

Instructions for Student Applicants

This application process and following instruction is for only those students who have NOT yet filled the Exam Form and submitted in their respective college.

1. Click on 'Start Registration' Link in the Home page of the application to start the application process.

A teal rectangular button with the text "Start Registration" in white.

2. On Clicking the button, two options will be provided as below. One is for Four Year Program and another is Three Year Program. Proceed as per your need.

Select your Exam schedule type, FOUR YEAR or THREE YEAR system as per your need.

<p>Exam Form for Year: 2021, Level: Bachelor , Year Type: 4 Year and Year/Part: First Year</p> <p>Use this section to start form registration for 4 year based programs</p> <p>Start Registration for 4- Years Bachelor, 1 Year</p>	<p>Exam Form for Year: 2021, Level: Bachelor , Year Type: 3 Year and Year/Part: First Year</p> <p>Use this section to start form registration for 3 year based programs</p> <p>Start Registration for 3- Years Bachelor, 1 Year</p>
---	---

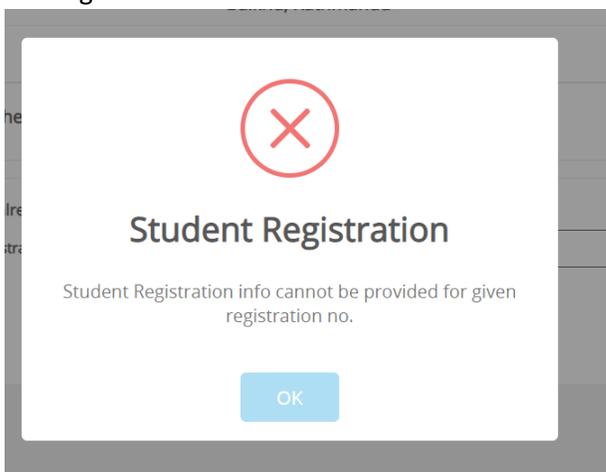
3. On clicking any one of the buttons, following screen is shown. Provide your Registration no and click on 'Search by Registration No' button

You need to have registration number already available with you. Without it, you cannot continue.

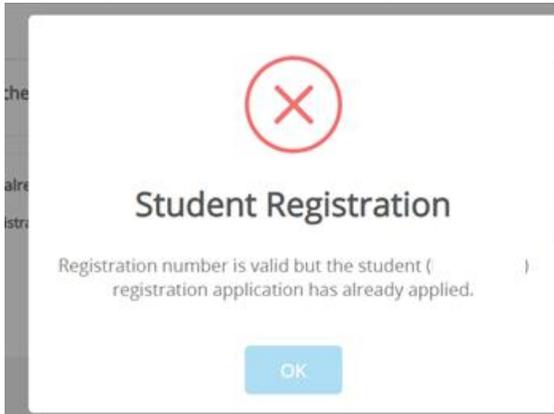
Registration No *

[Search By Registration No](#)

4. If the provided registration no is invalid or does not exist in the system then following error message is shown



5. If the Registration No has already saved the application, then following information is shown.



6. If the Registration No is valid and has not any saved application then the following page is shown with their basic information.

Personal Information

Registration No * 9-2-291-21-2014

Name *

College/Campus *

Program *

Part*

Date of Birth *

Gender * Ethnicity *

Father Name

Documents

Photo : *
Recent passport photo with 350 high * 300 wide & plane background (JPEG or PNG format)

Bank Voucher
Bank Voucher

Subjects

Exam Type * Regular Partial

Subject Detail: Add required subjects by clicking Add Subject button.

S.No.	Subject	Add Subject
1	<input type="text" value="Select an option..."/>	<input type="button" value="Add Subject"/> <input type="button" value="Remove Subject"/>

7. Select your College, Program, Exam Type. In some cases, you might need to enter Date of Birth, Gender. Date conversion is supported for AD to BS and BS to AD format. Upload your photo and Bank Voucher.
8. Select and add Subject as your need.
 - a. You must select at least one subject to be able to save the record.
 - b. If you select duplicate subject, only one will be counted.
 - c. If you click on Save Registration while leaving a row empty for subject, it will be discarded.
9. Instruction on Photo
Photo Document must be uploaded for all students. Please upload properly scanned photo of yourself with the size limit. Or your application might be REJECTED.
10. Instruction on Bank Voucher
Please make sure that if you need to upload the Bank Voucher as per your college rule. NOT uploading the bank voucher when your college mandates the document, your application might be REJECTED.
11. Once you have accepted the Terms and Condition and Clicked on 'Submit Application', properly filled application will be saved and following message is shown.
12. And once you have clicked on it, you will not be able to edit the information anymore. Your application may be accepted or rejected by the applied college.