Visva-Bharati Admissions Applicant User Guide

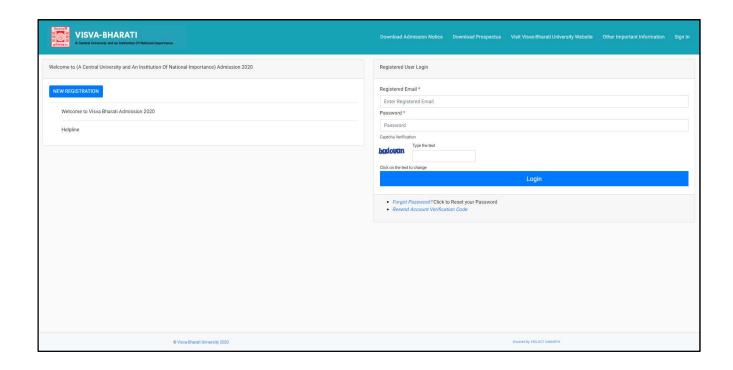
- 1. Registration
- 2. Dashboard
- 3. Personal Details
- 3. Programme
- 4. Qualification
- 5. Course
- 6. Correspondence Details
- 7. Upload
- 8. Preview
- 9. Fee

1. Registration

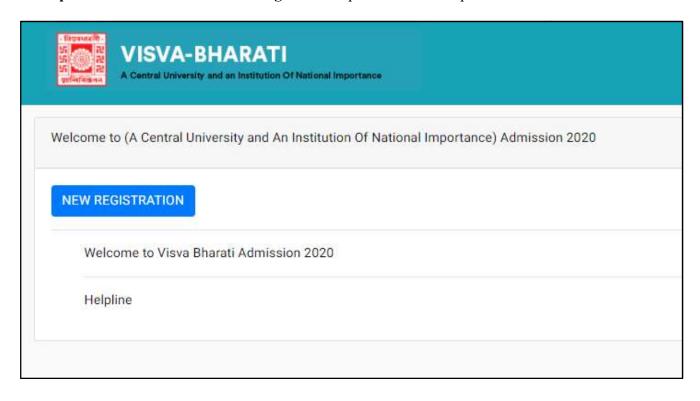
Steps For New Registration

Step 1: Open the website:

Step 2: Read carefully the instructions to fill the application form given on the left side of the screen.



Step 3: Click on the button 'New Registration' provided at the top left-hand side.



Step 4: Read the important instruction given on the left-hand side.

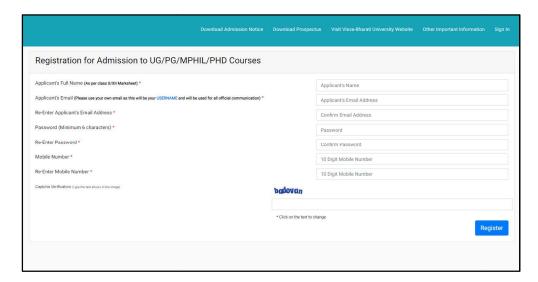
Important Instructions

- Name and other details entered by the applicant need to be the same as shown in the Mark sheet of the last qualifying exam.
 Applicant can log in to the admission portal through their registered email address, only.

- 3. Applicant must use his own active email address.
 4. Applicants are encouraged to use latest version of Google Chrome web browser for filling the application form.
 5. Documents to be kept ready before filling up the application form:
 a) Scanned Photograph (10Kb 1024 Kb) b) Scanned signature (10Kb 1024 Kb) c) All Educational testimonials, Proof of Date of Birth & other documents (SC, ST, OBC, PWD, EWS Certificates)
 d) The Email address & Mobile no. provided by the applicant must be functional and the applicant must have functional and the applicant must have access to it throughout the admission.

Registration for Admission to UG/PG/PHD/Certifica	te/etc. Courses	
Applicant's Full Name (As per class X/XII Marksheet) *	Applicant's Name	0
	Applicant's Full Name cannot be blank.	
Applicant's Email (Please use your own email as this will be your USERNAME and will be used for all official	Applicant's Email Address	0
communication) *	Applicant's Email cannot be blank.	
Re-Enter Applicant's Email Address *	Confirm Email Address	0
	Re-Enter Applicant's Email Address cannot be blank.	
Password (Minimum 6 characters) *	Password	①
	Password cannot be blank.	
Re-Enter Password *	Confirm Password	0
	Re-Enter Password cannot be blank.	
Mobile Number *	10 Digit Mobile Number	①
	Mobile Number cannot be blank	
Re-Enter Mobile Number *	10 Digit Mobile Number	0
	Re-Enter Mobile Number cannot be blank.	
Captcha Verification (Type the text shown in the image)	odom	
		C
Verificat	ion Code (click to change) cannot be blank.	

Step 5: Fill the following field in the Student Registration Form given on the right-hand side.



