 available on the university website www.gadvasu.in.
- Steps to be followed for filing the online form:

Step 1	<p>Sign up:</p> <p>Candidate will sign up for applying online for admission for the Academic Year 2025-26 by filling User Name, Contact number, User email, Password).</p> <p><i>Candidate must mention his/her name for “USER NAME” as mentioned on his/her qualifying Degree/DMC certificate only). It is advisable that candidate must mention his/her own or parents’/siblings’ email address and/or mobile no.</i></p>
Step 2	<p>Login:</p> <p>After successful signing up, Login by entering “User email” and “Password”.</p>
Step 3	<p>Filling basic details:</p> <p>Candidate will proceed to fill the following basic details:</p> <ul style="list-style-type: none"> ● Choose appropriate option (‘Yes’ or ‘No’) for “Are you a resident of Punjab or Chandigarh (U.T.)?” ● If “Yes” Select “Caste Category”; if “No” Select “State” in UG/PG programmes <p>Candidate may opt for/confirm combination of Subjects studied at +2 level for UG and Diploma Programmes.</p>
Step 4	<p>Personal Information:</p> <p>Enter accurate personal details, date of birth, gender, category/ies (if any), address, academic details, etc. (Applicant’s Name, Mobile No., and e-mail punched while signing-up are auto-fetched fields and cannot be edited).</p>
Step 5	<p>Upload files for Documents:</p> <p>Upload the necessary images having size upto 1 mb only for your online application. Please make sure you have following images in .JPEG/.PNG/.JPG format:</p> <ul style="list-style-type: none"> ● Passport-sized photograph ● Signature ● Left thumb impression ● Academic certificate as indicated <p style="text-align: center;"><i>(Kindly ensure that the images are clear/readable and meet the specified format requirements.)</i></p> <p>Important: Ensure correct photos by clicking on “View Uploaded File”.</p> <p>Keep four copies of the same passport-sized photograph that has been uploaded, as they will be required during the counselling process.</p>
Step 6	<p>Preview Form:</p> <p>Candidate must ensure the information punched and photos uploaded are correct in the “Preview Form” before making payment. No requests for changes will be entertained once the Application Form is submitted. Category(ies) once opted will not be changed at any stage and/or under any circumstances.</p>
Step 7	<p>Payment:</p> <p>After filling the online application, proceed to deposit the required application fee (non-refundable) through the preferred available payment mode, Net banking, Credit Card, Debit Card, UPI etc. for the opted programme.</p>
Step 8	<p>Final Submission of the Online Admission Form:</p> <p>Once the payment is made successfully, the candidate may download/print the copy of his/her Form Submitted online also having transaction details. Application ID mentioned on the said form may be used for future reference or issue, if any.</p>

- After final submission of application form the candidate is provided with a “DASHBOARD” for downloading the Application submitted online and/or Admit Card, for the programmes where admission/merit is made/prepared based on Entrance Test (as defined in the Prospectus or notified in the University website).

Important Notes:

- Particulars of the application i.e. Name, DOB, Category, Marks/Ranks, email id and mobile no. etc. once submitted will not be changed/modified at any stage.**
- Application fee is non-refundable/non-adjustable. No request for refunding/adjusting will be entertained.**
- Candidates are advised to **submit only one application for a programme or combination of programmes** (as the case may be) as per his/her eligibility.

4. In case applying for multiple UG Programmes (B.V.Sc. & A.H./other semester based UG programmes) and /or diploma programme, candidate will have to **signup separately with a different e-mail id only**. Candidate must note his/her login credentials.
5. Provide a valid mobile number and email address (**candidate's or his/her parent's/siblings'**) during registration to receive important updates and notifications regarding the application status.
6. All Fields indicated with asterisk (*) are **mandatory fields**.
7. **While filling online form, candidates must be careful for the ALERTS being popped up for minimum eligibility requirements.**
8. Successful submission of the application will be confirmed through email. The given email address will also receive the URL, username, and password for future reference.