1. Online Registration Procedure

1.1 Step by step registration process

i. To register online, an applicant must visit the following URL: http://admission.du.ac.in

ii. The UG Admission Portal of the University of Delhi is mobile/tab friendly. However, the webpage may appear different on different devices. The instructions given below are for the webpage as it appears on a desktop/laptop.

iii. As a first time user, the applicant shall go to "New Applicant Sign Up" to create the user account by clicking on the "New Registration" link.

iv. Under the ―Create New Account‖ page, all fields are mandatory and are marked with a red asterisk (*) adjacent to the field.

v. Applicants who do not have a valid email-id must create an email-id before proceeding further. The applicant must also ensure that the email-id and password is kept handy for all the future correspondence/reference regarding admission process.

vi. The applicant shall enter her/his name as mentioned in Class XII Board records. For example, if your name is Raj Kumar Gupta, enter Raj as your first name, Kumar as your middle name and Gupta as your surname. If you do not have a middle name, leave the box blank.

vii. Enter your existing email-id and confirm it by entering it again, which henceforward will be your login-id and also will be used for the admission purposes.

viii. The applicant must choose the security question from the drop-down menu and write an appropriate answer in the "Security Answer" box. The applicant must note it down (both the security question and security answer) as it would be required in case the applicant forgets the password, failing which the applicant would not be able to access the registration account.

ix. The applicant shall then create a password (of minimum eight characters) for online registration. Re-enter the same password in "Confirm Password" text box.

x. The applicant shall also provide a valid mobile phone number (10 digit number without any prefix, i.e. 0 or +91).

xi. After entering all the details, enter the "Captcha" in the text box (which is case sensitive).

xii. The applicant must ensure that all the details entered are correct. Before submitting the details, the applicant must confirm that the details entered are correct (by clicking the check-box). Finally click the ―Register‖ button to create a user account.

xiii. Once the applicant is done with the process as outlined above, a screen will appear with the user's registration account details. The applicant should save these details by clicking on the link ―Click here to save this information for future reference‖, which will be marked as, ―Registration Detail.pdf‖ file that can be saved on the applicant's local device.

xiv. After completion of the above process, a message confirming registration of your account will be sent on your e-mail/mobile number. However, even if you do not receive an e-mail/mobile message, your user account is still functional.

xv. To proceed further, the applicant must visit the UG Admission portal home page by clicking on the link, ―Continue to homepage‖ on the left side of the screen.

xvi. Once registered, the applicant can now log on to the UG admission portal to complete the online registration form. In the —Registered Candidates Sign In‖ on the right side, applicant shall enter —registered email-id‖ as username and the —password‖, as entered by the applicant during sign up. The applicant must enter the characters in the —Captcha Image‖ text box and proceed to —login‖.

xvii. In case the applicant has forgotten the password or wishes to reset it, the applicant can do so by clicking —Reset Password‖ button. The applicant can reset the password in two different ways for which the links are provided in the drop-down menu.

1.1.3 Steps to complete the online registration form:

i. After logging in, the applicant must read the Declaration and accept it before starting the online registration process by clicking Continue

ii. The entire registration form is divided into nine tabs (sections/pages) and applicant needs to enter details in each of these sections. The change of color of the tab indicates the status of the information entered by the applicant, which is as follows. Orange indicates editable, green indicates completed and red indicates incomplete.

iii. Personal Details

⬜ In the first section/screen, the applicant needs to enter the —Personal Details‖ (as in the applicant's Board marksheets/certificates). The fields namely name, email, etc. will be populated automatically.

⬜ The applicant can update the mobile number, in case needed, anytime till the online portal is open for registration.

⬜ The applicant needs to choose the —Gender‖ carefully. The wrong selection may lead to incorrect choices in Sports/ECA/College. In case of a transgender, enter the choice —Other‖.

⬜ The applicant shall enter the "Date of Birth" as it appears on the applicant's class X certificate.

⬜ The applicant may enter the—Aadhaar Card Number‖, if available.

⬜ The applicant shall select the Category (unreserved/OBC non-creamy layer/SC/ST) from the drop-down menu. OBC Non-Creamy layer (Central list) category applicants should choose their state, community, and annual family income for the last financial year (2017-18).