- Username (Used for login): Enter the username of your choice. It must be between 8 to 16 characters.
- **Applicant's Full Name:** Please enter your full name as mentioned in your academic documents.
- Applicant's Email Address: Please enter your own active email address which is functional and to which you have to access throughout the admission process. It will be used for all official communication
- Re-Enter Applicant's Email Address: Re-enter your email address.
- **Password (minimum 6 characters):** Please choose a password. While choosing your password it must be alphanumeric and between 8 to 16 characters long.
- Re-Enter Password: Enter your password again.
- **Mobile Number:** Please enter your phone number which is functional and of which you have access throughout the admission process. It will be used for all official communication
- Re-Enter Mobile Number: Enter your Phone number again.
- Captcha Verification: Type the text shown in the image. You can change the captcha by clicking on the image

Step 6: Click on Register

NOTE

Your username will be instantly sent to you via email and SMS.

2. Dashboard

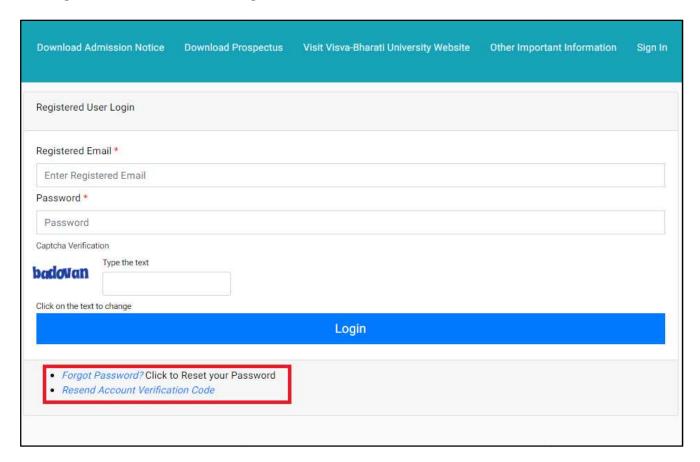
If you have already registered fill in the following information in the Registered User Login section. If not, please go to the 'New Registration' section and follow the steps described above.

Registered Username: Enter the User name you registered. This has been sent to your registered email ID.

Password: Enter your set password. This has also been sent to your registered email ID.

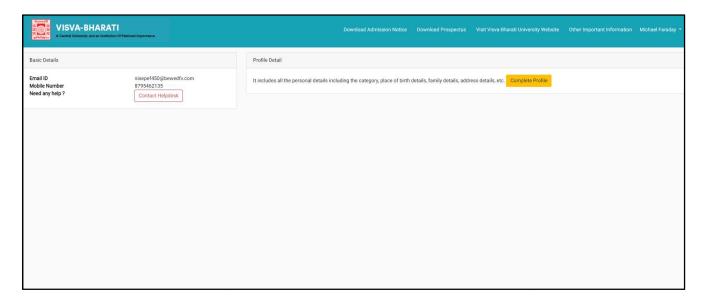
NOTE

In case you forgot your Username or Password, you may click on the 'Forgot Username?' Or 'Forgot Password?' link which is given at the bottom.



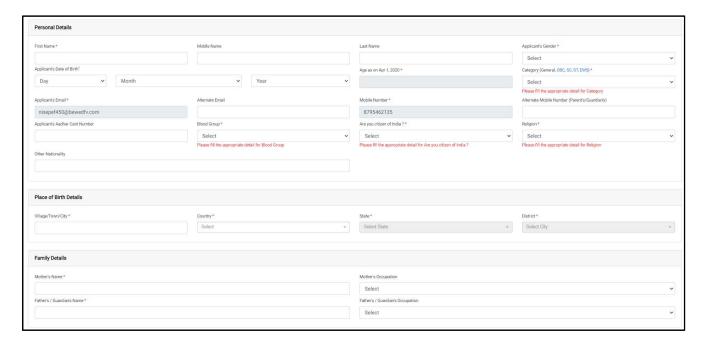
Captcha Verification: Type the text shown in the image. You can change the captcha by clicking on the image.

After Successful Login, the applicant will be directed to the below dashboard from where the applicant has to click on **Complete Profile** to update personal details.



3. Personal Details

You will see the Personal Details section in the Personal tab.



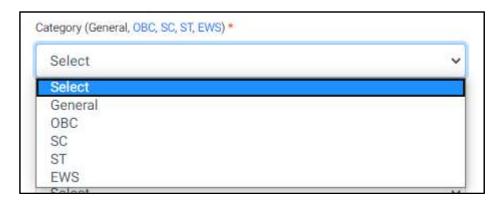
Fill the following fields:

Full Name of the Applicant: Please enter your full name as mentioned in your educational documents.

Guardian Relation: Enter the relationship with the Guardian mentioned in educational documents

Applicant's Date of Birth: Enter your date of birth as mentioned in your certificate. Date of Birth once recorded, shall not be changed.

