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INSTRUCTIONS FOR FILLING UP THE ONLINE APPLICATION FORM

1. Details of online admission are available on the Calcutta University websites: **www.caluniv.ac.in** and **www.caluniv-ucsta.net** .

2. **APPLICANT SHOULD HAVE HIS/HER OWN E-MAIL ID.**

3. On the **HOME** Page (the webpage which opens after you click on the admission link) please click on **"New Admission"** button.

4. For New Applicant **click on the blue button** indicating **"New Applicant? Create a New Account".**

5. Password of the candidate will have to be given by the candidate and it should follow the following rules

   a. Password should be minimum 6 character and maximum 13 characters i.e. it should be between 6 and 13 characters;
   b. There should be at least one UPPER CASE;
   c. There should be at least one LOWER CASE;
   d. There should be at least one NUMBER;
   e. There should be at least one SPECIAL CHARACTER (!;@;#;$:%);
   f. Example of Password – "Shukla@2020".

6. SELECT COURSE when the new candidate Enrollment Page opens.

7. After filling up the form and clicking on the "**Apply**" button the candidate will receive the following information regarding login in his/her own email ID:

   a. **User Name (Your Application Number);**
   b. **Password;**
   c. **OTP.**

8. The candidate will also be taken to Login Page where the Candidate will have to enter.

   a. **Application No. (User Name Sent in Email);**
   b. **Password.**

9. After entering correct information (i.e. Application No & Password) the candidate will be directed to enter OTP (obtained from Email). OTP will be required for first time login only.

10. After entering OTP the candidate will be taken to the **main Application Form**.

11. Please remember your **APPLICATION NUMBER & PASSWORD** as those will be required for further login to the Application Portal. If forgotten, then can be obtained from the email received by the candidate.

12. No Personal communication will be made. Candidates are advised to follow the notifications in the University admission portal regularly.

13. Applicant shall choose the Course in which she/he wishes to apply based on the eligibility. The applicant is advised to check the eligibility of the Courses before making a choice. **Candidate has to select all the Group(s)/course(s)/college(s) with order of preference once at a time in a single application**. (Group To Be Mentioned)

14. **Significance of order of preference**: In some cases a candidate may apply for more than one course with **order of preference**. Candidate should give order of preference carefully. It may not be changed later. During selection process, all the options of candidate with higher merit will be considered first then the options of the next higher merit of the candidate will be considered. Once the candidate is selected in one option, all the lower options will be closed, keeping the higher options, if available, remains open for future chance. The **preference 1** is higher than **preference 2** and so on. The candidate should select the course as **preference 1** which she/he thinks the best suitable one and intends to be admitted if she/he gets chance. Accordingly **2ⁿᵈ best course** as **preference 2** and so on.

15. the applicant has to upload clear scanned document as per the size/conditions given below:

   a. Scanned Passport size photo – Size Max. 50 Kb. (In White Back Ground)
   b. Scanned Candidate's Signature (In English) - Size Max. 30 Kb.(In White Back Ground)
   c. Scanned copy of Mark Sheets or any other documents - Size Max 200 Kb (From Original)

   d. Passport size photograph of the applicant.
   e. Scanned signature (English) of the applicant.
   f. Scanned copy of marks-sheet of qualifying examination. (From Original)

16. Please note that provisions are made to save the form in draft mode by clicking on "**Save As Draft**".

17. Before submitting, candidate can preview the filled up application by Clicking on "**Preview**" button.

18. **Candidate can change or edit information in the Application as long as the Application is not submitted. Once the application is submitted candidate cannot change or edit or modify the information.** Therefore, candidates are advised to check the form carefully before final submission.

19. After final submission of Application form the Candidate will be taken to Payment gateway. **Candidates are required to pay the requisite fee(s) through that online payment gateway only**.

20. All requisite payments are to be made through online only and amount cannot be altered.

21. **Application Fee/Entrance Test Fee once paid is not refundable**.

22. No application will be processed if Application Fee or Entrance Fee, as applicable, is not paid.

23. Candidate must take the print out of the application form for future reference.
    Candidate must report to respective campus of Calcutta University or CU affiliated College(s) on the notified date for verification of original marks sheet/certificates. The dates for documents verification for students admitted in CU will be informed through University website.

24. It is the responsibility of Applicant to ensure that the information furnished in the application form is true & correct. In case of any discrepancy found during verification of documents, even after admission, the application/candidature will be rejected forth with without refund of Payment.

25. **Over looking is not to be claimed as of right.**