Annexure I: How to use the University's Online Admissions Portal

What applicants need at the outset: Applicants need a valid email address; if you do not have one, create one and keep this email address and its password kept handy for your own use for all the future correspondence/reference/contact regarding the admission process you are entering. It is not advisable to use the email addresses of any other individual (examplefather, mother, relative, friend etc.) or entity (example cyber cafe, shop, office, school, tuition, coaching center etc.)

Applicants also need to provide a phone number for contact: please remember to use the phone number of a family member who you are in constant contact with so you can be reached during the admission process.

Please remember, the email address and mobile number you provide during registration cannot be changed thereafter through the process.

Applicants will need to upload scanned, self-attested copies of several supporting documents, in addition to scanned copies of their photograph and signature (listed below). It is advised that they keep these ready beforehand.

Part 1: How to create your own unique registration ID:

1. To register online, the applicant must visit the URL: http://admission.du.ac.in
2. The UG Admission Portal of the University of Delhi is mobile/tab friendly. However, the webpage may appear different on different devices. The instructions given below are for the webpage as it appears on a desktop/laptop.
3. As a first time user, click the **"New Registration"** link to create your login id.
4. You will be asked: **"Are you from CBSE board (Central Board of Secondary Examination)?"** Please choose Yes/No as applicable.
5. You will be led to the **"New User Signup"** **page**, where you will be asked to provide your name, your email, phone number and password. Applicants who qualified through CBSE will be asked to provide year of passing the qualifying examination, their roll number and CBSE school code. Please enter your name exactly as it appears on your marksheet. Verification of your registration shall be done through **a verification link sent to the email address/mobile number provided** by the applicant. Enter your existing email-id and confirm it by entering it again.
6. The applicant shall create a password *(of minimum six characters)* for online registration.
7. **Your email address will be your login-id from this point on for use in the online admission process. Keep your unique login ID and password details safely**. If you lose them, use the Helpdesk feature.
8. After entering all the details, enter the **captcha** (which is case sensitive) in the text box.
9. Finally click the "Register" button to create a user account.
10. Once registered, the applicant will be taken to the "Registered User Login" page, where they can log in using their registered email id and password. The applicant must complete captcha and proceed to "login".

Part 2: Filling in your online registration form:

When you log in, you are led to a page where you click on "Apply Now" to start the

application process.

The registration form has nine subsections. The first tab is "Personal details," and you will find your name, email address and phone number already appear there, as entered by you while registering.

1. **Personal Details**

   - In the first section/screen, the applicant fills in their own "Personal Details." The applicant's name and the applicant's parents' names (mother and father) **must be filled in exactly as they appear in the qualifying examination marksheets and in other relevant documents** (caste certificates, CW/KM/Ward quota certificates, etc, if admission under these categories is claimed by the applicants).

   - The applicant needs fill in the "Gender" option with care as the wrong selection may lead to**unsuitable** choices with regard to Sports/ECA/College. Three fields are available: Male, Female and Other. If you are a trans-gendered person, enter the Option "Other". The applicant shall enter their **"Date of Birth"** as it appears on their class X certificate.

   - Entering of Aadhar card number is optional.

   - If the applicant belongs to Sikh or Christian minorities, they should select the desired option from the "Minorities" tab, else choose "Not Applicable".

   - The applicant needs to confirm that they are a citizen of India. Select Yes/No as applicable. If you are not a citizen of India, you will not be allowed to proceed and will be logged out with the message, "Foreign nationals are advised to contact Foreign Students' Registry Office or visit http://fsr.du.ac.in to apply for admission in the University of Delhi".

   - The applicant will be asked to select their category (UR/SC/ST/OBC non-creamy layer/EWS) as relevant from the next drop-down menu.

   - OBC Non-Creamy layer (Central list) category applicants should choose their state, community, and annual family income (for the financial year 2018-19 with a certificate dated on or after March 31, 2019).

   - Scroll down to enter the relevant information in the **"Other Category/Quota"** section on the same page to apply under any of the four supernumerary categories, viz. Kashmiri Migrant (KM), Children/Widow of Armed Forces Personnel (CW), Person with Disability (PwD), and Ward Quota. These are all mandatory fields and if the applicant does not belong to any of these, select "Not Applicable". **The applicant can apply in more than one category (if applicable) but at the time of admission, the benefit of only one of these categories can be availed.**

   - Scroll down the page to enter your family details. Enter your Correspondence Address. Tick the check-box if your permanent address is the same as your correspondence address. The **applicant is advised to update the correspondence address in case of any change before the final submission** of the registration form.

   - Once the applicant clicks the "**Submit**" button, her/his details are saved and a preview of the page appears.

   - If the applicant wishes to complete the remaining sections at a later time (but before the last date of registration), click on **Save & Continue Later** button,

appearing on the top part of the page in the preview mode.

Bank Details: Theapplicant needs to enter their own ***Bank Details for refund of fee in case of cancellation of admission.***Keep your Bank account number and IFSC code handy and enter it carefully. **Refund will be credited only to this account**.

