

## HOW TO APPLY

### STEP 1 – NEW REGISTRATIONS

Click 'New Registration'  
Read guidelines carefully and click  
proceed Register to create your login  
credentials Verify your account with  
Mobile OTP  
Verify your email account by clicking the link sent to your email-id

Note: **Phone number & email address used during registration must belong to the applicant.**  
**Communications will only be sent to registered phone number or email address.**

### STEP 2 – SUBMITTING ONLINE APPLICATIONS

Login to your **TEZU ADMISSION**  
dashboard Click 'New Application'  
Select a programme type  
Under the selected Programme Type select one or more academic programmes for which you  
are eligible  
Specify the order of your preferences of the selected academic programmes as 1,2,3... so  
on Proceed with Application process  
Carefully fill-out all details  
Upload necessary self-attested  
documents Pay Application fee using online payment  
gateway  
Submit Application

Note: **Take print-out of the application form. Students are required to carry it along with  
original documents at the time of admission.**

## NEWREGISTRATION

Note: Please read the Guidelines thoroughly before proceeding.

The screenshot shows the Tezpur University admissions portal. The header includes the university logo and navigation links. The main content area is titled "Admissions to UG / PG/ Integrated/ Diploma/ Certificate Programmes at Tezpur University for the Academic Session 2022-23" and "Admissions to Ph.D Programmes / MBA (Full Time) at Tezpur University for the Academic Session 2023-24". Below this, a paragraph states: "Online applications are invited from eligible candidates for admission to various programmes of study for the academic year 2022-23. Interested and eligible candidates may APPLY ONLINE through the Tezpur University admissions portal at www.tezuadmissions.in by paying application cum counselling fee as specified in the following table:"

Student Type	Category	Programmes through CUET(UG/PG)**	Ph.D Programmes**
Indian Student	General/OBC/OBC-NCL	₹ 600.00	₹ 800.00
	SC/ST/EWS/PWD	₹ 300.00	₹ 400.00
International Student	Not Applicable	US \$ 20.00	US \$ 30.00

\*\* Additional bank charges may apply.  
For MBA (full time) fee will be announced later. Applicants are advised to read the instructions carefully.

Fig1.

Scroll down the guidelines → Click in the "Proceed" button to continue with Registration.

The screenshot shows a registration confirmation dialog box. The text inside reads: "Please ensure that the above scanned documents are self-attested, legible, and readable. It must be the sole responsibility of the Applicants to upload all mandatory documents. Applications submitted without any of the mandatory documents /with illegible documents will be summarily rejected." At the bottom right of the dialog box, there are two buttons: "Proceed" (highlighted with a green box) and "Cancel". Below the dialog box, the footer of the portal is visible, showing "REGISTERED", "COPYRIGHT © TEZPUR UNIVERSITY, ALL RIGHTS RESERVED", and "Already Registered? Sign in".

Fig2.

## CreatingRegistrationCredentials

The screenshot shows a web browser window with the URL `in/tezpur_admission/public/student/register`. The page header includes contact information for online payment related queries (+91-8399894076, +91-9864013569) and general queries (+913712-273149, +913712-273169), along with a "LOGIN" button. The main content is a "REGISTRATION" form with the following fields:

- First Name \***: ARUN
- Middle Name**: KUMAR
- Last Name**: DAS
- Email \***: akdas@gmail.com
- ISD C**: +91
- Password \***: [masked with dots]
- Country of Origin \***: India
- Captcha \***: 30 + 4 = [input field with 30]

A "Password Conditions" pop-up box is visible, listing requirements:

- One Upper Case Letter
- One Lower Case Letter
- One Special Char !\$#%&
- One Number
- Length 8 Char

The form includes a "REGISTER" button and a link "Already Registered? Sign in". The footer states "COPYRIGHT © TEZPUR UNIVERSITY . ALL RIGHTS RESERVED".

Fig3.

Application needs to fill up the "Registration Form". The mandatory fields are marked with asterisk(\*).While filling up the password field suggestion box "Password Condition" appears with the indication of how to set the password. After filling up all the mandatory field click "REGISTER" to submit your registration.

## VerifyOTP

OTP is sent to your mobile no. Please verify to proceed.

Warning! (akdas@gmail.com) Email Not Verified [Change Email](#) [Resend verification link](#) ✕

Login

Notice: OTP is sent to your mobile no. Please verify to proceed.

OTP

[Verify OTP](#) [Resend OTP](#)

**Fig4.**

Enter the 6 digit OTP delivered in your registered Mobile Number and click **“Verify OTP”** to verify the Mobile Number. Use **“Resend OTP”** in case OTP is not delivered.

Once OTP is verified, applicant would be redirected to the application dashboard shown in Fig 5. Applicant is also required to verify the Email used in registration form.

TEZU ADMISSION Home Application Prospectus 2022-23 Download formats ARUN KUMAR DAS (akdas@gmail.com)

OTP-verified successfully

Warning! (akdas@gmail.com) Email Not Verified [Change Email](#) [Resend verification link](#) ✕

Welcome to Tezpur University Admission Portal 2022 [Apply New Application](#)

You are logged in!

