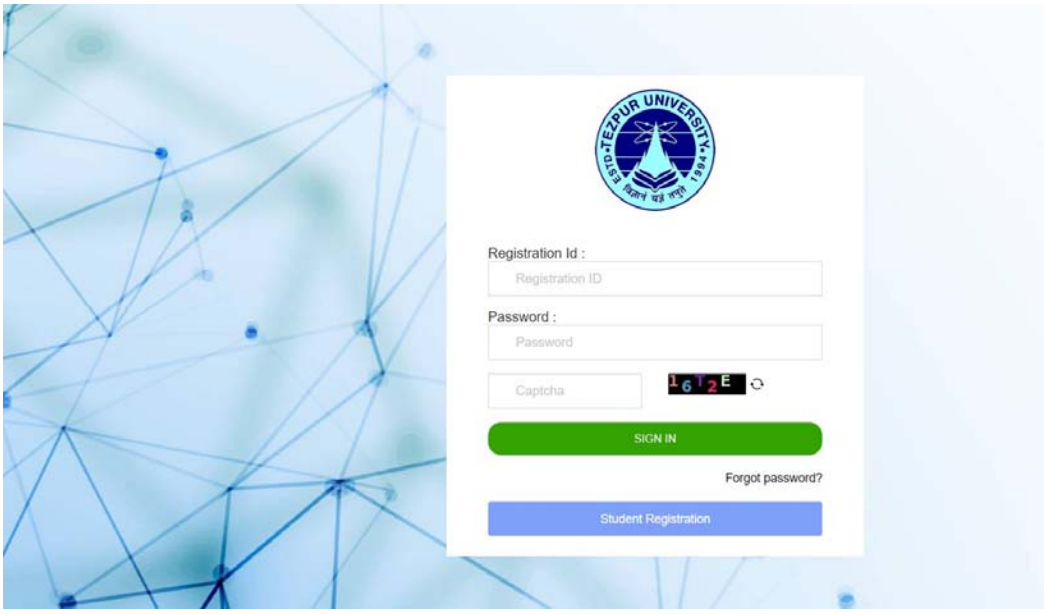
TEZPUR UNIVERSITY
Step by step guide to fill up the
ONLINE APPLICATION FORM

REGISTRATION PROCESS

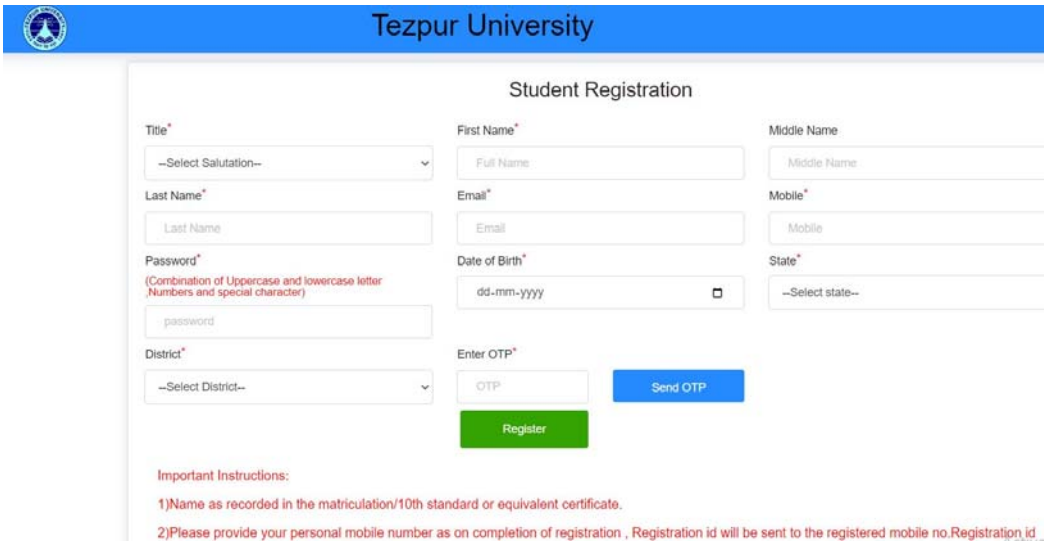
1. Students are required to apply online through Tezpur University website only. No other means/ mode of application will be accepted.