Category: Select your category. The category once chosen shall not be changed.



Place of Birth Details: Enter the Village/Town/City, Country, State, District as applicable.

Family Details: Enter the guardian name, mother's name, and mother's occupation as mentioned in educational documents.

Visva-Bharati University registration details: In this section, the applicant will choose if he/she was a student of Visva-Bharati or not.



If yes, provide details as mentioned.



Other Category/Quota: Enter the asked quota/details.



Address: Enter the Correspondence Address and Permanent Address as mentioned in the address proof document.

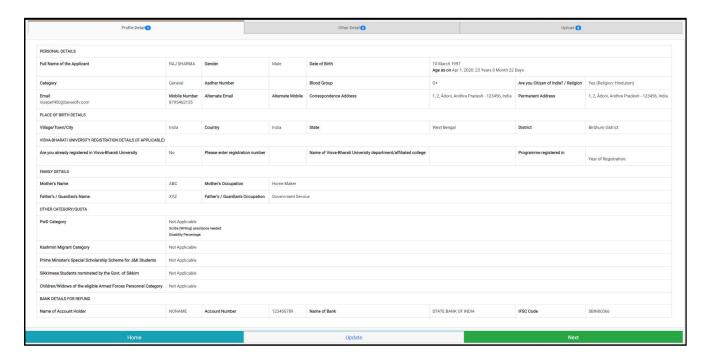


Bank Details for Refund: Enter the bank details for a refund for any duplicate payment or failed payment.



After entering all the details correctly click on **Save and Next** button. Which will show the preview of entered details and if the applicant wants to update entered details can click on **Update** or can move to the next section by clicking on **Next**.

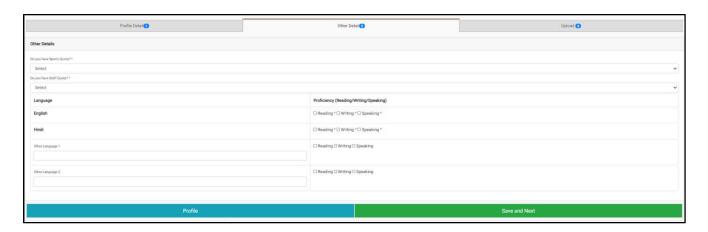
Preview of Personal Details:



After clicking on Next, the Applicant will land on the Other Details Section.

4. Other Details

In this section, Enter the details as asked below.



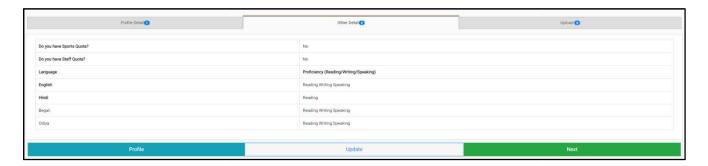
Sports Quota: If any sports quota then chooses Yes else No from the drop-down.

Staff Quota: If any staff quota then chooses Yes else No from the drop-down.

Language: Enter the language/s known and respective proficiency.

After entering all the details correctly click on **Save and Next** button. Which will show the preview of entered details and if the applicant wants to update entered details applicant can click on **Update** or move to the next section by clicking on **Next**.

Preview of Personal Details:



After clicking on Next, the Applicant will land on Uploads Section.

5. Uploads

In this section, Upload the Photo and Signature by choosing the file and clicking on Start Upload.



Instruction for Uploading Photo and Signature:

Digital Photo and Signature are required in .jpg or .jpeg image format.

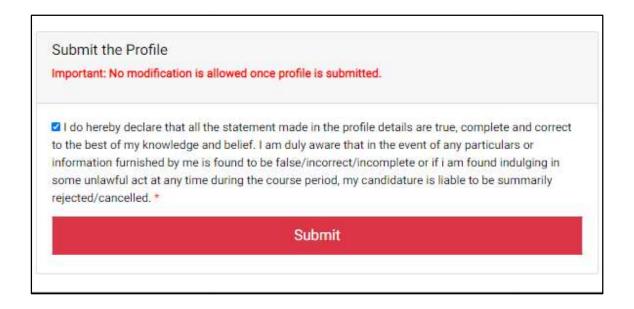
The file size of the digital photo must be within 10kb to 1024kb limit.

Submit the Profile

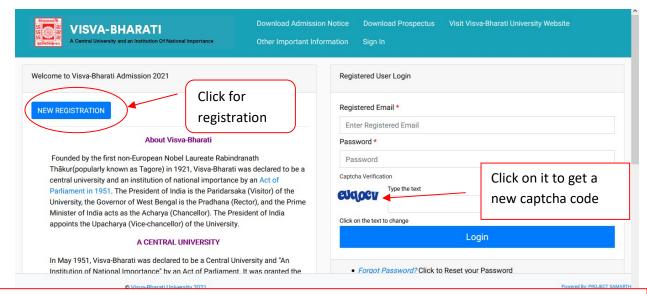
Important: No modification is allowed once the profile is submitted.

