



- ✓ TO CONTAIN SPREAD OF COVID-19 PANDEMIC APPLICANTS **NEED NOT TO VISIT** ANY STUDY CENTRE (SC)/ LEARNER SUPPORT CENTRE (LSC)/ REGIONAL CENTRES/ NSOU HQ **AT ANY STAGE OF BDP ADMISSION**. ALL FORMALITIES RELATED TO BDP ADMISSION CAN BE DONE ONLINE BY THE APPLICANTS.
- ✓ FOR ANY DIFFICULTY WRITE US [NSOU@WBNSOU.AC.IN](mailto:nsou@wbnsou.ac.in) OR CONTACT US OVER PHONE 03340585127

**Note for provisional Online Enrollment Certificate and Receipt of SLM:**

- ✓ After getting SMS for confirmation of enrollment generation from University end visit admission website to take print out of provisional Enrolment Certificate and SLM Receipt. **RECEIPT of SLMs** will be issued by the University should be retained by the applicants until further notice.

**STEPS WITH INSTRUCTIONS:**

**STEP 1. REGISTER**

Click on Register button ➔ Use button to apply for intended stream of course ➔ Select 10+2 Board & Stream and Category & State of Domicile ➔ Select Subject in which seeking admission, Select district and select Study Centre ➔ Fill up eligibility details ➔ Click on "Go to Next Step" ➔ Fill up form carefully ➔ Preview information before submission and click of "Submit" button ➔ Note down Application ID and click on "Click here to login to Dashboard" to upload documents.

### IMPORTANT NOTE FOR STEP 1:

- ✓ Make sure that entered information during online form fill up are correct. Any correction can be done before payment of fees using “Edit / Modify Application Data” and or “Change / Modify Uploaded Documents”. Once the application is approved by the University editing will not be allowed.
- ✓ Application containing gibberish words/ incomplete application/ inappropriate application will be rejected instantly by the University. In this regard decision of the University will be final.

## STEP 2. UPLOAD DOCUMENTS

Provide Application ID, Date of Birth and click “Login” button ➡ Click on “UPLOAD DOCUMENT” button ➡ Upload all photograph, signature & all documents as instructed and click on “UPLOAD” button.

### IMPORTANT NOTE FOR STEP 2:

- ✓ University will not consider application if uploading of documents is due.
- ✓ Upload photograph, signature and all documents in .JPG format only.
- ✓ The file size of Photograph and Signature must be within 50kb, 10+2 Mark Sheet within 150kb, All other documents within 100kb each.
- ✓ Uploading Illegible/ wrong/ inappropriate document(s) will lead to rejection of application and admission may be declined.
- ✓ Uploading of photograph, signature and other documents must be done with in 31.12.2020 (06.00 P.M).

## STEP 3. ONLINE VERIFICATION BY THE UNIVERSITY

University will verify eligibility of an application with the documents as uploaded by the applicants. After checking eligibility University may approve application/ advise to re-edit application/ reject application.

Provide Application ID, Date of Birth and click “Login” button ➡ Check Application Status and Complete Formalities According to Application Status

 Verified & Approved

Applicants may pay the course fee within 08.01.2021 otherwise University will reject this application and admission may be declined.

 Verified & To Be Reviewed

Applicants may make necessary corrections as instructed in the dashboard by using “Edit / Modify Application Data” and or “Change / Modify Uploaded Documents” and re-send for review within 04.01.2021 (06.00 P.M) otherwise University may reject this application and admission may be declined.

 Verified & Rejected

The application has been rejected by the University due to eligibility criteria mismatch/ illegible documents / Incorrect information / incomplete application.

### IMPORTANT NOTE FOR STEP 3:

- ✓ University will only verify eligibility criteria with the documents as uploaded by the applicants.
- ✓ Application containing gibberish words/ incomplete application/ inappropriate application will be rejected instantly by the University. In this regard decision of the University will be final.

## STEP 4. PAY FEE

If application status is “Verified & Approved” then follow the following steps:

Click on “Pay Fee Online” button ➡ Provide Application ID, Date of Birth and click “Next” button ➡ Check the declaration and click on “Click here for e-Payment” for online payment.

### 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.

- ii. Take print out of the payment receipt.

**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 [REDACTED] have uplodged legible scanned documents along with proper photograph and signature which are not tampered with. Uploading Illegible / wrong / inappropriate document(s) will lead to rejection of my application and admission may be declined.

Click here for e-Payment

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**.

### IMPORTANT NOTE FOR STEP 4:

- ✓ Do not pay twice against an application ID.

### GENERAL INSTRUCTION:

- ✚ TO COMBAT SPREAD OF COVID-19 PANDEMIC APPLICANTS NEED NOT TO VISIT ANY STUDY CENTRE (SC)/ LEARNER SUPPORT CENTRE (LSC)/ REGIONAL CENTRES/ NSOU HQ AT ANY STAGE OF BDP ADMISSION. ALL FORMALITIES RELATED TO BDP ADMISSION CAN BE DONE ONLINE BY THE APPLICANTS.
- ✚ Make sure that entered information during online form fill up are correct. Any correction can be done before payment of fees using “Edit / Modify Application Data” and or “Change / Modify Uploaded Documents”. Once payment of fees is done editing will not be allowed.
- ✚ In the event of any information being found incorrect/ false/ misleading/ forged contrary to his/her eligibility at any stage of admission or after admission or even after conferment of degree the admission as well as the degree will be cancelled by the University and applicants/ student shall not be entitled to get refund of any fee paid to the University.
- ✚ Regularly visit admission website to check your application status and to obtain **PROVISIONAL ONLINE ENROLMENT CERTIFICATE** along with **RECEIPT OF SLM**.
- ✚ Refund of admission fees will be done as per university rules and regulation in accordance with UGC refund policy.