

Submit Following Documents at Study Centre:

1. Filled in **ONLINE APPLICATION FORM**
2. **PAYMENT CONFIRMATION RECEIPT**
3. Self-attested Photocopy of Supporting Documents
4. Filled in Perforated **APPLICATION FOR STUDENT ENROLLMENT Form (Collect from Study Centre)**
5. Annexure-I and Annexure-II (Collect from Study Centre)

NB: RECEIPT of SLMs will be issued by the University should be retained by the applicants. Signed RECEIPT of SLMs needs to be submitted at Study Centre (valid Enrollment Cum Identity Card issued by the University needs to be produced) to get SLMs after getting a SMS to collect the SLMs.



STEPS TO BE FOLLOWED BY APPLICANTS FOR BDP ADMISSION, JULY 2018

DETAILED STEPS:

STEP 1. Fill-up and submit on-line application form.

STEP 2. Upload your recent scanned Passport Size photograph and Signature.

- ✓ The photograph and signature must be in .JPEG / .JPG format only.
- ✓ The file size of each image (i.e. Photograph and Signature) must be less than 50kb.
- ✓ The dimension of the scanned photograph should be 140px X 162px (i.e. 140px in Width and 162px in Height)
- ✓ The dimension of the scanned signature should be 150px X 50px (i.e. 150px in Width and 50px in Height)

NB: Applicants can use the “upload Picture and Signature” button to upload photograph and signature at later point of time using his/her Application ID and Date of Birth.

STEP 3. Take Printout of the filled in Application Form and Bank Challan (Who will pay through Bank Challan). Who will pay through Bank Challan please check and accept the condition and use the button “**Click here to Generate Bank Challan for payment through Bank Branch**” to take print out of the application form and Bank Challan.

Payment through OFFLINE Mode
(for payment through bank branch, tick the check box to enable the button below)

I understand that I being a candidate applying for Botany need to get the filled in application form along with challan stamped and verified by the respective study centre before payment in offline mode.

[Click here to Generate Bank Challan for payment through Bank Branch](#)

Who will pay online please use the button “**Click here to Print Application Form**” to take print out of the application form.

Payment through ONLINE Mode
(for online payment, tick the check box to enable the button below)

[Click here to Print Application Form](#)

I understand that I being a candidate applying for Botany has taken printout of the filled in application form and got the application form stamped and verified by the respective study centre.

Attach photo copy of necessary supporting documents with the filled-in computer generated application form and report to your selected Study Centre during its working hours to have it checked and verified by the Study Centre authority. After verification of your documents they will put their official stamp in the filled in Application (**be cautious about BAR CODE**).

NB: Before leaving the Study Centre verify the official stamp and authorise signature of Study Centre on the top left corner of Application Form as proof of document verification by the Study Centre.



STEPS TO BE FOLLOWED BY APPLICANTS FOR BDP ADMISSION, JULY 2018

STEP 4.Payment of Fees:

After Application Form verification at Study Centre applicants are advise to pay their fees.

Offline Payment (Through Bank Challan):

Visit any branch of Allahabad Bank after 2 (48 hours) working day during banking hours to deposit the admission and application fees using the pre-printed challan collected at the time of on-line submission. After due payment obtain Applicants copy of Bank Challan for your future reference.




Online Payment (Through Payment Gateway Service):

- For online payment mode please check and accept the condition and click on "Click here for e-Payment" button and you will be redirected to payment gateway site to make payment for your selected course fee.
- Take print out of the payment receipt.

Payment through ONLINE Mode <i>(for online payment, tick the check box to enable the button below)</i>	
Click here to Print Application Form	
<input checked="" type="checkbox"/>	I understand that I being a candidate applying for Botany has taken printout of the filled in application form and got the application form stamped and verified by the respective study centre.
Click here for e-Payment	

STEP 5.Payment Status Verification:

After getting SMS for confirmation of receiving fees from University end visit admission website and click on "Check Payment Status" button and give your Application ID and Date of Birth and take print out of **PAYMENT CONFIRMATION RECEIPT**.

 NETAJI SUBHAS OPEN UNIVERSITY DD-26, Sector-I, Salt Lake City, Kolkata - 700 064.	
PAYMENT CONFIRMATION RECEIPT	
Journal No. : 12345678	
Application No. : UA17000003	Subject Code : EBG
Name : TEST GANESH	Stream : BA
Centre Name : Bankura Christian College Study Centre	Centre Code : B-01
Mobile No. : 9876543210	Date Of Birth (DD-MM-YYYY) : 01 / 01 / 1930
Amount : Rs. 2100 /- (Rupees Two Thousand One Hundred Only.)	
 Your Application Fee has been received.	
Refund Policy The University will refund fees to the applicants for following reasons: 1. If any applicants pay his/her requisite fees for admission twice (through Bank Challan / Payment Gateway) against same application ID. 2. If one applicant applies for two subjects inadvertently. However, be it clearly noted that if one applies for a particular BDP programme and submits his/her fees but latter on requests for its refund, the deposited amount could not be refunded. Applicants with above mentioned reasons are advised to visit University HQ with a written application forwarded by Study Centre Coordinator along with supporting documents within 26.08.2016 .	



STEP 6. Final Application Form Submission at Study Centre:

- ✓ Visit Study Centre along with the computer generated **Application Form, Supporting Documents** (Original and Photocopy), **PAYMENT CONFIRMATION RECEIPT**.
- ✓ On verification of **PAYMENT CONFIRMATION RECEIPT and official stamp along with authorise signature of Study Centre on the top left corner of Application Form Study Centre will issue** an application form for Student Enrolment and Annexure-I&II.
- ✓ **Application for Student Enrollment Form**, Annexure-I and Annexure-II which are to be filled up by the applicants.

Submit the following documents to Study Centre:

1. Filled in Online Application Form
2. **PAYMENT CONFIRMATION RECEIPT**
3. Self-attested Photocopy of Supporting Documents
4. Filled in Application for Student Enrollment Form (Collect from Study Centre)
5. Annexure-I and Annexure-II (Collect from Study Centre)

The applicants are requested to keep a computer generated admission form signed and stamped by the person attending him/her in the Study Centre. This signed and stamped copy he/she may preserve as a proof of submission.

GENERAL INSTRUCTION:

- ✚ Incomplete forms will not be considered.
- ✚ Pay fees only after verification of eligibility criteria from selected Study Centre.
- ✚ Do not pay twice against an application ID.
- ✚ Make sure that entered information during online form fill up are correct. Any correction can be done before payment of fees using "Edit Application Form". Once payment of fees is done editing will not be allowed.
- ✚ Confirmation for payment of admission fees to the University by the applicants will be assured only on the basis of **PAYMENT CONFIRMATION RECEIPT** (which can be obtained from the admission website by the applicants after confirmation of his/her payment by the University).
- ✚ Print quality of **Online Application Form** and **PAYMENT CONFIRMATION RECEIPT** should be good (first print). Ensure that the **BAR CODE** printed on **ONLINE APPLICATION FORM AND PAYMENT CONFIRMATION RECEIPT** are not smudgy/ distorted / blurred.
- ✚ Regularly visit admission website to check your application status and to obtain **PROVISIONAL ONLINE ENROLMENT CERTIFICATE** along with **RECEIPT OF SLM**.