After filling all the sections that are Personal Details, Other Details, and Uploading all the required Image and Signature. Clicking on **Submit** will submit the profile. But there is a catch that No modification will be allowed once the Profile is submitted.

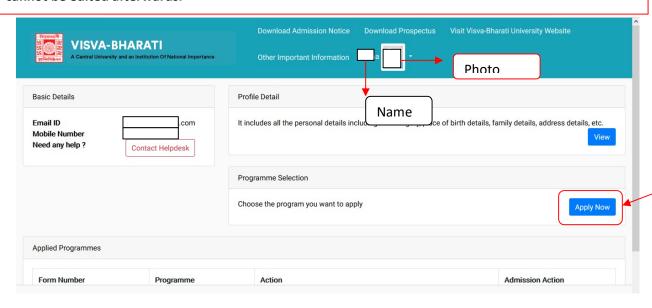
So before final submission, Cross check all the details and make corrections if any, and when everything is ready to go. Submit the profile.

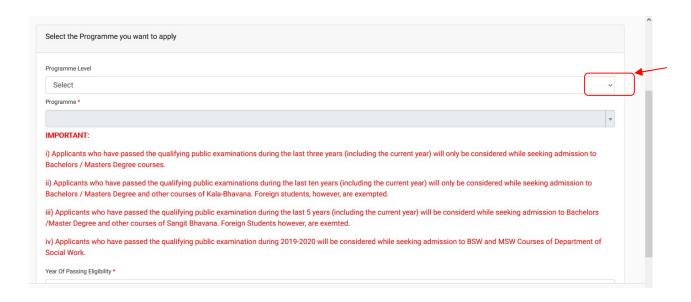


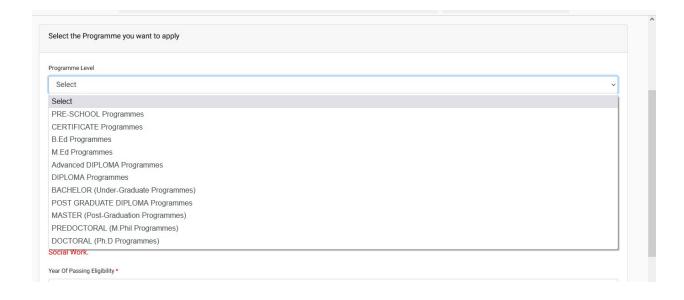
After completing the above steps and clicking on **Submit** will take the applicant to Dashboard where the applicant can see the Programme Selection section. Click on **Apply Now** button to dive into the Programme Selection section.

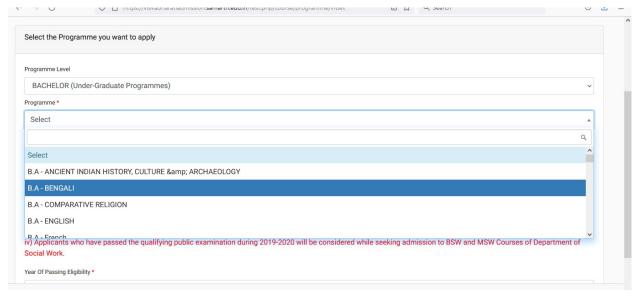


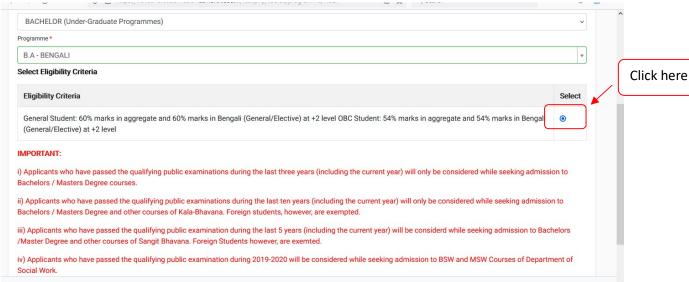
Once registration is done fill out all asked detail information properly. Please note that personal details cannot be edited afterwards.