⬜ As the applicant scrolls down the page, the applicant shall enter the family details. The applicants may enter all the details, though all fields are not mandatory except Mothers' Name and the citizenship. If you are not a citizen of India, you will not be allowed to proceed and will be logged out with the message, —Foreign nationals are advised to contact Foreign Students' Registry Office or visit http://fsr.du.ac.in to apply for admission in the University of Delhi‖.

⬜ Scroll down to enter the relevant information in the "Other Category/Quota" section on the same page to apply under any of the four supernumerary categories, viz. Kashmiri Migrant (KM), Children/Widow of Armed Forces Personnel (CW), Person with disability (PwD) and the Ward Quota. These are all mandatory fields and in case the applicant does not belong to any of these categories, select —Not Applicable‖. The applicant can apply in more than one category (if applicable) but at the time of admission, the applicant can avail benefit only under one of the categories of choice.

⬜ Click on the Guidelines for any help regarding supernumerary categories.

⬜ Enter the Correspondence Address. Tick the check-box, if the permanent address is same as the correspondence address. The applicant is advised to update the correspondence address in case of any change before the final submission of the registration form.

Once the applicant clicks the —Submit‖ button, her/his details are saved and a preview of the page appears. The colour of the serial number of the tab now changes to green. At the end of each page, there are three buttons, namely Previous, Edit and Next. If an applicant wishes to edit the information, click on the"Edit" button and make changes in the earlier submitted information. In case the applicant is satisfied with the information entered, click on the "Next" button.

 If the applicant wishes to complete the remaining sections at a later time (but before the last date of registration), click on Save & Continue Later button, appearing on the top right of the section/page in the preview mode.

iv. Bank Details: The applicant needs to enter the Bank Details for the refund of fee in case of cancellation of admission. Keep Bank account number and IFSC code handy and enter it carefully. Refund will be credited only in this account.

v. Academic Details: In the second section/page, the applicant needs to enter the "Academic Details" (as in the Applicant's Certificates). Choose name of Class XII Board from the drop-down menu and enter the roll number as it appears on the admit card. Select the year of passing, the qualifying exam from the drop-down menu and the result status. In case the result is not announced choose the "Awaited" option from the drop-down menu. Update the status of result as soon as it is declared and submit the registration form. On clicking —submit‖ button, a preview will be generated. The applicant can move to the next section/page by clicking on the "Next" button.

vi. Merit-based Programme/Course Selection: In the third section/page, the applicant can select any number of programmes/courses based on her/his eligibility. The eligibility of the programmes/courses can be checked by clicking information button. The programmes/courses are categorized under six different headings for easy navigation. There are no extra registration charges for applying to multiple programmes/courses.

 The women applicants (residents of Delhi) will be considered eligible for admissions in NCWEB. The details for applying to NCWEB are part of this application (see ahead).

 Click on the —Submit‖ button to see the preview screen and move to next section by clicking —Next‖.

 Applicants are free to choose as many courses as they want. The selection of these courses does not ensure admission.

vii. Entrance-based programme/course slection: In the fourth section/ page the applicant can select any number of programmes/ courses for admission based on her/his eligibility. The admission to these programmes is based on the entrance test for which the schedule will be declared separately.

viii. Sports: In the fifth (Sports) section/page, the applicant can select —Yes‖ for consideration of admission under sports quota.

 The applicant shall choose the Game/Sport in which she/he has excelled.

 The applicant shall provide the details of the highest level of merit/participation sports certificate in the relevant Game/Sport. It is mandatory to upload the certificate(s) as per the guidelines mentioned on the screen. The uploaded file(s) must satisfy the size limit.

 The applicant can upload three merit/participation sports certificates. These certificates should be uploaded as separate documents and not as one merged doument.

 After clicking the —submit‖ button the applicant can either apply for another game/sport by clicking on —Add another game/sport‖ or else proceed to the next section by clicking —Next‖.