Note: Eligible applicants can proceed to payment after completion of the following steps / stages. Partial saving / uploading of documents will not be eligible for payments.

#	Registration No	Application No	Applicant Name	Program Applied	Category	Gender	Status	Action
No Records found.								

**Fig5.**

## VerifyEmail

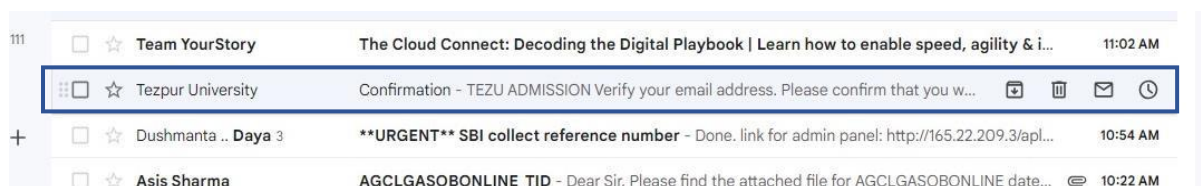


Fig6.

A verification email will be delivered to the Applicant's email address to verify the Email.

Note: In case the email is not delivered in the Inbox section, check the SPAM folder to verify the email.

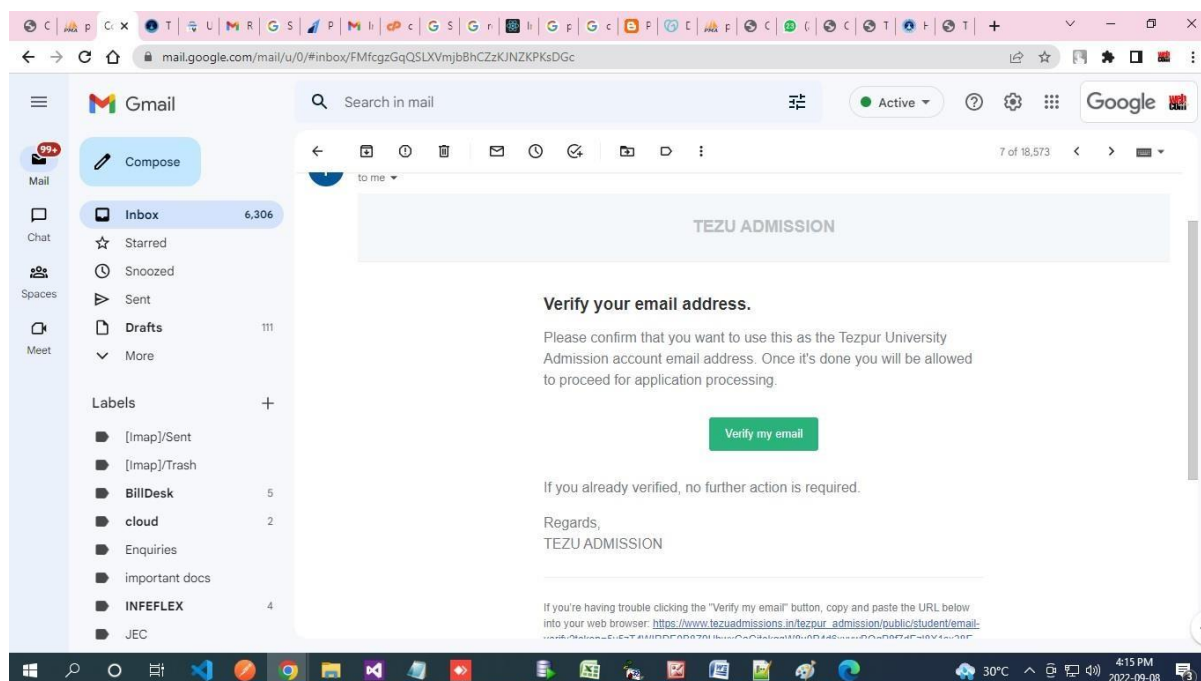


Fig7.

Click on **“Verify my email”** to proceed for filling up the application form. **“Change Email”** will allow the applicant to change his / her email prior to email verification process. **“Resend verification link”** will send a fresh email to the email address of the applicant to verify the same.

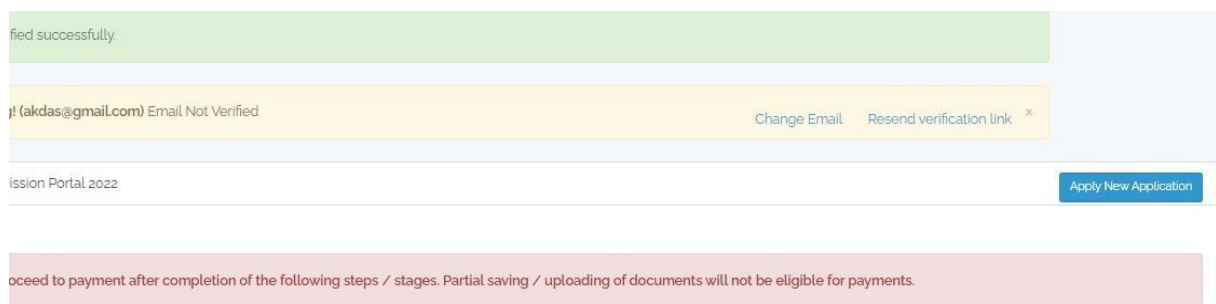


Fig8.