> Do not use the bank account details of strangers like cyber cafe operators, etc. Use your parents' accounts if you don't have your own.

2. **Academic Details:** In the second section/page, the applicant needs to enter their ***"Academic Details"*** as they appear in your Certificates.

Choose the name of your Class XII Board from the drop-down menu and enter the roll number as it appears on the relevant admit card.

Select from the drop-down menu your year of passing, the qualifying exam and the result status. In case the result has not yet been announced, choose the ***"Awaited"*** option from the drop-down menu. **Update the status of the result as soon as it is declared** and submit the registration form. On clicking "**submit**" button, a preview will be generated. The applicant can move to the next section/page by clicking on the ***"Next"***button.

In the menu fields that appear, enter your paper-wise marks obtained as well as maximum marks.

Enter marks in terms of Theory and Practical if your board has provided results with the break up. Otherwise, conversion in standard format 70:30 is to be done on Pro-Rata basis as mentioned.

Female applicants who studied in NCT Delhi will also be considered eligible for admissions in **NCWEB.**

Click on the "**Submit**" button to see the preview screen and move to next section by clicking "**Next**".

3. The **Course Selection page for merit-based admissions** is set to select by default all courses and colleges in order to give applicants the widest range of options thereafter. The applicant will need to de-select courses they do not wish to apply for.

> Applicants are free to choose as many courses as they want. Their selection of these courses does not ensure admission.

4. In the menu for selection of courses for which admissionis based on **entrance tests**, the applicant can select none or any number of courses for admission based on their own eligibility. The schedule for entrance tests will be declared separately. The university is not responsible in case an applicant has opted for more than one course wherein admission is based on entrance tests and there is a clash of date/time in the entrance test scheduled. There will be separate entrance fees per test as well.

5. **Sports:** In the fifth (Sports) section/page, the applicant can select "**Yes**" for consideration of admission under sports quota.

- The applicant shall choose the Game/Sport in which they have excelled.

- The applicant shall provide the details of the highest level of merit/participation sports certificate in the relevant Game/Sport. It is mandatory to upload the certificate(s) as per the guidelines mentioned on the screen. The uploaded file(s) must satisfy the size limit.

- The applicant can upload a maximum of three merit/participation sports

certificates. These certificates should be uploaded as separate documents and not as one merged document.

- After clicking the "**submit**" button the applicant can either apply for another game/sport by clicking on "**Add another game/sport**" or else proceed to the next section by clicking "**Next**".

- There is **an additional fee of Rs. 100 if** an applicant wants to be considered for admission under the sports quota.

6. **Extra Curricular Activities (ECA):** In the sixth (ECA Quota) section/page, the applicant can select "**Yes**"for consideration of admission under ECA quota.

  - Under ECA quota, various sub-categories are also mentioned, which can be chosen by the applicant.

  - After clicking the *"***Submit***"* button the applicant can either apply for another ECA category by clicking on "**Add another activity**" or else proceed to the next section by clicking *"***Next***"*.

  - The applicant may choose a maximum of three ECA categories and upload one certificate for each.These certificates should be uploaded as separate documents and not as one merged document.

  - There is **an additional fee of Rs. 100/-** if the applicant wishes to be considered for admission through the ECA category.

7. **Uploads:** In the seventh (**Uploads**) section/page, the applicant has to upload the following:

  - Passport size photograph of the applicant. The size of the photo should be 2 inch x 2 inch (5 mm x 5 mm).

  - Scanned signature of the applicant.

  - Self -Attested Class X certificate/marksheet containing Date of Birth.

  - Self-Attested Class XII Marksheet, if results have been announced. (In case the Marksheet has not been issued by the Board, a self-attested copy of the Marksheet downloaded from the respective Board's website should be uploaded).

  - Self-attested copy of the valid SC/ST/OBC/EWS/PwD/KM/CW certificate, if seeking admission under these categories.

  - Self-attested copies of Sports and/or ECA certificates.

  - **The applicant will not be able to preview the application and pay the fee without uploading the mandatory documents.**

  - The University will accept self-attested copies of documents / papers provided by the applicants. The uploaded documents will need to be presented in the colleges at the time of admission, for online and/or forensic verification. **If any false attestation / falsified records are detected, the applicant will be debarred from attending any course in the University / or its colleges for**

> **next five years and in addition, a criminal case under relevant sections of IPC (viz. 470, 471, 474 etc.) may be initiated.**

- After uploading the mandatory uploads, go to the "**Next**" section.

- The passport and signature files need to be between 10-50 kb; all the other documents need to be between 100-500 kb, for successful upload.

8. **Preview:** In the eighth section/page an applicant can preview the complete application.

Applicants should fill the registration form carefully and check the preview before making online payment of registration fee. The applicant will be able to update only marks (during the admissions process) and no other information once the payment is made.

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9. **Payment:** In the ninth section/page, applicant can proceed to pay the registration payment online. The applicant's online registration process shall be completed only after payment and realization of the online registration fee.

The final fee payable is calculated depending on applicant's various choices of category/courses where admission is based on entrance tests/ECA/Sports, etc, as applicable.

