



## Student Application Form

### *General Instructions*

- Please read the instructions before applying to the program.
- All fields marked with \* need to be compulsorily filled.
- An Online ERP Number will be displayed, Once you successfully submit the online Form.
- Quote this ERP number on any communication with us.
- Please keep scanned copies handy of Candidate's Coloured Photograph, Signature, Aadhar Card and Academic Marksheets for uploading.
- Candidate's Mobile number and/or Email ID may be verified for Enrolment Process.
- Candidate's Photograph and documents have to be uploaded as per the standards mentioned in Attached Annexures.



## Step 1 : Initial Program Details

- Choose Program
  - Select Relevant Program from the Listed Programs Like Engineering, Law , Pharmacy etc.
  
- Choose Department
  - Select Department (if any) of the Chosen Program from the Listed Departments Drop Down

*Note – Department Drop Down will Only Appear if there is any Department Listed for the chosen Program*
  
- Choose Course
  - Select Course of the Chosen Program from the Listed Courses Drop Down (like M.Tech Course of Engineering Program)
  
- Choose Stream
  - Select Stream of the Chosen Course from the Listed Streams Drop Down (like Production Engineering of M.Tech Course)

*Note – Stream Drop Down will Only Appear if there is any Stream Listed for the chosen Course*
  
- Admission Type
  - Regular – Choose “Regular” if the Admission is in First Year/Semester and normal Case.
  - Lateral Entry - Choose “Lateral Entry” if the Admission is the case of Lateral Entry Admission as per norms. If Lateral Entry is not allowed, the entry would not be submitted.
  - Migration Case - Choose “Migration Case” if the Admission is transfer case from any other College/University.
  
- Admission Year/Sem
  - This Drop Down will only appear in case of “Migration Case” – for submission of Admission Year/Semester Details for Transfer Case.



## Step 2: Personal Information

- **Title:** Choose Students Title from DropDown.
- **Enter Students Name**  
**Type Student** First Name | Middle Name | Last Name separately in Provided Text Boxes.
- **Gender:** Select Option of Gender from Dropdown
- **DOB :** Enter Date of Birth – Select the Date of Birth from the Calendar.
- **Mobile No:** Enter the Mobile Number, and can click on + Option to Add multiple Mobile Numbers.  
First Mobile Number may be asked for OTP Verification and would be used for important notifications
- **Email:** Enter Valid Email Id of the Student
- **Religion :** Choose Religion of Candidate from Dropdown Menu.  
  
In Case of Religion other than mentioned in Drop Down List, Select “Other” and type Religion in the newly appeared Text Box.
- **Caste:** Enter Caste of Candidate like – Meena , Qureshi , Rajput, etc.
- **Community Category:** Select Community Category from Dropdown Menu.  
  
In Case of Category other than mentioned in Drop Down List, Select “Other” and type Category in the newly appeared Text Box.
- **Category:** Select Category from the Dropdown Menu.
  - Multiple Categories can be selected.
  - In Case , Candidate falls in no special category , “ No Special Category” Option may be chosen.
- **Citizenship Category:** Choose Citizenship Category in Dropdown Menu - Indian/International
- **International Student Type :** In Case of International Student, Choose the Visa Type.



## Step 2: Personal Information (Identification Details)

### *Indian Student*

- **Aadhar No\*** - Type the Aadhar Number of Candidate
- **Bhamashah Id** - Type the Bhamashah ID of Candidate (If Available)
- **Passport No.** – Type the Passport Number of Candidate (If Available)
- **SSO ID** - Type the Scholarship SSO ID of Candidate (If Available)

### *International Student*

- **Passport No.** – Type the Passport Number of Candidate

## Step 2: Personal Information (Address Details)

### *Permanent Address*

- **Address Line 1** - Type the House No./Plot No. of the Candidate
- **Address Line 2** - Type the Street Address of the Candidate
- **Country** - Select the Country of Residence of the Candidate
- **State** - Select the State of Residence of the Candidate
- **City** - Select the City of Residence of the Candidate
- **Pin Code**- Type the Pin Code of Residence of the Candidate

### *Correspondence Address*

It is the Local or Correspondence Postal Address at which we can send communication mails.