Click on **“Apply New Application”** to proceed for Application Form Fill Up process.

## ApplyingforNewApplication

The screenshot shows the 'Program Type' selection interface on the TEZU Admission website. The browser address bar shows 'tezadmissions.in/tezpur\_admission/public/student/application/create'. The page header includes 'TEZU ADMISSION', 'Home', 'Application', 'Prospectus 2022-23', 'Download formats', and the user name 'SHAIKAT HAYDER'.

The 'Program Type' dropdown menu is open, showing options: CUET-UG, --SELECT--, CUET-UG, and CUET-PG. Below the dropdown, there are four program entries, each with a checkbox, a description, and a preference number:

Program Name	Requirement	Preference
<input checked="" type="checkbox"/> Certificate in Chinese (2 semesters)	10+2 Standard pass in any stream with minimum 45% aggregate marks or equivalent Grade Point. Relaxation of 5% marks or equivalent Grade Point will be allowed for reserved category candidates as per Rules.	1
<input checked="" type="checkbox"/> Integrated M.Com. (10 semesters)	10+2 Standard Pass in Science/ Commerce Stream with minimum 60% aggregate marks or equivalent Grade Point, where applicable. Relaxation of 5% marks or equivalent Grade Point will be allowed for reserved category candidates as per Rules.	2
<input type="checkbox"/> Integrated B.Sc. B.Ed. in Chemistry (8 semesters)	10+2 Standard pass in Science stream with minimum 60% aggregate marks or equivalent Grade Point in Chemistry, Physics, English, Mathematics, Biology. Relaxation of 5% marks or equivalent Grade Point will be allowed for reserved category candidates as per Rules.	
<input type="checkbox"/> Integrated B.Sc. B.Ed. in Mathematics (8 semesters)	10+2 Standard pass in Science stream with minimum 60% aggregate marks or equivalent Grade Point. Relaxation of 5% marks or equivalent Grade Point will be allowed for reserved category candidates as per Rules.	

Fig9.

Select the program from “Program Type” and accordingly all the related Programs will be visible to the applicants for selection of Program(s). While selection a program the applicant is required to do the following.

Click on “Checkbox” next to Program Name → Click the “Checkbox” next to “I Qualify” → Select the preference number from the drop down. Applicant can select multiple programs in order of preference. (See Fig9)

Scroll down to the bottom of the page click on “Checkbox” → “I have read through the prospectus thoroughly” and click “Next” (See Fig10)

The screenshot shows the 'Declaration' section of the application form. It includes a checkbox for 'I have read through the prospectus' and a 'NEXT' button. Below the declaration, there is a disclaimer: 'Disclaimer : The eligibility criteria shown against a few programmes is subject to ratification.'

The 'Declaration' section contains the following text:

☒ I have read through the prospectus [Click Here](#)

**NEXT**

Disclaimer : The eligibility criteria shown against a few programmes is subject to ratification.

Fig10



## Applying for New Application–Step1(Contd.):Personal Information

**Fig11.**

There are 4 steps in this process.

Step 1: Filling up of the Personal Information

Step 2: Filling up of Address and Contact

Information Step 3: Filling up of Academic Details

Step 4: Uploading of Documents

**Fig12.**

Fill up the mandatory fields in the “**Personal Information**” step and click “**Save & Proceed**” to save the information and then Click “**GO NEXT**” to continue with the “**Address and Contact Information**” step

## Applying for New Application–Step2(Contd.):Address and Contact Information

TEZU ADMISSION | Home | Application | Prospectus 2022-23 | Download formats | SHAUKAT HAYDER

Personal Information | **Address & Contact Information** | Academic Details | Documents Upload

Address & Contact Information (Step 2)

1. Correspondence Address: \*

(a) C/O: C/O Late A. Haydari

(b) House No: 52, Voltas Bldg

(c) Street Name /Locality: MRD Road

(d) Vill/ Town: Guwahati

(e) Pin/Zip Code: 781003

(f) P.O: Chandmari

(g) District: Kamrup (M)

(h) State: Assam

2. Permanent Address: \*

Is Permanent address same as correspondence address? ☒ Yes ☐ No

(a) C/O: C/O Late A. Haydari

(b) House No: 52, Voltas Bldg

(c) Street Name /Locality: MRD Road

(d) Vill/ Town: Guwahati

(e) Pin/Zip Code: 781003

(f) P.O: Chandmari

(g) District: Kamrup (M)

(h) State: Assam

Fig13.

(c) Street Name /Locality: MRD Road

(d) Vill/ Town: Guwahati

(e) Pin/Zip Code: 781003

(f) P.O: Chandmari

(g) District: Kamrup (M)

(h) State: Assam

(b) House No: 52, Voltas Bldg

(c) Street Name /Locality: MRD Road

(d) Vill/ Town: Guwahati

(e) Pin/Zip Code: 781003

(f) P.O: Chandmari

(g) District: Kamrup (M)

(h) State: Assam

3. Contact No: 9864013569

4. Email: shaukat@webcomindia.biz

5. Nationality: INDIAN

6. Place of residence: Urban

GO BACK Save & Proceed

Disclaimer: The eligibility criteria shown against a few programmes is subject to ratification.

