Requirements for form submission

Valid Email ID

Active Mobile Number
> Mobile number should be of the applicant at the time of form filling and would remain with applicant till the admission is finalized.
> All relevant information regarding admission would be sent to this mobile number.

Alternate Mobile Number (Preferably of parents)

Photo in JPEG format (upload size is 50 KB only)
Scanned Signature in jpeg format (upload size is 50 KB only)
Left and Right Index Finger Impression in jpeg format (upload size is 50 KB only)

High School Certificate : Required as proof of Date of Birth (to upload)

Graduation & Post Graduation Marks sheet. (to upload)
> Those applicants who are in the final year of graduation have to provide roll number and University details.

Photo ID proof (for entering number)
> Any one of the following for entering the number at the designated place in the online application form : Aadhar Card, Voter ID, Driving License, Passport.

Application Fee

General & OBC candidates	Rs. 1500.00
SC and ST of UP only	Rs. 750.00
SC and ST of other States	Rs. 1500.00

Caste certificate
> The number of caste certificate issued by the competent authority will have to be entered and scanned copy of such certificate has to be uploaded for availing the benefit of reservation for OBC, SC and ST applicants. **In case of mismatch between Caste Certificate Number entered and that in uploaded image of the same, the application will be rejected.**
>
> For OBC applicants this certificate should be issued not before April 01, 2016 and be valid on the day of verification. Validity of these certificates will be verified from the Government website.
> The scheduled caste, scheduled tribes, and other backward class candidates originally belonging to Uttar Pradesh will be given the benefit of reservation. **Scheduled castes, scheduled tribes, and other backward class candidates of other states will be treated as General.**

Income Certificate
> Applicants will have to enter the number of income certificate at the time of filling of the form.
> The applicants who do not have a valid income certificate issued by competent authority will not be given benefit of zero fees at the time of admission.
> All certificates will be verified through the Government website.
> Certificates whose details are not available on this website will not be accepted.
> **In case of mismatch between Income Certificate Number entered and that in uploaded image of the same, the application will be rejected.**

Certificates for Weightage Claimed
> Candidate have to upload the certificate related to weightage claimed by applicant and it should be duly signed by competent issuing authority. In case of failing to upload or certificate is not in proper manner, weightage claimed by applicant will not be accepted.

Documents related to Sub Category
> Candidates have to upload the certificate related to his/her Sub Category by applicant and it should be duly signed by competent issuing authority. In case of failing to upload or certificate is not in proper manner, the benefit of sub category, claimed by applicant will not be given.

Disclaimer
> In any case provisional certificate will not be accepted.

FORM FILLING

During the form filling process the applicant can make the entries and save the information. If the applicant is unable to fill the form in one sitting or somehow the process is interrupted there is no need to register again. They can login using the credentials sent on their mobile number and email to continue the process.

Applicants are advised to check all the data they have entered before finally submitting the application fee. If there is some error they can edit these or start the entire process again. Once they have submitted the application fee the data submitted in the registration page cannot be edited under any circumstances.

Step 1 Registration

Applicants have to fill the relevant details in the form provided. These fields cannot be edited later.
Applicants will receive their login details in the mobile number and email ID provided at the time of registration.

Step 2 Personal Details
Applicants have to enter their personal details.

Step 3 Upload photo, signature, Index finger impression and sub category documents.
Applicants have to upload their respective scanned photo, signature, & left and right Index finger impression and document related to sub category claimed.

Step 4 Educational Qualifications
Applicants have to fill their educational qualifications.
Enter the aggregate marks of all the subjects mentioned in the mark sheets.

Those applicants, who have appeared for their UG/PG Final year/Semester Examination in 2018, have to fill name of their University and their roll number now. All such applicants have to login and fill their UG marks before appearing for counselling otherwise their candidature is rejected.

Step 5 Weightage

Applicants have to fill their details related to the claim of weightage. Candidate have to upload the certificate related to weightage claimed by applicant and it should be duly signed by competent issuing authority

Step 6 Choice of Test Centre
Applicants have to fill their three choices of test centre, in order of his/her preference. The Test centre allotted, may be different form his/her choice. The University of Lucknow reserves the right to allot any other test centre.

Step 7 Preview
Applicants can preview all the entries made at this point. If there is some error they can edit these or start the entire process again. Once they have submitted the application fee the data submitted in the registration page cannot be edited under any circumstances.

Step 8 Application Fee
If all the entries in the application form are correct the applicant can submit the form and proceed for payment of the application fees
Form fees can be submitted by any of the following ways : Credit Card, Debit Card, Net Banking.
Step 9 Print Application form
Applicants can print their complete application form and fee receipt to complete the application process.
Applicants have to retain a printout of their application form which may be needed for ready reference.
Applicants do not have to send the print out of the application form to the University.

Data Editing
Restricted data can be edited by the candidate by logging in to the admission website using the credentials sent to their email and registered mobile number. In case the candidate has missed out on the login details they can regenerate their password by clicking on the 'forgot password' link and entering their registration number. The new login details would be sent to their registered mobile number. **The data submitted in the registration page and the opted category cannot be edited under any circumstances**.