2. Students are first required to go to the website and register himself or herself by clicking on ‘Student Registration’ link:

   https://www.admissionsportal.in



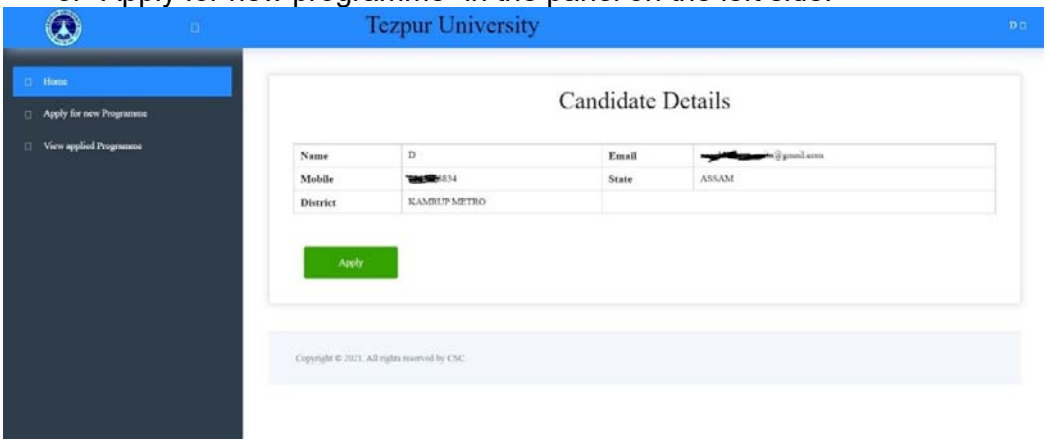
3. Students are required to have a valid Email ID and Mobile Number for registration.



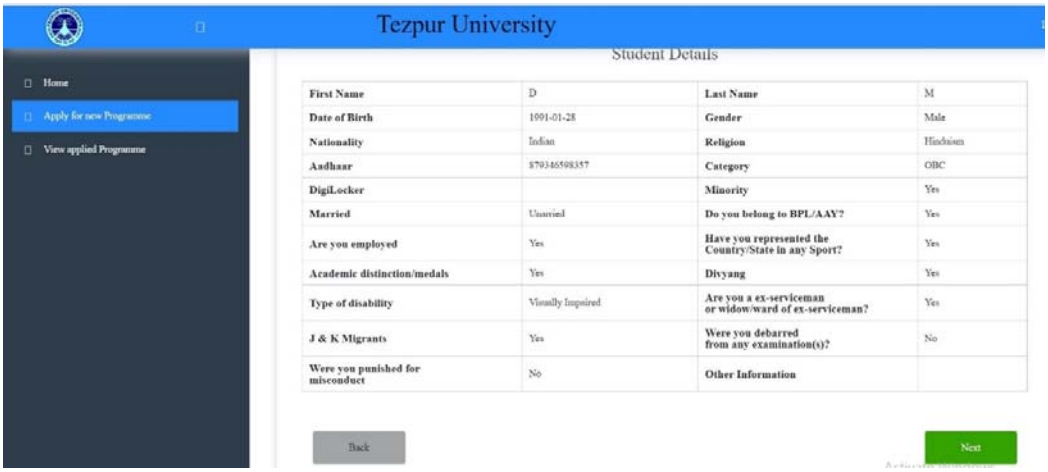
4. After creating an account, students need to login with the Registration ID and password sent to the registered mobile number.
5. After logging in, the student will be able to apply for a programme.