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Fig14.

Fill up the mandatory fields in the “**Address and Contact Information**” step and click “**Save & Proceed**” to save the information and then Click “**GO NEXT**” to continue with the “**AcademicDetails**” step



Academic Details: (Step 3)

1. Qualifications (\* Write NA/Zero if not available)

Name of Exam Passed / Stream	Name of Board / University / Institute	Year of Passing / Appeared	Class / Grade / Division	Subjects taken (Including Honours / Major, if any)	Passed or Appearing	Total Marks	Marks Obtained	SGPA/CGPA	Percentage	Remarks
10 <sup>th</sup>	CBSE	2018	I	Science, Geography, Maths 224 / 255 characters remaining	<input checked="" type="radio"/> Passed <input type="radio"/> Appearing	500	452	9.1	90.40	Optional
12 <sup>th</sup> Stream: ARTS	CBSE	2021	I	Eng. Pol. Sc. Eco. His 233 / 255 characters remaining	<input checked="" type="radio"/> Passed <input type="radio"/> Appearing	500	436	9.0	87.20	

Pre-Qualifying / Semester wise / Year wise / Any Other Qualification Marks of Qualifying Exam (Please enter information here by clicking Add New button)

[ADD NEW](#)

Qualifying Marks (if not available enter o zero)

**Fig15.**

Based on the program select the applicant would require filling up this step in details. The percentage calculation is automatically calculated based on the information entered in Total Marks and Marks Obtained. Click on the [ADD NEW](#) (highlighted with a blue border Fig15.) will allow the applicant to add additional information (this is optional feature)

3. Are you medalist in any National and International Sports events? ☐ Yes ☒ No

4. Academic distinction / Medals / Prizes, if any? ☐ Yes ☒ No

5. Other information worth mentioning including publications, if any?

6. Were you (a) Debarred from any examination (s)? ☐ Yes ☒ No  
(b) Punished for misconduct? ☐ Yes ☒ No

[GO BACK](#) [Update](#) [Preview This Form](#)

Step three has been completed successfully !!

Disclaimer: The eligibility criteria shown against a few programmes is subject to ratification.

**Fig.16**

Click **"Save & Proceed"** to save the information and then Click **"PREVIEW THIS FORM"** to Preview the information already filled and click **"GO NEXT"** to continue with the **"Uploading of Documents"** step.

## ApplyingforNewApplication–Step4(Contd.):UploadingofDocuments

Documents Upload (Step 4)

Note: - Click on the "Upload" next to each "Heading" to upload the document.  
- Once uploaded the "Upload" button would turn "Green" indicating that document is uploaded.  
- To replace any document re-upload the document under the same heading and then click "Uploaded".

Passport Size Photo : \*  20210726\_photo.jpg   
Max-size: 100KB | File type: JPEG/JPG, PNG | Height: 250, Width: 200 Pixels

Signature : \*  No file chosen   
Height: 150px, Width: 200px, Max Size: 100KB  
File Type: PNG/JPEG/JPG

Undertaking for Category Certificate : \* (for all programmes) :  No file chosen   
Max-size: 1MB, File type: JPEG/JPG, PNG

Category Certificate:  No file chosen   
Max-size: 1MB, File type: JPEG/JPG, PNG

Fig.17

In this section the applicant would require to upload the documents as per the “Heading” shown next to each upload button.

### Step to upload document:

Click “Choose File” → Click “Upload” button to upload the document → Once uploaded the upload button would turn “Green” indicating that the document is uploaded successfully. In this way the applicant can continue uploading with the rest of the documents accordingly. If in case applicant wants to replace a file Click “Choose File” → Click “Upload” button will replace the existing document with the new one.

• Upload Marksheet, Certificate with conversion formula issued by your University/ Board/ Council.  
• Upload This Three Document In One PDF File.

Class X Documents : \*  033-045-44290.pdf   
Max-size: 1MB, File type: Pdf only

Class XII Documents : \*  033-045-44290.pdf   
Max-size: 1MB, File type: Pdf only

I SHAUKAT HAYDER declare that I shall abide by the Statutes, Ordinances, Rules and Orders etc. of the University that will be in force from time to time. I will submit myself to the disciplinary jurisdiction of the Vice-Chancellor and the authorities of the University who may be vested with such power under the Acts, Statutes, Ordinances and the Rules that have been framed thereunder by the University.

I also declare that the information given above is true and complete to the best of my knowledge and belief, and if any of it is found to be incorrect, my admission shall be liable to be cancelled and I shall be liable to such disciplinary action as may be decided by the University.

I accept : ☒ Yes ☐ No

100%

Fig.18

Click on “Yes” in the “Declaration” to continue and Click “Save & Proceed” to save the information, once the information is saved the applicant would be redirected to the Dashboard (See Fig. 19).

