

# Steps to fill Entrance form 2022

## Step-1 → Register as a Student

Once you have gone through the admission notification and instructions required to fill the form, click on the **I agree** link to start your registration.

The screenshot shows the registration page for the University of Kashmir. At the top, there is a header with the university logo and name, and two buttons: "Self Finance App Form" and "Re Print Self Finance App Form". Below the header, there is a section titled "Important Information" with a list of 7 points. This is followed by another section titled "Important Steps for Form Submission" with a list of 10 steps. At the bottom of the main content area, there is a large button that says "I agree, Proceed to Register As Student" with a mouse cursor hovering over it. On the right side of the page, there is a dark sidebar containing a login form with fields for "User Name" and "Password", a "Sign In" button, and a "Remember Me" checkbox. Below the login form, there is a section titled "Important Links" with several links: "Forgot Password", "Admission Policy", "Admission Notification", "Course Eligibility", "Entrance Syllabus", and "Previous Papers".

**UNIVERSITY OF KASHMIR** Self Finance App Form Re Print Self Finance App Form

### Important Information

1. Candidates are advised to go through the **Detailed Admission Notification** thoroughly before submitting the Application Form for Entrance Test.
2. Submission of Application Forms and appearance in the Entrance Test is subject to determination of eligibility for admission to the Programme by reference to the Admission Policy. Admission shall be granted on the basis of positive score in the Entrance Test
3. Category and Campus once opted shall not be subsequently changed.
4. Category benefits can be taken only once.
5. The Candidates who have to apply to M.Ed Course need to first enter Graduation Examination Details in Qualifying Course and then add B.Ed Details under Additional Exam Details
6. The candidates who have passed their qualifying examination under Choice Based Credit System Scheme are eligible/can apply for admission to the PG Programme/s only in such subjects where he/she has earned/obtained at least 24 credits in Core or Generic Elective Courses at Under-Graduation Level. However, for the courses/programmes where there is open eligibility like LL.B, MA Mass Communication & Journalism, MA Library & Information Science, MA Linguistics, MA Anthropology, MA Social Work etc., the candidates having passed their qualifying examination in any discipline are eligible/can apply for admission to said programmes.
7. Candidates need not to submit the hard copy of the Application Form; however, they must have get printout of the online submitted Application Form and retain it with themselves for future reference.

### Important Steps for Form Submission

1. Candidate needs to register himself/herself before submitting the Online Application Form. For Registration with the System Click on link "I agree, proceed to Register as Student" below. Remember, the Username and Password for future reference.
2. In case you have lost/forget your password, Please use **Forgot Password** link to reset it.
3. After successful Registration, login into the system for submitting On-line Application Form. Enter your "Registration No." and Click "Next".
4. Enter the required details and Upload your latest passport size Photograph and click "Next".
5. Select the desired Course (**Course Codes with description**) and Preferences (After last date the Preference of Campus/College selected will not be updated/changed). Click "Next".
6. Please select your course you want to apply carefully as the Programme/s, once submitted, Programme/s wont be updated or changed after the online submission of form, if you want to select one more course after form submission then you have to submit another form using same username and Password and have to deposit separate application fees
7. If there is any variation click on "Previous" button, make necessary corrections and then Click "Submit".
8. Deposit the non-refundable "Application Fee of Rs. 750/- for one Programme and Rs. 250/- for each subsequent Programmes using single application form, through Online mode only Follow the payment instructions and make the online payment. On successful online payment, the payment made will be reflected under the respective application form. Print out of the same can be taken for reference /record.
9. Applicant can view the Application details by providing username and password. Applicant is required to make sure that "Application Status" on application form is "Fee Received" after 3 days otherwise application will be treated as incomplete and summarily rejected.
10. Candidates in their own interest are advised to apply & submit application promptly and not to wait till the last date/time for applying online. Directorate shall not be responsible if candidates are not able to submit their applications on account of the last minute rush. Please retain print-out of application form for future references.