APPLICATION PROCESS

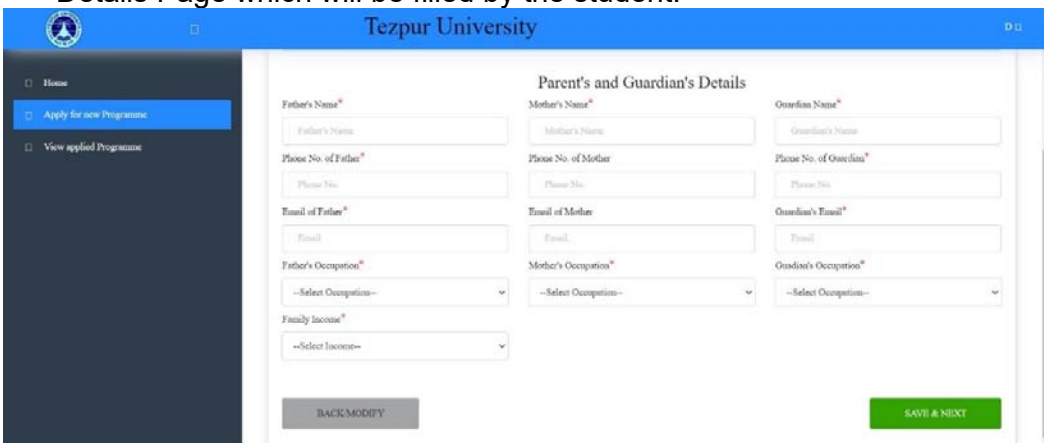
6. To apply for a programme, the student needs to click on " APPLY" button or "Apply for new programme" in the panel on the left side.



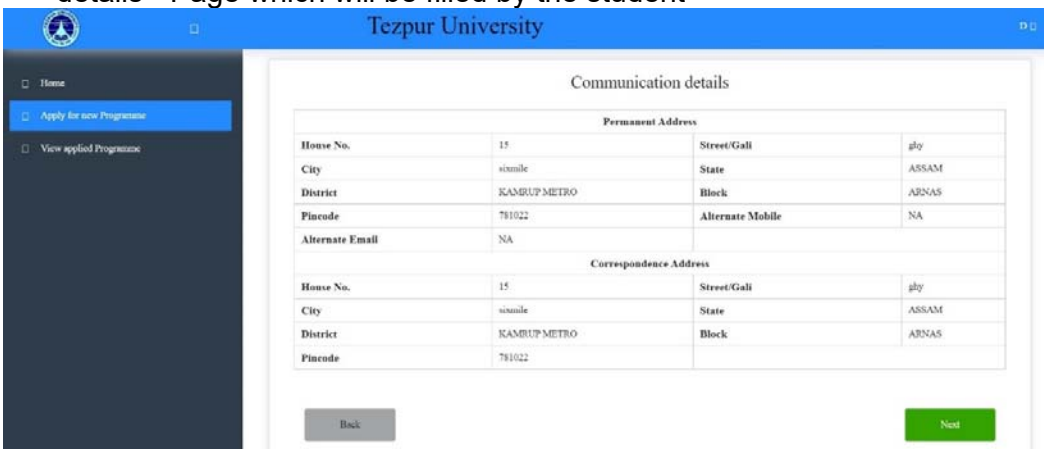
7. On clicking, the following application form "Student Details" will appear which the student needs to fill up. Firstly the student needs to fill all the personal details as shown in the figure.



8. After filling up the “Student Details”, the student needs to click on next to save and continue. The next page will show the “Parent and Guardian” Details Page which will be filled by the student.

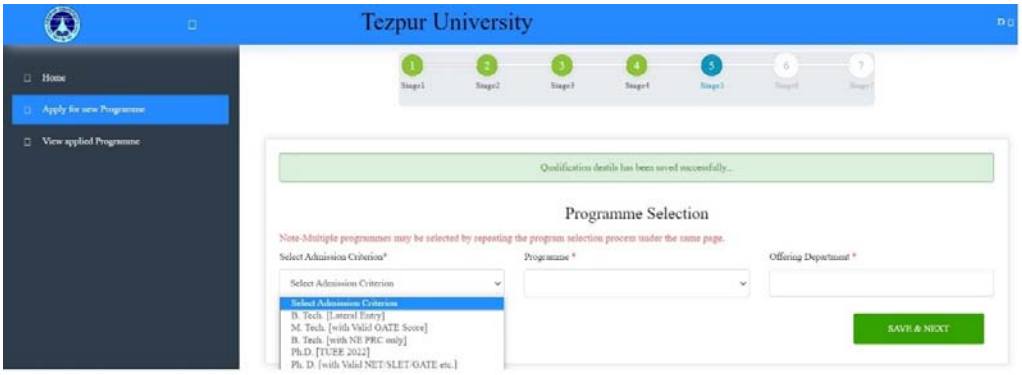


9. After filling up the “Parent’s and Guardian Details”, student needs to click on to ‘save and next’ button. The next page will show the “Communication details” Page which will be filled by the student