## Dashboard :AftercompletionofSteps

#	Registration No.	Application No.	Applicant Name	Program Applied	Category	Gender	Status	Action
41	4	After Payment	SHAIKAT HAYDER	1. B.Ed. 2. M. Tech. in Civil Engineering 3. M. Tech. in Energy Technology	OBC	Male	Step 1 is Completed	<a href="#">View</a> <a href="#">Edit</a>
41	4	After Payment	SHAIKAT HAYDER	1. Certificate in Chinese (2 semesters) 2. Integrated M.Com. (to semesters)	OBC	Male	Step 1 is Completed	<a href="#">View</a> <a href="#">Edit</a>
41	4	After Payment	SHAIKAT HAYDER	1. Integrated M.Com. (to semesters) 2. Integrated B.Sc. B.Ed. in Chemistry (8 semesters)	OBC	Male	Payment Process is pending	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Payment &amp; Final Submission</a>

**Fig.19**

The “Dashboard” in this part will show the status of the Form (See Fig 20)

#	Status
	Step 1 is Completed
	Step 1 is Completed
	Payment Process is pending.

**Fig.19.a**

This status in the “Dashboard” will update the status of Form process at any point of time. While filling up the application form the “Status” will indicate at what stage the application process is. (See Fig 19.a)

Some of the status information is as below

<i>Step 1 is completed</i>	<i>This gives the applicant information that only Step 1 is complete and so on. Once all the 4 steps are complete then the payment option will appear</i>
<i>Payment Process is pending**</i>	<i>This informs the applicant's payment process is pending</i>
<i>**Payment process is visible to the applicant only on completion of all the steps and uploading of documents.</i>	

<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Payment &amp; Final Submission</a>
----------------------	----------------------	--

**Fig.19.b**

Clicking on “**Payment & Final Submission**” will allow the applicant to proceed for “Payment” process. Kindly note that once the applicant proceeds for “**Payment & Final Submission**” then the application form is not available for further editing. Till the “**Payment & Final Submission**” process is not completed the applicant can still edit the information which he/she filled up during the application process by clicking on the “Edit” button. (See Fig 20)

## Editing the Application Form

**Fig.20**

Editing the application form allows the applicant to edit already filled up form data for different steps prior to payment. After editing the necessary data click on **“Update”** to save the information and click **“GO NEXT”** (See Fig 21) to move to the next step for editing.

**Fig.21**

If the applicant wants to exit from the “Form Editing”, Click on “Home” button (See Fig 22) to go back to the Dashboard.

## Payment of Registration Fee

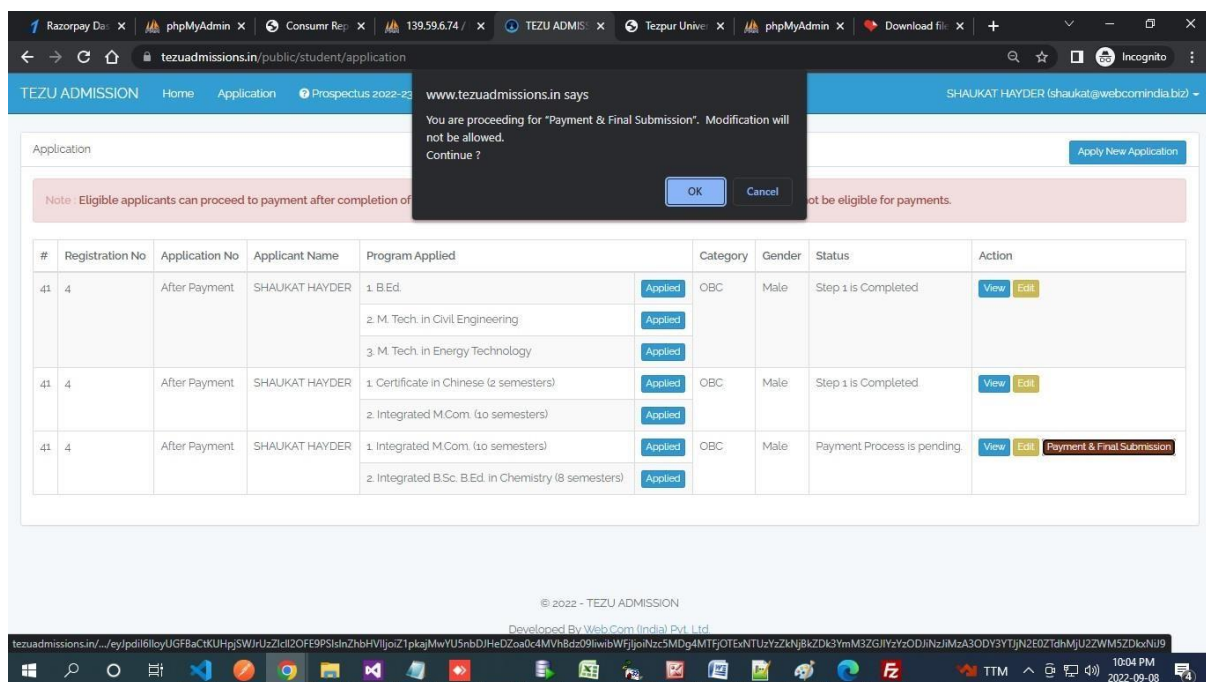


Fig.22

Click on **"Payment & Final Submission"** next to program name to continue for payment. On clicking **"Payment & Final Submission"** button a confirmation screen appears informing the applicant that further editing / modification of application form data is not allowed. If applicant clicks **"OK"** button then the applicant proceed for next step of payment. (See Fig 23)