Tick The Check Box if it is same as Permanent Address else Type the Address Details.



## Step 3: Parent/ Guardian Details

*Enter the Details of Father/Husband, Mother and Guardian (if any).  
For Each one of Them, Do Enter –*

- **Name** – Type the Name of Concerned Relative.
- **Highest Qualification** – Select the Highest Qualification from Drop Down Menu.
- **Company /Organization** – Type the Name of Organization in which He/She is working
- **Designation** – Type the Post/Designation at which he/she is working.
- **Occupation** - Select the Occupation Type from Drop Down Menu.
- **Annual Income (in Lakhs)** - Select the Annual Income Slab from the Options Provided in Drop Down Menu.
- **Email ID** – Type the Email Id of the Concerned.
- **Mobile No.** - Type the Mobile Number of the Concerned Relative



## Step 4: Qualification Details

*Enter the Qualification Details of the Candidate in Chronological order –  
For ex. Starting from Secondary Education to Last Educational Qualification.*

- **Exam** – Select the Qualification/Examination Name from the Drop Down List Like Secondary, Sr. Secondary etc.
- **Course / Stream Name** – Select the Course/Stream from Drop Down Menu of the Qualification Chosen.
- **School / College Name** – Type the Name of School/College in which the Course was studied.
- **Board/University** – Select the Board/ University from Drop Down List of the Course Qualification.
- **Roll No.** - Type the Roll No. of the Final Examination
- **Pass Year** – Select the Year of Passing of the Qualification Entered.
- **Marks** - Type the Total Aggregate Marks obtained in the Qualification Mentioned.
- **Max. Marks** - Type the Maximum Marks of the Course Qualification Mentioned.
- **Result Type** – Mention the Result Type – Select “Percentage” or “CGPA” as per the Board/University Marksheet.
- **Total CGPA/%** – Mention the Total CGPA / Percentage Obtained.

*Click on “+ Other” in order to enter more Qualification Details. It is required to Enter all the Qualification Details till the time of Course Application mandatorily.*

*Click on “Next” if all the Qualifications are entered.*



## Step 5: Entrance Exam Details

*Enter the Entrance Exam Details of the Candidate Given by the Candidate.*

Most of the **Entrance Exams** will be listed for the Selected Program – Course by Candidate. For Each Entrance Exam, Enter the Following Details –

- **Roll No. / Registration No.** – Type the Roll No. / Registration No. of the Entrance Exam mentioned.
- **Score** – Type the Merit/Score Obtained in the Entrance Exam Mentioned.
- **Rank** - Type the Rank/Percentile Obtained in the Entrance Exam Mentioned.
- **Year of Exam** – Select the Year in which Candidate Appeared for Entrance Examination

### Step 5 (A): Additional Details

- **From Where Did You Come to Know about University Of Technology** –  
Select From the List of Options from Drop Down Menu.  
  
For Mentioning Reference of any **Individual** , Select “Other” and Put “**Email ID**” of the Person who Referred the Candidate for our University. ( This Data is used is for our Internal Survey )
- **University Transport Facility Required** - Select “Yes” or “No”.  
In Case of “ Yes” - Enter the “Pick Up Point” in newly appeared Text Box.
- **Hostel Facility Required** - Select “Yes” or “No”.  
In Case of “ Yes” - Select the Type of Hostel - “AC” or “ Non AC” and “One Seater” or “Two Seater” or “Three Seater”



## Step 6: Document Details

*Upload the Documents as listed in this Section. Documents and Photograph has to be uploaded as per the Annexure 1 and 2.*

*After Submission of the Form, an ERP number would be generated which has to be noted down for further Communication.*