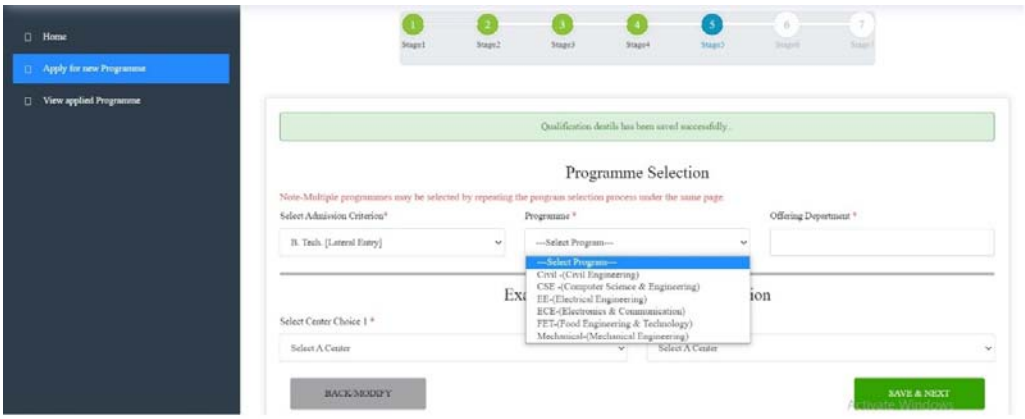


10. The student needs to fill the “Communication details” window and click on next to save and continue for “Academic Details”

11. Student needs to fill up the 'Academic Details' as shown above. The result type can be CGPA or Percentage or appearing depending upon the student's result.



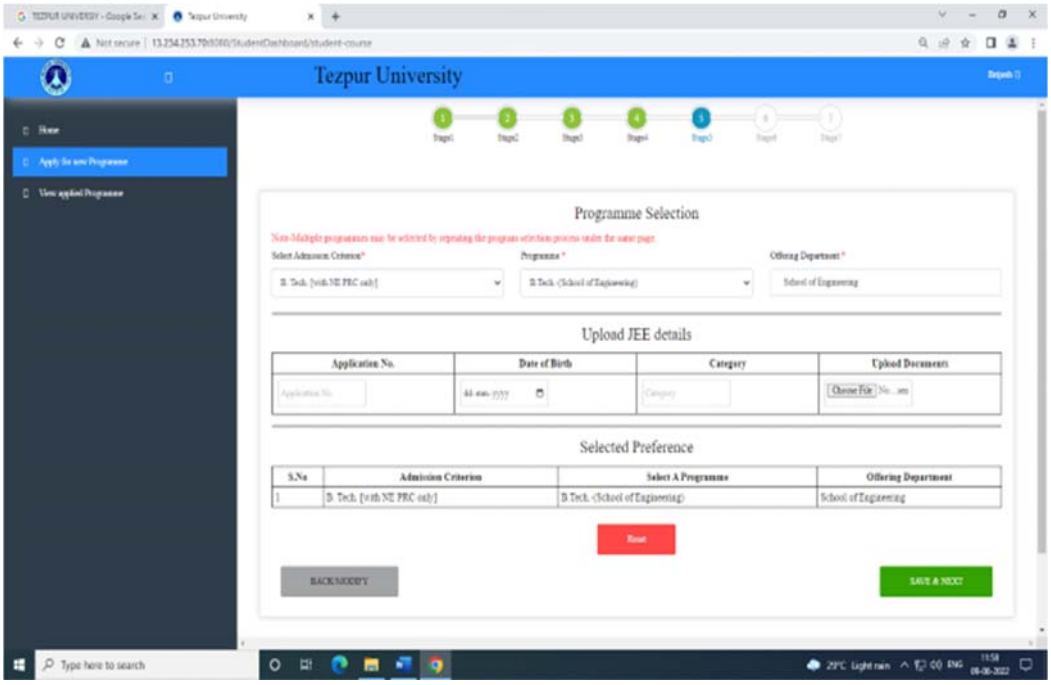
12. The student needs to click on next to save and proceed. In the next window, the students first will have:
(i) select the Admission criteria as provided by the college and convenient by them.
(ii)select the suitable Programme.