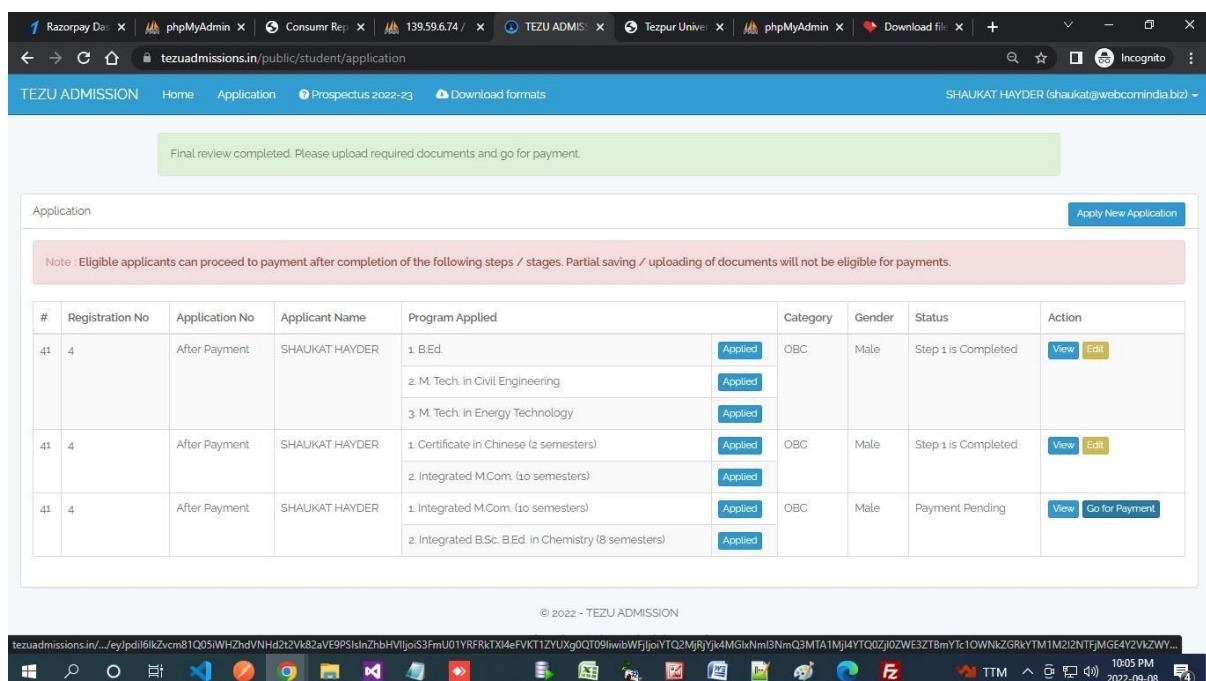
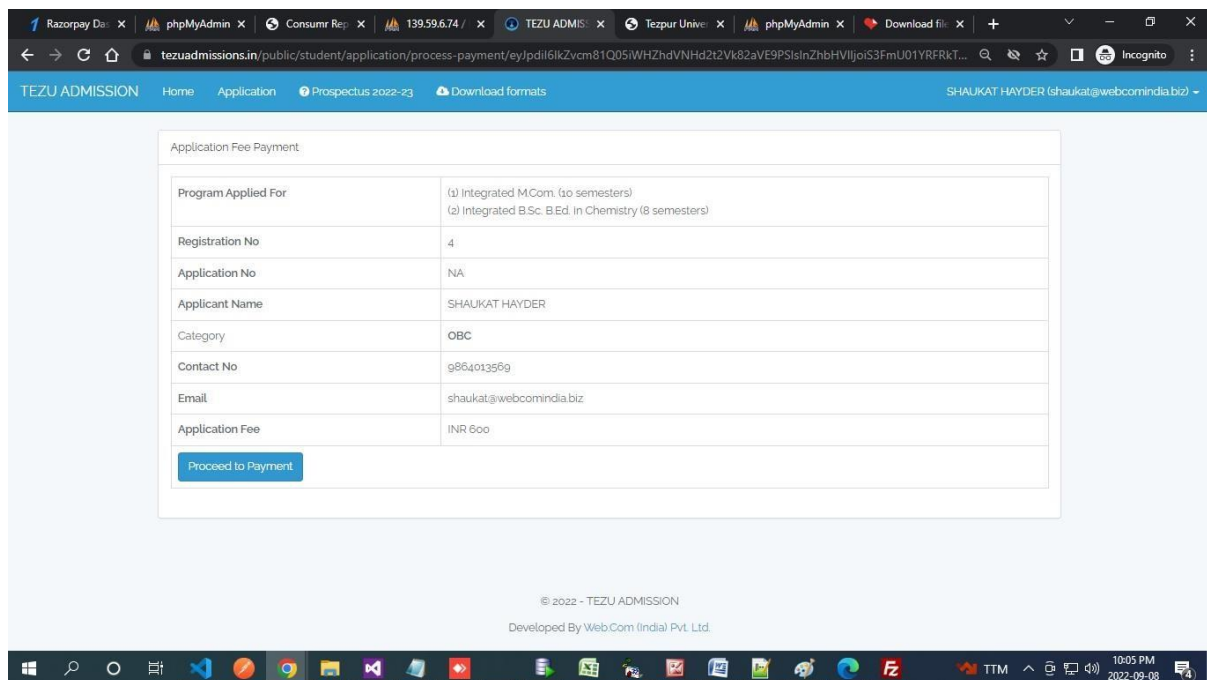


Fig.23

Click on **"Go for Payment"** to continue with the payment.