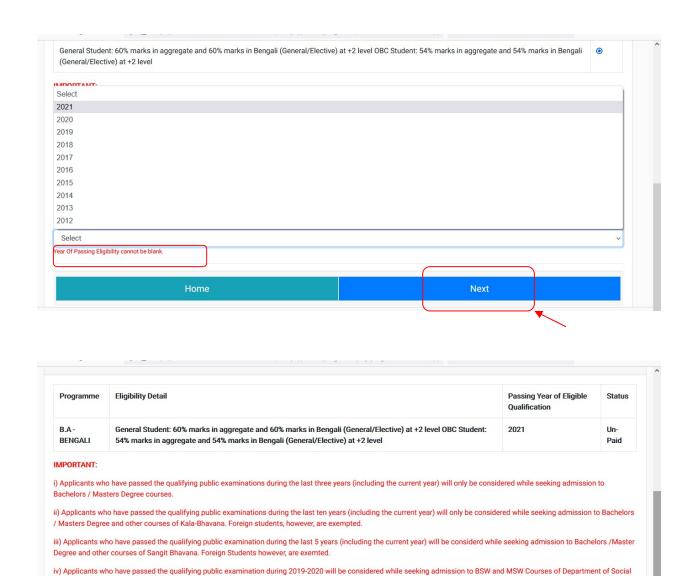












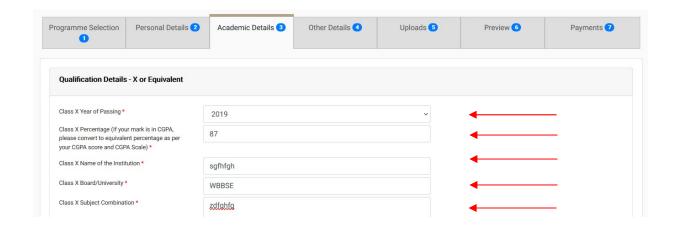
Once you complete all these you should see the following updated information that you are applying for your selected Course with the personal details as shown below. If all are complete then click on 'Next'. If needed you can update by clicking on the 'Update'

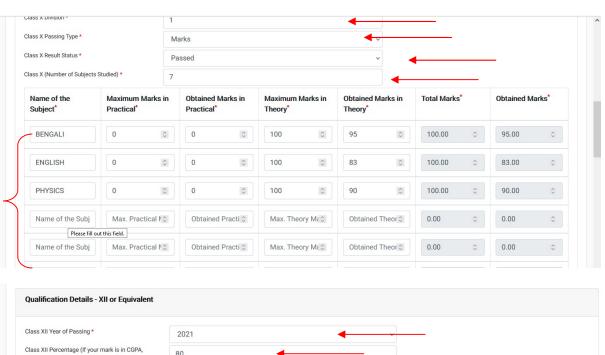
Update

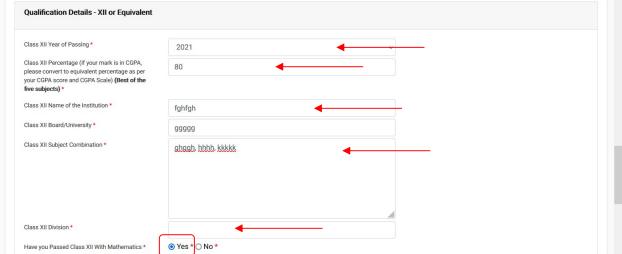
Next

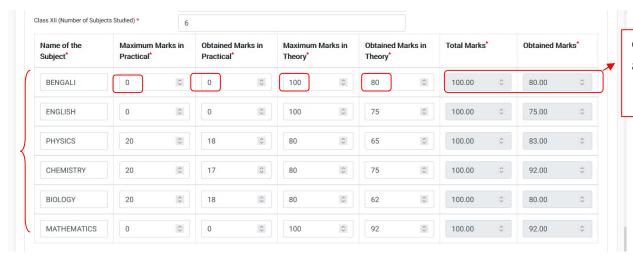
				B.A - BENGALI				
rogramme Selection Per	rsonal Details 2	Academic	Details 3	Other Details 4	Uploads 5	Pres	view 6	Payments 7
PERSONAL DETAILS								
full Name of the Applicant	GHOSH	Gender	Male	Date of Birth		lovember 2001 as on Apr 1, 2021:	19 Years 4 Month	15 Days
Category	General	Aadhar Number		Blood Group	0+		Are you Citizen of India? / Religion	Yes (Religion: Hinduism)
Email tirtha_tg@yahoo.com	Mobile Number 75	Alternate Email	Alternate Mobile	Correspondence A	9999 ffffff	99999999, 99999999999, fff, West Bengal 888, India	Permanent Address	999999999, 999999999, 99999, West Bengal -77777, India
Mother's Name	GGGGGG							
Father's / Guardian's Name	GGGGGG							
OTHER CATEGORY/QUOTA								
PwD Category	Not Applicable							
Kashmiri Migrant Category	Not Applicable							
BANK DETAILS FOR FINANCIA	AL ASSISTANCE A	ND REFUND IF	APPLICABLE					
Name of Account Holder	66666666	Account Number	12345678901	Name of Bank	COO	e of Bank Branch:	IFSC Code	TFGH0TTTT

Click 'Next' and fill out the academic details as per your marksheet(s)/document(s).