**I agree, Proceed to Register As Student**

User Name   
Password   
  
 Remember Me

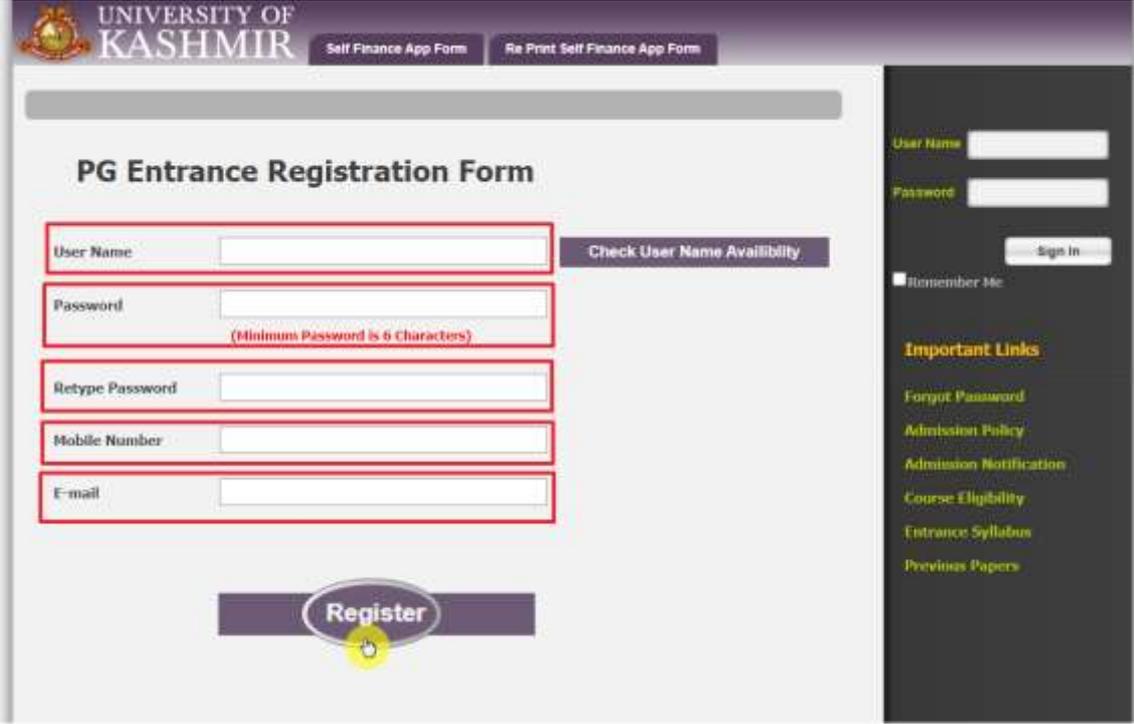
### Important Links

- [Forgot Password](#)
- [Admission Policy](#)
- [Admission Notification](#)
- [Course Eligibility](#)
- [Entrance Syllabus](#)
- [Previous Papers](#)

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## Step-2 → Provide Registration details

After having clicked on Register as student link, screen wherein you need to enter, username, Password, mobile no and email id will appear. Enter all the required details and click on **Register** button.



The screenshot shows the 'PG Entrance Registration Form' on the University of Kashmir website. The form includes the following fields and buttons:

- User Name:** A text input field with a 'Check User Name Availability' button to its right.
- Password:** A text input field with a note below it: '(Minimum Password is 6 Characters)'. A red box highlights this field.
- Retype Password:** A text input field with a red box highlighting it.
- Mobile Number:** A text input field with a red box highlighting it.
- E-mail:** A text input field with a red box highlighting it.
- Register:** A large purple button with a yellow mouse cursor pointing to it.

On the right side of the page, there is a dark sidebar with the following elements:

- User Name:** A text input field.
- Password:** A text input field.
- Sign In:** A button.
- Remember Me:** A checkbox.
- Important Links:** A section containing links for:
  - Forgot Password
  - Admission Policy
  - Admission Notification
  - Course Eligibility
  - Entrance Syllabus
  - Previous Papers