## Payment of Registration Fee (Contd.)



Application Fee Payment

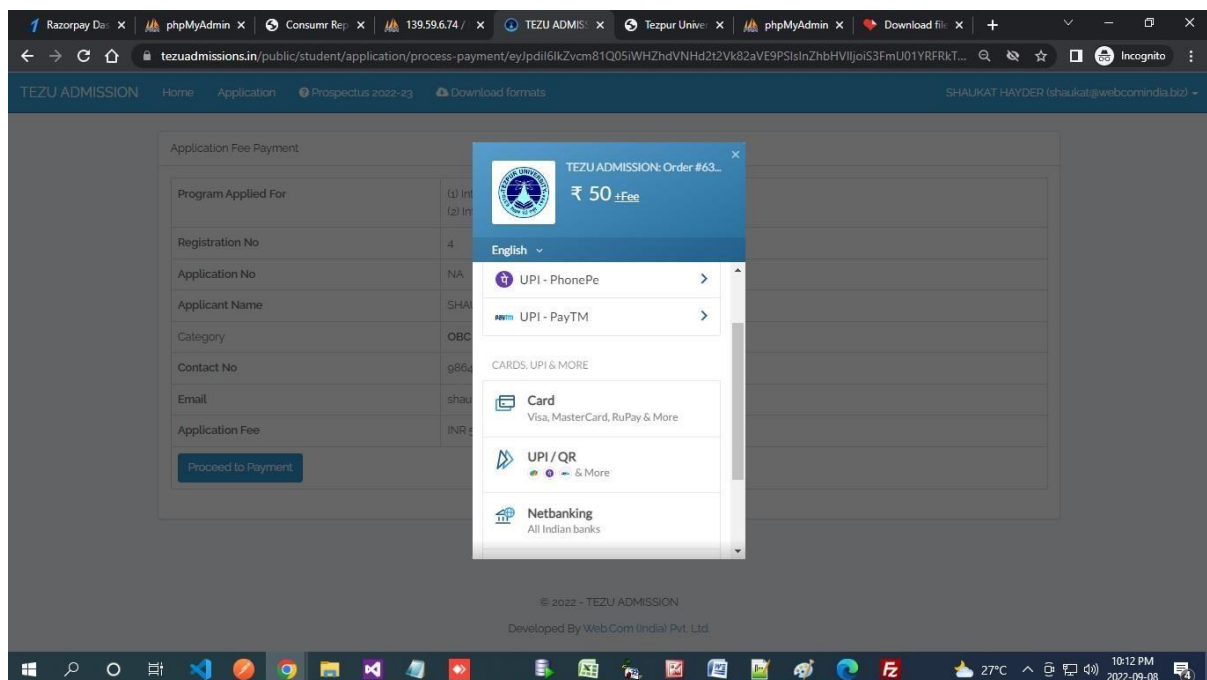
Program Applied For	(1) Integrated M.Com. (10 semesters) (2) Integrated B.Sc. B.Ed. In Chemistry (8 semesters)
Registration No	4
Application No	NA
Applicant Name	SHAIKAT HAYDER
Category	OBC
Contact No	9864013569
Email	shaukat@webcomindia.biz
Application Fee	INR 600

[Proceed to Payment](#)

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Fig.24

Click on "Proceed to Payment" to continue with the payment.



Application Fee Payment

Program Applied For	(1) Integrated M.Com. (10 semesters) (2) Integrated B.Sc. B.Ed. In Chemistry (8 semesters)
Registration No	4
Application No	NA
Applicant Name	SHAIKAT HAYDER
Category	OBC
Contact No	9864013569
Email	shaukat@webcomindia.biz
Application Fee	INR 600

[Proceed to Payment](#)

TEZU ADMISSION: Order #63...  
₹ 50 Fee

English

- UPI - PhonePe
- UPI - PayTM
- CARDS, UPI & MORE
- Card  
Visa, MasterCard, RuPay & More
- UPI / QR
- Netbanking  
All Indian banks

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Fig.25

Fill in the payment gateway information to complete the payment process. Once payment process is completed the applicant would be directed to Payment Confirmation screen.