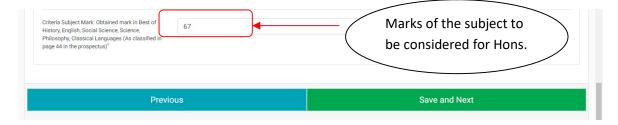




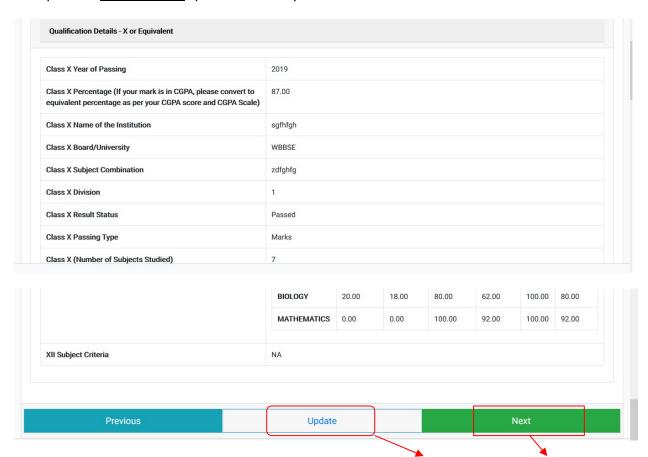




Gets filled automatically

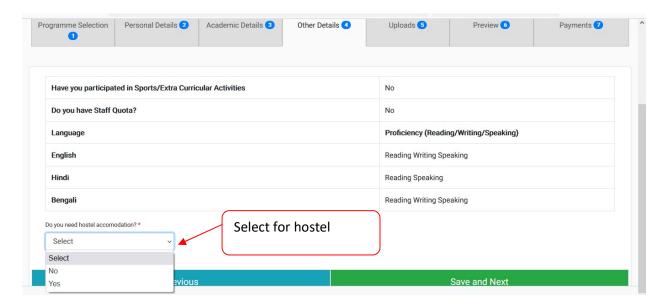


After you click Save and Next system will show your academic details as below

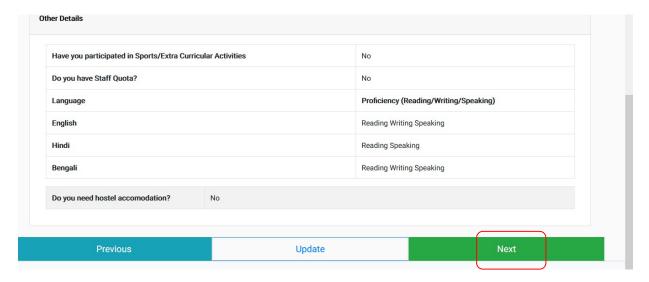


If needed you can update the academic details again by clicking the 'Update' or click on 'Next'.

Note that if you do not fill all required boxes the system will not let you proceed further.



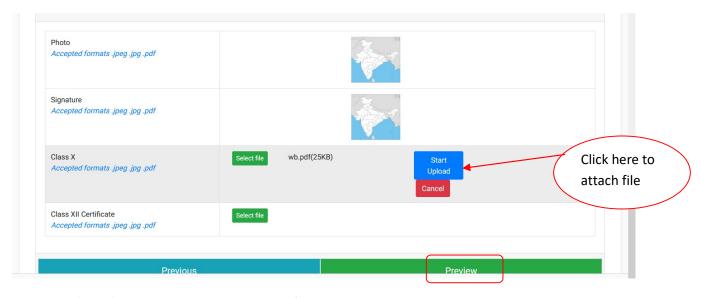
Once you click Save and Next the following page appears



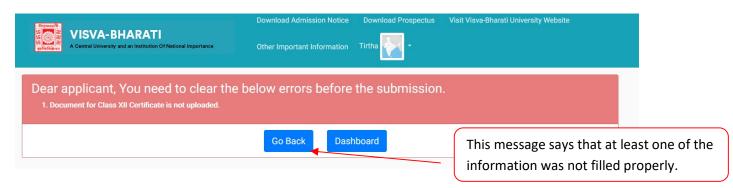
Once clicked on 'Next' you should get the following page where you can upload relevant files (jpeg/pdf/etc.) files (size between 10kb to 1024kb)

nstruction for Uploading Image/Photo of Document, Certificate, M bigital Photo and Signature are required in .jpg or .jpeg image form		
ile size of digital photo must be within 10kb to 1024kb limit.		
ocument/Certificate/Marksheet related size of digital photo mus	t be within 10kb to 1024kb limit.	
Photo		
Accepted formats .jpeg .jpg .pdf	Click here	_
Signature	Click Here	
Accepted formats .jpeg .jpg .pdf	to start	
	attaching	
Class X	document	
Accepted formats .jpeg .jpg .pdf	Select	,