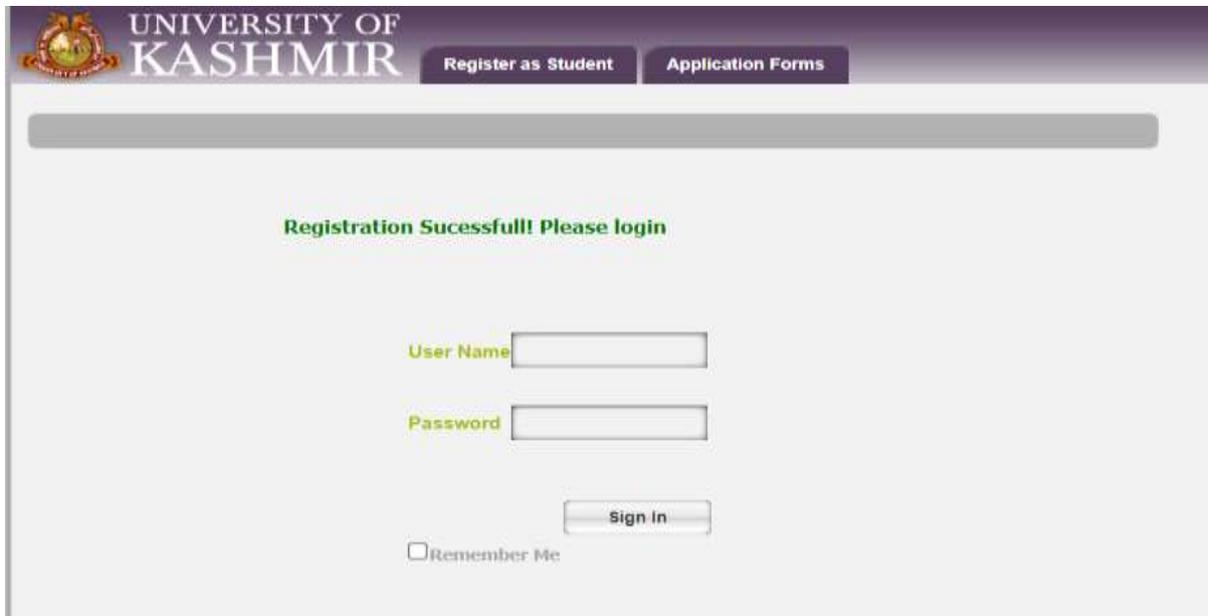
On successful registration, following message will be displayed.



The screenshot shows the success message displayed after registration. The message reads: "Congratulation your account has been Created sucessfully, please login to subimt the application form". Below the message is an orange 'Ok' button.

### Step-3 → Login using registered credentials

Now that you have registered as a student, **Login** using your registered credentials.



The screenshot shows the University of Kashmir website interface. At the top, there is a navigation bar with the university's logo and name, and two buttons: "Register as Student" and "Application Forms". Below the navigation bar, a green message reads "Registration Successfull! Please login". Underneath this message, there are two input fields: "User Name" and "Password". Below the "Password" field is a "Sign In" button. At the bottom left, there is a checkbox labeled "Remember Me".

### Step-4 → Providing your Registration No/Enrollment No.

After having logged in using your account details, screen shown below will be displayed. Here you need to provide your Registration No/ Enrollment number provided to you by your College/University (If you are applying for PG course) and School (If you are applying for Undergraduate course). Enter the details asked for and click on **Next** button.

**Note:** If you have completed your degree through Kashmir University, enter the same registration number to get your qualification details auto filled in the form and fill updated details like (address, photograph and category). For students having completed UG courses from university other than Kashmir University, need to fill all the details in the form.

## Step-5 → Entering Personal and Qualification details

Once you have entered your Registration No/Enrollment number, screen will appear wherein you need to enter Personal and Qualification details.

### Uploading Photograph

To upload your Photograph, click on **choose file** option, select the photograph and click on **Upload image** button.

**Note:** Photograph must be in JPEG/JPG form and must not exceed 100KB in size.

### Adding qualifying examination details

You can select qualifying exam details:

- By selecting the degree from the drop down menu,
- Click on **Go** button and then
- Enter qualifying exam details like Roll.no, year of passing, session, subjects offered, Maximum marks, Marks obtained, enter University/Board name.

### Adding Additional Qualification details

To Add additional qualification:

- Select examination, Enter roll.no, Year, Select session, Select subjects Offered, Maximum Marks, Marks Obtained and enter University/Board Name and
- Click on **Add** button.

Once all the details are filled, click on Next button.

**Note:** If you are applying for M.Ed, you need to add B.Ed marks as Additional Exam details.

Step 2 : Fill The Required Particulars In The Boxes

Name: zahid  
 Fathers Name: Ali  
 Date OF Birth: 10/01/1995 dd/mm/yyyy  
 Mobile Number: 9807892248  
 Category: DM-  
 Email ID: sataamjaanmanager@gmail.com  
 Address: hf  
 District: SRINAGAR  
 Gender:  Male  Female  
 Whether Permanent resident of J & k:  Yes  No  
 Whether you have migrated from this university, if so, please specify the certificate No and date:  Yes  No

Choose File No file chosen  
 Upload image  
 Candidates need to upload their latest photo. The size of images must not exceed 100 KB. Candidate need to select photo and then click on "Upload Image" Button.