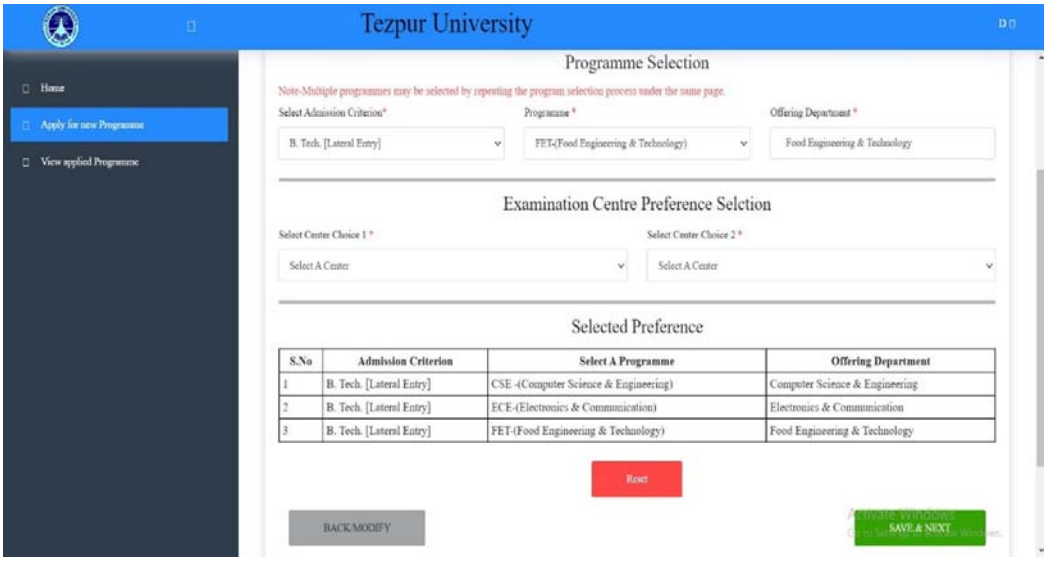
13. The student then needs to select the programme he/she wants to apply for. He may choose more than one programme according to his choice. For Ph.D & Lateral Entry, only two choices can be selected at a time.

14. Screenshots of the sample windows for the various programmes are given below:

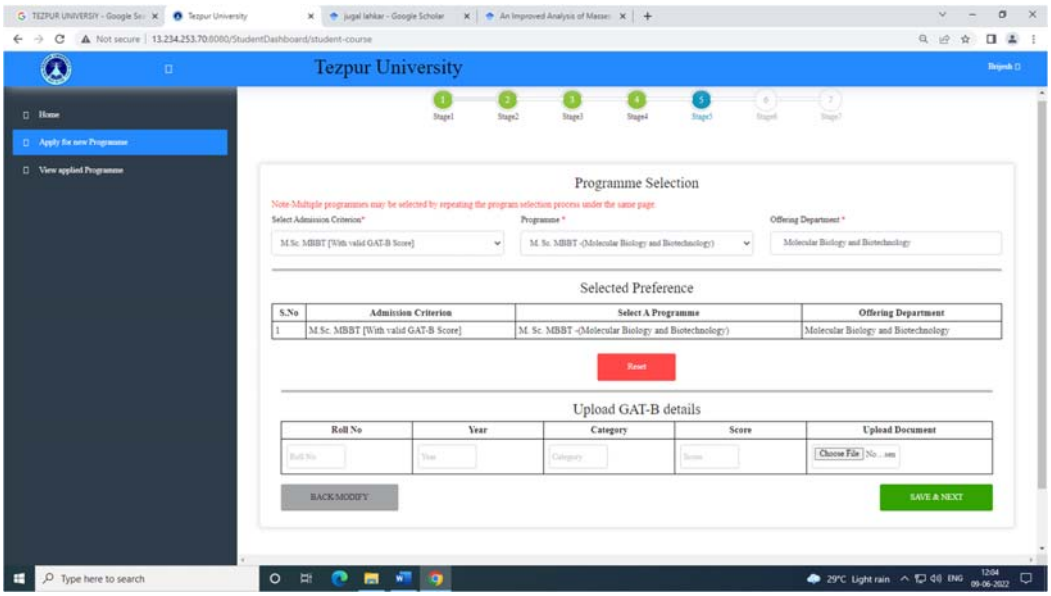
- B.TECH (NE PRC)