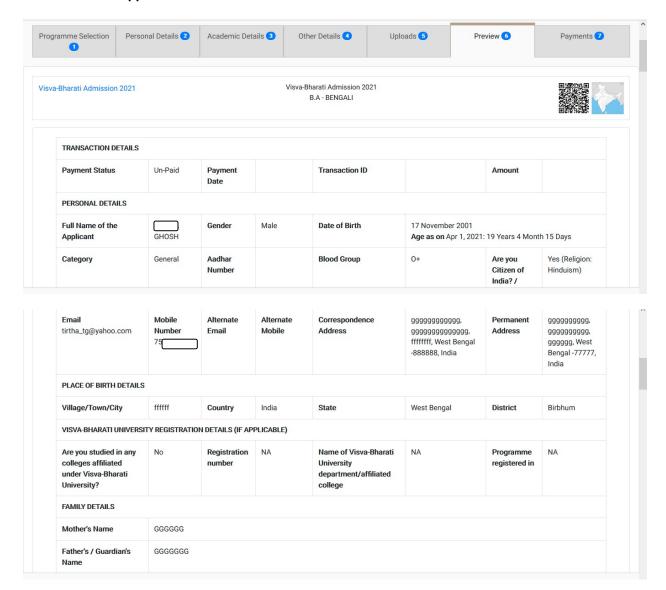
Click on the green button 'Select file' and brows the file and click on 'Start Upload' to attach the file



<u>Note that</u> if you forget to upload any required file to be uploaded the system will show you an alert message like below:



Then click on 'Go Back' and upload the required missed file. Once you complete that you can see the 'Preview' of the application which would be as follows.



PwD Category	Not Applicable	Not Applicable							
Kashmiri Migrant Category	Not Applicable	le							
BANK DETAILS FOR FIN	ANCIAL ASSISTAN	CE AND REFUND) IF APPLICABLE						
Name of Account Holder	6666666	Account Number	12345678901	Name of Bank		ABHYUDAYA COOPERATIVE BANK LIMITED Name of Bank Branch: Bolpur	IFSC Code	TFGH0TTTT	
Have you participated in Sports/Extra Curricular Activities					No				
Do you have Staff Quota?				No					
Language				Proficiency (Reading/Writing/Speaking)					
anguage	English					Reading Writing Speaking			

Do you need hostel accomodation?	No	
Qualification Details - X or Equivalent		
Class X Year of Passing	2019	
Class X Percentage (If your mark is in CGPA, pluequivalent percentage as per your CGPA score (Scale)		
Class X Name of the Institution	sgfhfgh	
Class X Board/University	WBBSE	
Class X Subject Combination	zdfghfg	
Class X Division	1	
Class X Result Status	Passed	

Class X Passing Type	Marks	Marks						
Class X (Number of Subjects Studied)	7	7						
Score Card	Name of the Subject	Maximum Marks in Practical	Obtained Marks in Practical	Maximum Marks in Theory	Obtained Marks in Theory	Total Marks	Obtained Marks	
	BENGALI	0.00	0.00	100.00	95.00	100.00	95.00	
	ENGLISH	0.00	0.00	100.00	83.00	100.00	83.00	
	PHYSICS	0.00	0.00	100.00	90.00	100.00	90.00	
	MATHEMATICS	0.00	0.00	100.00	89.00	100.00	89.00	
	LIFE SCIENCE	0.00	0.00	100.00	91.00	100.00	91.00	
	GEOGRAPHY	0.00	0.00	100.00	86.00	100.00	86.00	

Qualification Details - XII or Equivalent	
Class XII Qualification Status	Passed
Class XII Year of Passing	2021
Class XII Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale) (Best of the five subjects)	80.00
Class XII Name of the Institution	fghfgh
Class XII Board/University	99999
Class XII Subject Combination	ghggh, hhhh, kkkkk
Class XII Division	1
Have you Passed Class XII With Mathematics	Yes
Class XII Qualification Status	Passed

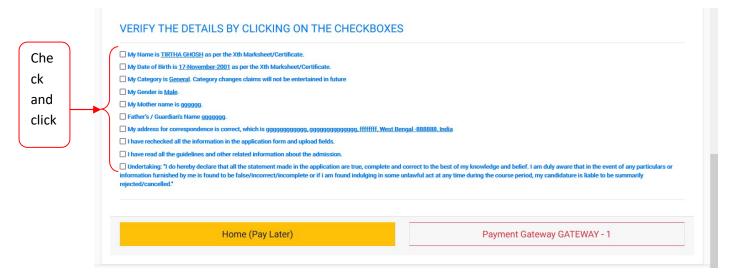
Class XII Passing Type	Marks						
Score Card	Name of the Subject	Maximum Marks in Practical	Obtained Marks in Practical	Maximum Marks in Theory	Obtained Marks in Theory	Total Marks	Obtained Marks
	BENGALI	0.00	0.00	100.00	80.00	100.00	80.00
	ENGLISH	0.00	0.00	100.00	75.00	100.00	75.00
	PHYSICS	20.00	18.00	80.00	65.00	100.00	83.00
	CHEMISTRY	20.00	17.00	80.00	75.00	100.00	92.00
	BIOLOGY	20.00	18.00	80.00	62.00	100.00	80.00
	MATHEMATICS	0.00	0.00	100.00	92.00	100.00	92.00
XII Subject Criteria	NA						

