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 it 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 in fill the relevant details in the form. 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   Educational Qualifications**
    - Applicants have to fill their educational qualifications.
        - **Enter the marks of all the subjects mentioned in the mark sheets**
    - Those applicants who have appeared or are appearing for their Graduation examination in 2022 have to fill in the name of the University and roll number now.
- **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 it 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

UNIVERSITY OF LUCKNOW, LUCKNOW -226007   **17**
Please see the University website (www.lkouniv.ac.in) for updates
Disclaimer: All precautions have been taken to include the updated eligibility criterion, number of seats and fees structure of the University of Lucknow. In case of any discrepancy, the eligibility criterion, number of seats and amount of fees for each course entered in the official records of the University will be final. The prospective candidates are advised to keep visiting the University website regularly for announcements, notices and updates, because no separate individual information shall be sent to any prospective candidate.

- ▪ Credit Card, Debit Card, Net Banking
- **Step 7   Print Application form**
  - o Applicants can print their complete application form and fee receipt to complete the application process.
  - o Applicants have to retain a printout of their application form which will be needed later on.
  - o **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 into the admission website using the credentials sent to their email and registered mobile number.
  - o 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.**

Important Note

1. In case the payment is not updated immediately, applicants are advised to wait for at least 72 hours before contacting the technical helpline 0522-4150500 during working hours. They are also advised not to make multiple payments. All payments that are successful on the console will get updated automatically. They should note that no late fee or fine would be imposed on them.
2. Those applicants who are appearing in their qualifying examination in 2022 have to fill in the name of the university and roll number now. All such applicants have to login and fill their marks obtained in the qualifying examination before appearing for counseling.
3. Applicants who want to avail the benefit of Economically Weaker Section (EWS) seats have to choose yes in the personal information page. The certificate for this can be uploaded on the page where there is option of uploading photo and signature.
4. Applicants of the OBC, SC and ST category have to fill the category certificate number in the space provided for this. In case they do not have the recent certificate they can enter the number of the old

UNIVERSITY OF LUCKNOW, LUCKNOW -226007

18

Please see the University website (www.lkouniv.ac.in) for updates

Disclaimer: All precautions have been taken to include the updated eligibility criterion, number of seats and fees structure of the University of Lucknow. In case of any discrepancy, the eligibility criterion, number of seats and amount of fees for each course entered in the official records of the University will be final. The prospective candidates are advised to keep visiting the University website regularly for announcements, notices and updates, because no separate individual information shall be sent to any prospective candidate.

certificate or the acknowledgement number and fill the form. They can provide the certificate later.

5. Applicants of the SC and ST category who want to avail the benefit of zero fee are required to mention the income certificate number in the space provided for this. In case they do not have the recent certificate they can enter the number of the old certificate or the acknowledgement number and fill the form. They can provide the certificate later.

UNIVERSITY OF LUCKNOW, LUCKNOW -226007

19

Please see the University website (www.lkouniv.ac.in) for updates

Disclaimer: All precautions have been taken to include the updated eligibility criterion, number of seats and fees structure of the University of Lucknow. In case of any discrepancy, the eligibility criterion, number of seats and amount of fees for each course entered in the official records of the University will be final. The prospective candidates are advised to keep visiting the University website regularly for announcements, notices and updates, because no separate individual information shall be sent to any prospective candidate.