

HOW TO APPLY

Application to be submitted through online only. No Hardcopy of Application Form will be issued. For online application please logon to www.caluniv-ucsta.net.

If you are a new user of this online system please register yourself on the website by creating Account with Unique User ID (your Email id) and password. Please do remember your User ID and Password you have created.

The candidate need not fill in the form with one attempt. The data already entered by the applicant will remain stored in the database. The applicant can once again access his/her form by using his/her User ID and Password in the form at the top right corner of the page [http://
http://www.caluniv-ucsta.net/bed/phpfiles/main.php](http://http://www.caluniv-ucsta.net/bed/phpfiles/main.php).

Information required for filling in the Form

1. Marks / Grade obtained in major Examinations from 10th Standard onwards.
2. Income of family per month.
3. **Scanned Photo (3.5 cm x 3.5 cm) in jpg / jpeg format and size < 50 KB**
4. One printed copy of the same photo required to be pasted on the application form.
5. An Email-Id cannot be used more than once. A different Email should be taken, if required.

Instructions for filling in the Form

1. Open the Page <http://www.caluniv-ucsta.net/bed/phpfiles/main.php>
2. Click the 'Click here to register' link at the bottom of the Login form.
3. Fill in the Registration Form.
4. With the Email id as User-id and chosen Password, you'll be directed to the Admission Form.
5. The Admission Form consists of 4 pages shown as Menu:
 - (i) Personal Information
 - (ii) Academic Information
 - (iii) Assessment Table
 - (iv) Employment Information
 - (v) Upload Photo
 - (vi) Payment Information
6. In the Academic Information Page, enter the marks, subjects etc. of different examinations from 10th standard onwards chronologically.
7. Proceed filling in the form from 'Personal Info' page to 'Payment Info' page, one after another. One cannot jump to a particular page of the form without filling in the previous page.
8. 'Save' button stores the data of that particular page and stays in that page, whereas 'Save & Continue' stores the data of that page and proceeds to the next page.
9. One need not fill in the form at one go. Data will remain stored.

- 10.** Before 'Final Submission' of the form available in 'Payment Info' page, one may print the draft form, Employment Form (for deputed teachers only), and Grade Marks Form to check the data inserted by the user.
- 11.** Before 'Final Submission' of the form available in 'Payment Info' page, one can modify the data in different pages by clicking the hyperlinks available on the tabs.
- 12.** After 'Final Submission' of the form, the user cannot edit data in the form anymore.