DOCUMENT	FILE LINK
Photo	View File
Signature	View File
Class X	View File
Class XII Certificate	View File

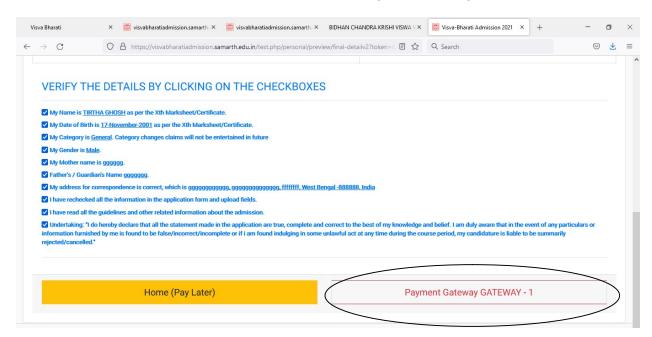
Undertaking: "I do hereby declare that all the statement made in the application are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the event of any particulars or information furnished by me is found to be false/incorrect/incomplete or if i am found indulging in some unlawful act at any time during the course period, my candidature is liable to be summarily rejected/cancelled."

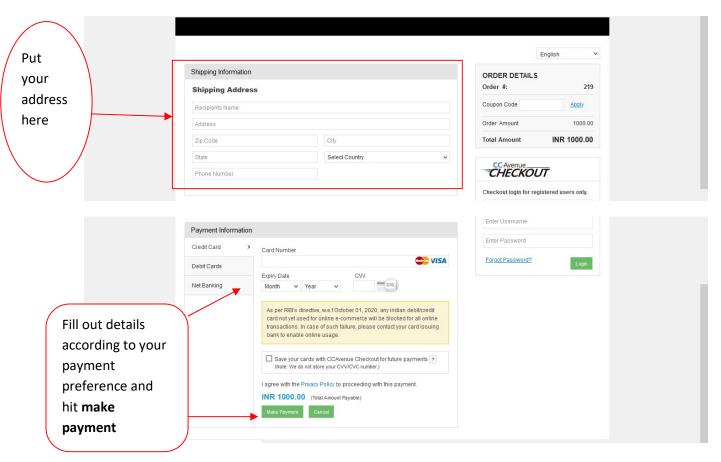
Additionally undertaking for students whose results are awaited: "I, having been permitted to be provisionally admitted to Visva Bharati University hereby undertake to produce the proof of having successfully qualified in the final qualifying examination with requisite percentage of marks within 25th July 2020 failing which I shall forthwith vacate the seat and shall have no claim for refund of fees already paid."

revious Pay Fee

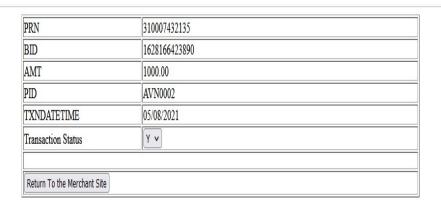


You need to click on all the check boxes and then click on 'Payment Gateway GATEWAY - 1'

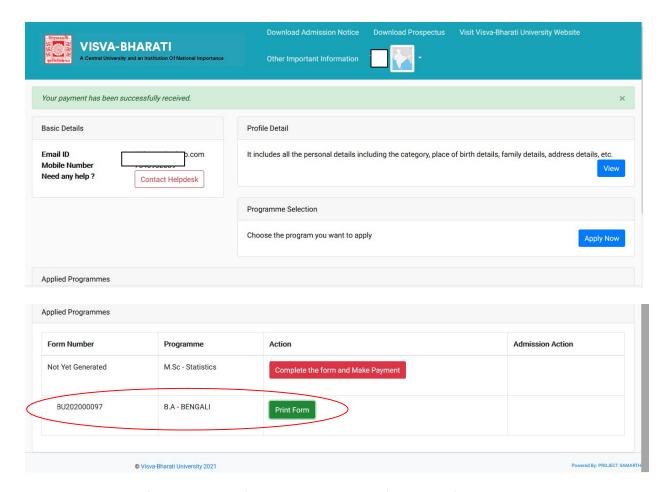




After successful payment you should get the following payment acknowledgement



Once you click on the 'Return to the Merchant Site' you should return back to the Dashboard of the application page. Now you can find the Number of the submitted form as well.



You can take print of the submitted form by clicking on the 'Print Form'

PDF version of the submitted application form will be as follows.