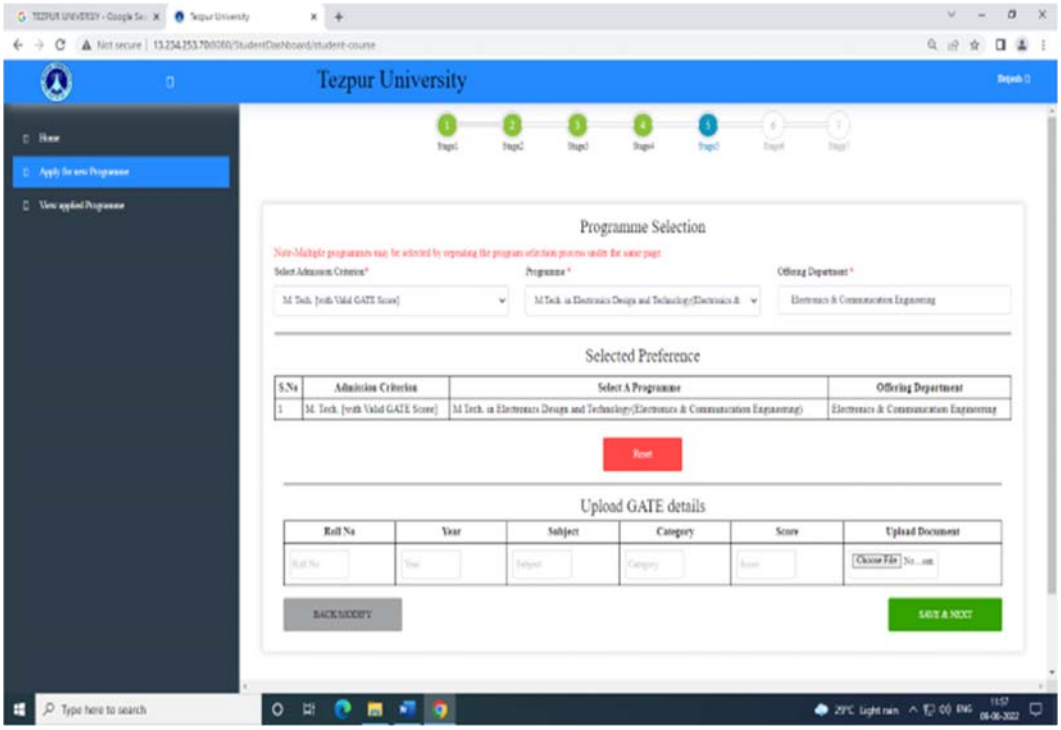
- B.TECH (LATERAL)