Qualifying Academic Details

Please select the Qualifying course and click on Go button for filling your academic details

BA GO

BA	Examination	Roll No	Year of Passing	Session	Subjects Offered	Max Marks	Marks Obt	%age	University/Board
Exam Details(Aggregate)	7887	2000	ANNUAL	ED, EDP, EC, CA, AR, FE, GG, IS,	1000	700	70.000%	University Of Kashmir	

Maximum Marks and Marks Obtained should be the sum of 3 years.  
 Candidates applying for M.Ed. need to add B.Ed Details as additional Examination and then press Add Details Button

Additional Exam Details(if any)

Examination	Roll NO	Year of Passing	Session	Subjects Offered	Max Marks	Marks Obt	%age	University/Board
12TH		1995	ANNUAL	AR				University Of Kashmir

Reset Details Add

Previous Next

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## Step-6 → Entering Subject Credit details

Check the box, if you have passed your qualifying examination under Choice Based Credit System (CBCS) otherwise you can skip this step by clicking on the **Next** button.

Step 3 : Enter Subject Credit Details

Have you passed qualifying exam under Choice Based Credit System (CBCS) Yes

[Previous](#) [Next](#)

Enter the details of the credits (no.of credits) for each subject that you have studied under choice based credit system.

**Note:** If you have completed your qualifying exam through choice based mode you need to have more than 24 credits in the subject for which you want to appear in the entrance test.

UNIVERSITY OF KASHMIR  
Logout Welcome: sabaam

Step 3 : Enter Subject Credit Details

Have you passed qualifying exam under Choice Based Credit System (CBCS)? Yes

Subject Selected	Enter Total Credits Scored
ED	24
EDP	
EC	
CA	
AR	
FE	
GG	
IS	

[Previous](#) [Next](#)

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## Step-7 → Selecting course that you want to apply for

In this screen, you need to select the course(s) for which you want to apply by checking the **Select** box against that course, provide preference (Kashmir University, South Campus, North Campus) based on the availability of the course in various campuses.

**Note:** Remember to select all the Course(s) for which you want to appear in the entrance test as you will have to pay Rs.750/- for one Programme and Rs.250/- for each subsequent Course, through Online mode only. If you forget to add any Course and submit the

form in the first instance, otherwise you will have to add new form and pay separate fee for the form.

## Step-8 → Preview form details

Once you have filled all the form details starting from Personal Information, Qualification, Selecting the course. It's time to Preview your form details before submitting the same details.

Examination	Roll No	Year of Passing	Subjects Offered	Marks Obt.	Maximum Marks	% age of marks	University/Institution
BA	90990	2020	CA, EC, ED, EDP, EL, HL, OG, GE.	600	700	85.71428	University Of Kashmir
12TH	43464	2018	AR	700	900	77.77778	UNIVERSITY OF KASHMIR

## Step-9 → Submit form details

If you are satisfied with the details that you have entered in the form, click on **Submit** button.

If mentioned to upload your scanned copies of (PDF Only) **Marks card**, **Category Certificate** in case you are applying under reserved category

Dear **RAQEEB**

Your application has been submitted successfully and your Form No. is **21113505** After submitting the On-Line Application Form and Fee, candidate need not to submit the downloaded Form (hard copy) but had to retain with themselves for future reference

Upload Marks Card :  No file chosen

## Dashboard

Login with your credentials in the Dashboard, you can check the status of your form by logging to your account using your username and password and see the details (Application status, Print your application form and update account details, add new form, submit query).

UNIVERSITY OF KASHMIR  
Logout Welcome: later

Students Dashboard

- View Dashboard
- View/Edit Personal Details
- View/Edit Academic Details
- View/Edit Preference
- Add Another Form
- View Course List
- Change Password

### Entrance Points

Application Form Number	Courses Opted	Status	
22100002	MAAP	Form Not Accepted /Fee reconciliation pending	<a href="#">Print Form/Pay Fee</a>

Select a Query:  
Select Your Query