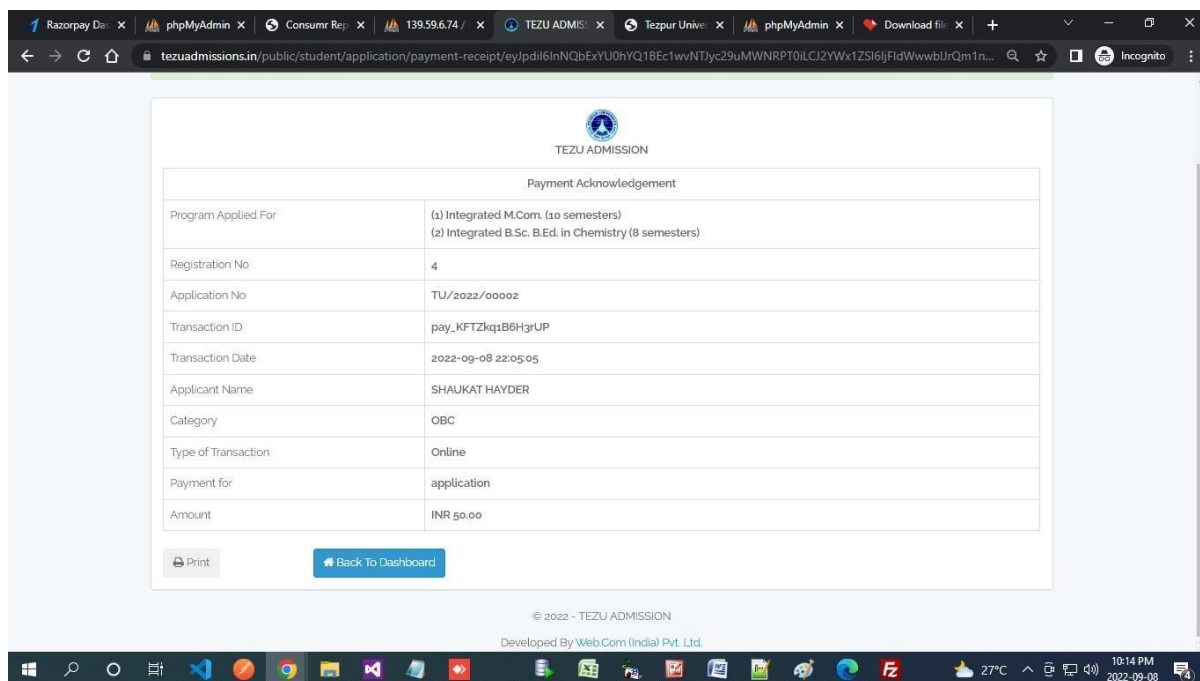


Fig.26

Download / Print the payment acknowledgement for future reference. Click on “Back toDashboard” to go back to the applicant’s Dashboard

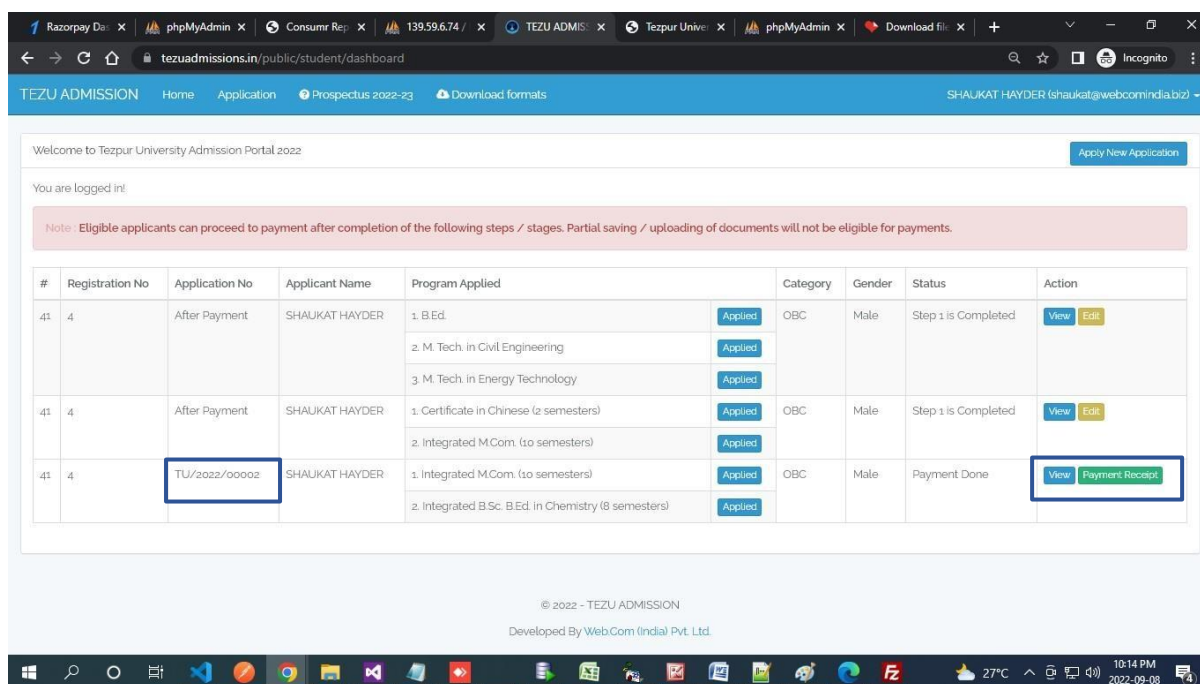


Fig.27

In the Dashboard applicant find the “Application No” after the payment process. Download the “ApplicationForm” by clicking “View” button on the Dashboard.