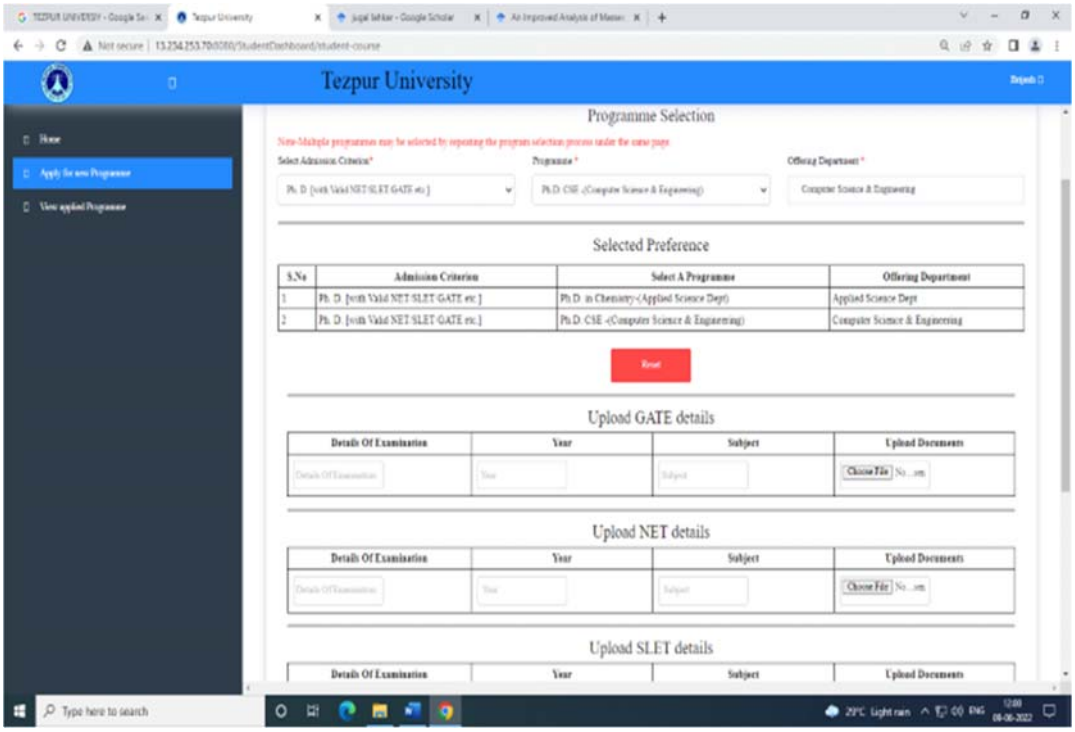
- M.Sc (MBBT with valid GAT-B Score)



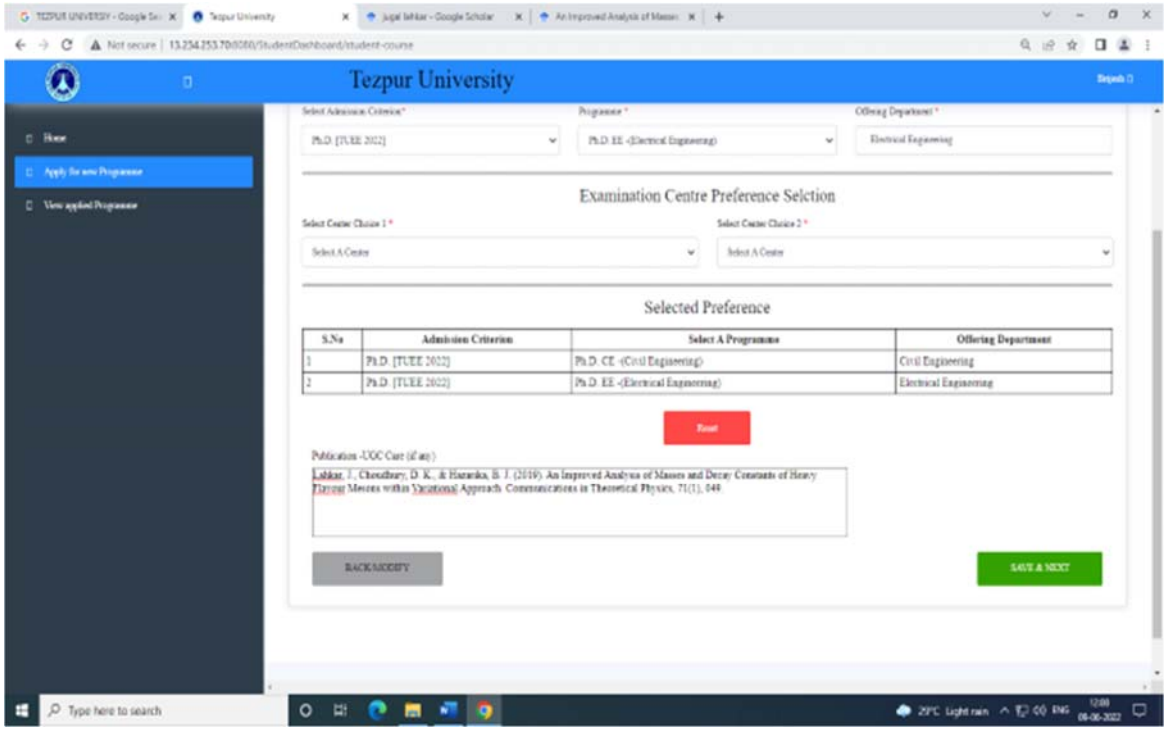
- M.TECH (with valid GATE Score)



- PhD (with NET/SLET/GATE etc.)