The applicant can **update information in the application form by revisiting their account till the last date of registration, but only before the payment of the online registration fee**. The applicant can save their changes by clicking the "**submit**" button at the end of each page.

The online application cannot be changed after payment of the registration fee. **However, the facility of a one-time correction for limited details is allowed for a fee of Rs. 100.**

The only field that can be updated without charge is the **applicant's marks**. **No request or a grievance shall be entertained to make changes/ amendments in the online application after the payment is made**.

Kindly take every precaution to fill up the application form carefully and scrupulously, as it is in your own interest.

A PDF file of the filled form is generated for print out, and fee payment receipt generated. Please save this PDF for future reference. Successful registration is acknowledged by email and SMS.

Minority Christian colleges (St. Stephen's College & Jesus & Mary) can register applicants on their portal also, if they so desire. **However, it will be mandatory for those applicants who wish to apply to minority colleges to enter the university registration number in the online form of the minority colleges.** These colleges shall follow the admission procedures (to be notified in advance), on their websites. The data of all applicants admitted to such institutions shall be **updated on the University portal.**

Part 2: The Admission Process before the Cut-off marks are announced:

i) Course-wise and Category wise Merit List of applicants will be available on the admission portal for downloading or viewing by the Colleges.

ii) Colleges will declare the Cut-Off marks on the basis of the merit list.

iii) The applicant logs into the software to learn about their admissibility to courses and corresponding colleges in that specific Cut-Off List through the portal. The applicant selects the course and college of their choice and proceeds to the respective college for admission.

Part 3: Applicant-College Interaction:

i) Applicant shares their unique registration ID with the Teacher In-charge of the respective Department in the College and produces their originals for verification.

ii) The college prints out of the pre-filled admission form from the portal.

iii) On verification and acceptance of the documents in the college, the applicant logs in to the Admissions Dashboard to pay the requisite fee in 24 hours.

Part 4: During Cancellation and Re-Admission:

i) A cancellation fee of Rs. 1,000/- is deducted from the applicant's "Wallet" for every cancellation before the last day of Admissions, and reflects in their Admissions Dashboard each time the applicant cancels their admission.

ii) The fees to be paid to colleges in subsequent upgradations/readmissions will be adjusted against the amount in the "Wallet". The applicant will need to pay fees hereon only if subsequent college fees are higher than the fees paid at the first college.

iii) All adjustments will be reflected in the "Wallet" feature.

iv) Refund of fees due to cancellation or any other reasons WILL NOT BE DONE AFTER THE LAST DAY OF UNDERGRADUATE ADMISSIONS, 2019-20.

If you need further assistance with the online admission process, you can:

i) Check the Frequently Asked Questions (FAQs) tab on the homepage.

ii) Contact us on the admissions website through the "Admission Helpline" tab.

iii) Send general and technical queries related to online registration and the admission process to **du.ug.help2018@gmail.com**

iv) Call us at the UniversityInformation Centre on the helpline number 011-27006900 (from 01.06.2019).

v) Contact College-level Helpdesks, about which information will be notified through the website.

Helpdesk Information: For general queries related to the overall online registration process, applicants may contact:

Helpdesk (Dean Students' Welfare Office) Room No. 5,Conference Centre, Near Gate No. 4, North Campus, University of Delhi, Delhi – 110007 **Phone: 011-27667092**	Joint Dean Students' Welfare Office, Arts Faculty, South Campus, University of Delhi, Delhi - 110021 **Phone: 011-24116178**	

Two exclusive Helpdesks are available to provide all necessary assistance for registering

applicants who are Persons with Disabilities:	
Equal Opportunity Cell, Arts Faculty Tutorial Building, **North Campus**, University of Delhi, Delhi - 110007. Phone: 011-27662602	Joint Dean Students Welfare Office, University of Delhi **South Campus**, Delhi - 110021 Phone: 011-24116178
Please do not hesitate to use these if you are a PwD category applicant.	

Annexure II: College-wise List of Courses with Annual Fee Information

(Data awaited from Colleges)

Annexure III: Concession to Women Applicants

(Data awaited from Colleges)

Annexure IV:Reservation for Economically Weaker Sections

Proforma for Income and Asset Certificate:

Annexure III

Government of_____
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS (EWS)

Certificate No. _____   Date:_____

VALID FOR THE YEAR_____

This is to certify that Shri / Smt./ Kumari _____
son/daughter/wife of _____ permanent resident of _____,
Village/Street _____ Post Office _____ District
_____ in the State/Union Territory _____ Pin Code _____
whose photograph is attested below belongs to Economically Weaker Sections, since the
gross annual income* of his/her "family"** is below Rs. 8 lakh (Rupees Eight Lakh only) for
the financial year_____ . His/her family does not own or possess any of the following
assets***:

I. 5 acres of agricultural land and above;
II. Residential flat of 1000 sq. ft. and above;
III. Residential plot of 100 sq. yards and above in notified municipalities;
IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the
caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward
Classes (Central List).

Recent Passport size
Attested Photograph of
the Applicant

Signature with seal of
Office_____
Name_____
Designation_____