REQUIREMENTS FOR FORM SUBMISSION

- **Valid Email ID**
- **Active Mobile Number**
  - Mobile number should be with the applicant at the time of form filling
  - All relevant information regarding admission would be sent to this mobile number.
  - This number would also be used at the time of counselling.
- **Alternate Mobile Number** (Preferably of parent)
- **Photo** in JPEG format (Maximum upload size is 50 KB only)
- **Scanned Signature** in jpeg format (Maximum upload size is 50 KB only)
- **Mark sheets (High School, Intermediate , Graduation and qualifying examination)**
- **Aadhar Card**
- **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**
  - For All Candidates (without late fee)   Rs. 500.00
  - For All Candidates (with late fee)   Rs. 1500.00

- **Important Dates**
  - Online Form Submission Starts   **July 2, 2019 (After 3:00 PM)**
  - Last date without late fee   **July 25, 2019**
  - Last date with late fee (Rs 1000)   **July 31, 2019**
  - Reciept of form in University   **August 5, 2019**

- **Caste certificate**
  - The number of caste certificate issued by the competent authority will have to be entered for availing the benefit of reservation for OBC, SC and ST applicants.
  - For OBC applicants this certificate should have been issued after July 1, 2016 and be valid on the day of verification. Validity of this certificate 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 these certificates at the time of filling of the form.
  - The income certificate will be verified through the Government website.
  - Certificates whose details are not available on this website will not be entertained.
  - 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.

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 numbers and continue the process.
- Applicants are advised to check all the data they have entered before 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.
  - They have to select the Criterion in which they are seeking admission and enter the required information
    - Regular/Registered Students of the University as add on program.
    - Regular/Registered Students of College affiliated to Lucknow University as add on program.
    - Corporate Sponsored Applicants
    - Government Employees
    - Defence Personnel
- **Step 2 Personal Details**
  - Applicants have to enter their personal details
- **Step 3 Educational Qualifications**
  - Applicants have to fill their educational qualifications.
- **Step 4 Upload photo and signature**
  - Applicants have to upload their photo and scanned signature.
- **Step 5 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 6 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 7 Print Application form**
  - Applicants can print their complete application form and fee receipt to complete the application process.
- **Step 8 Mail Application form**
  - Applicants have to send a printout of the application form to the address mentioned in page 2 along with all the relevant documents mentioned there.

Data Editing

- Restricted data can be edited by the candidate by logging into 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 will be sent to their registered mobile number. **The data submitted in the registration page and the opted category cannot be edited under any circumstances.**