▪ There is a fee of Rs. 100 for each Game/Sport in which an applicant wants to be considered for admission under sports quota. For example, a candidate applying for admission under three sports categories shall have to pay Rs. 300/- in addition to the application registration charges.

ix. Extra Curricular Activities (ECA): In the sixth (ECA Quota) section/page, the applicant can select —Yes‖for consideration of admission under ECA quota.

▪ Under ECA quota, various sub-categories are also mentioned, which can be chosen by the applicant.

▪ The applicant can select the appropriate category/sub-category and shall upload only the highest level of certificate in the same.

▪ After clicking the "submit" button the applicant can either apply for another ECA category by clicking on —Add another activity‖ or else proceed to the next section by clicking "Next".

▪ There is an additional fee of Rs. 100/- for each activity if the candidate wishes to apply for admission under more than one ECA category.

x. Uploads: In the seventh (Uploads) section/page, the applicant has to upload the following:

▪ Passport size photograph of the applicant. The size of the photo should be 2 inch x 2 inch (5 mm x 5 mm).

▪ Scanned signature of the applicant.

▪ Self Attested Class X certificate/marksheet containing Date of Birth.

▪ Self attested Class XII Marks Sheet, if her/his result is announced. (In case the Marks Sheet is not issued by the Board, the self-attested copy of the Marks Sheet downloaded from the respective Board's website should be uploaded).

▪ Self-attested copy of the valid SC/ST/OBC/PwD/KM/CW certificate, if seeking admission under these categories.

▪ Self-attested copies of Sports/ECA certificates, if applicable.

▪ The applicant will not be able to preview the application and pay the fee without uploading the mandatory documents.

▪ The University will accept self-attested copies of documents / papers provided by the applicants. It is made clear that, if any false attestation / falsified records are detected, the applicant will be debarred from attending any programme/course in the University / or its colleges for next five years and in addition, a criminal case under relevant sections of IPC (viz. 470,471,474 etc.) may be initiated.

▪ After uploading the mandatory uploads, go to the —Next‖ section.

xi. Preview: In the eighth section/page an applicant can preview the complete application. Kindly make sure that all the fields have been entered correctly.

xii. Go for Payment: In the ninth section/page, applicant can proceed to the online registration payment. The applicant's online registration process shall be completed only after payment and realization of the online registration fee.

xiii. The applicant can update information in the application form by revisiting her/his account till the last date of registration, but before the payment of the online registration fee. The changes can be saved by clicking the —submit‖ button at the end of each page. The online application will become uneditable after the payment of registration fee is made. No request or a grievance shall be entertained to make changes/ amendments in the online application after the payment is made.

xiv. For any query related to the admission process, the applicant may check the Frequently Asked Questions (FAQs) in —Admission Helpline‖ tab on the homepage.

xv. The applicants may also send general and technical queries related to online registration and admission process at du.ug.help2018@gmail.com and can call us on the helpline number 27006900. Applicants can also send the grievances under the menu ‗Admission Helpline'.

xvi. Step-by-step registration guide about the online registration form is given in the UG admission portal home screen —Registration Guidelines‖.

xvii. For Persons with Disabilities (PwD, two Helpdesk centres are exclusively established in the University of Delhi, one in North Campus and another in South Campus to render all necessary help in registering these applicants. The addresses are as below:

1) Equal Opportunity Cell,

Arts Faculty Tutorial Building, North Campus, University of Delhi,

Delhi - 110007.

Phone: 011-27662602

2) Joint Dean Students Welfare Office,

University of Delhi South Campus,

Delhi - 110021

Phone: 011-24116178

xviii. Foreign nationals may visit http://fsr.du.ac.in for details related to their registration/admission process, and check Section 9.9 for details.

Note1 : The applicants should fill the registration form carefully and check the preview before making online payment of registration fee. This form is an integrated UG admission form where candidate can apply in all courses (both entrance-based and merit-based). The applicant will not be able to update any information once the payment is made.

Note2 : The minority Christian colleges (St. Stephen's College & Jesus & Mary) can register applicants on their portal also, if they so desire. However, it will be mandatory for the applicants who wish to apply to minority colleges to enter the university registration number in the online form of the minority colleges. These colleges shall follow the admission procedures notified well in advance, on their websites. The data of all admitted students shall be updated on the University portal.