- PhD (TUEE)

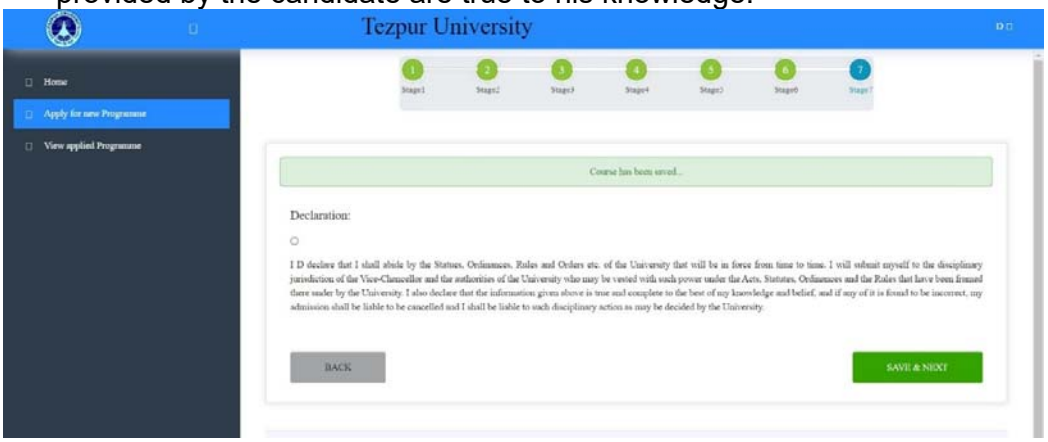


15. After selecting the choices, the student needs to click on “SAVE&NEXT” and proceed.

16. The student can click on “Reset” if he/she needs to alter the choices. All the choices that are selected will be deleted once if “reset” button is clicked. The student once again will have to select the choices and proceed.
17. Only 1 Admission Criteria can be selected for one application form submission.

18. After clicking on “Next”, the documents section will be displayed where the student will have to upload all the relevant documents asked in a proper format (PDF,size not exceeding 1MB).

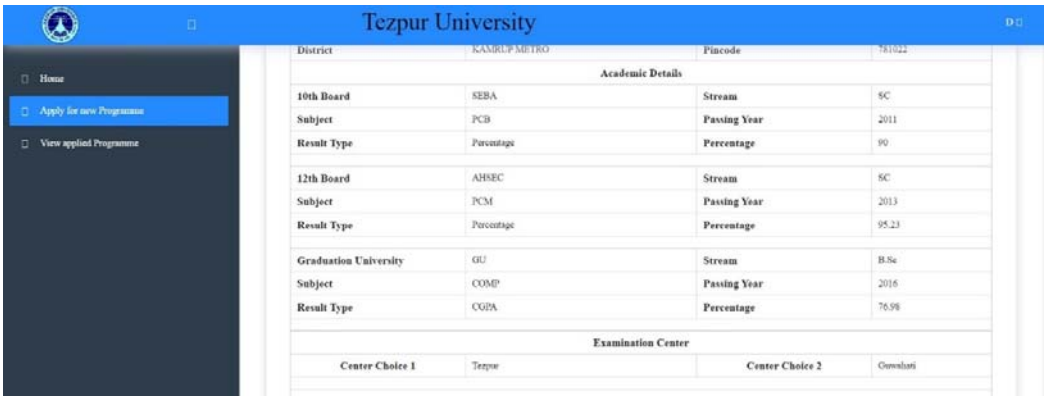
19. Before clicking on “ Save and Next”, the radio button has to be clicked by the student after reading the note and ensuring that all the documents provided by the candidate are true to his knowledge.

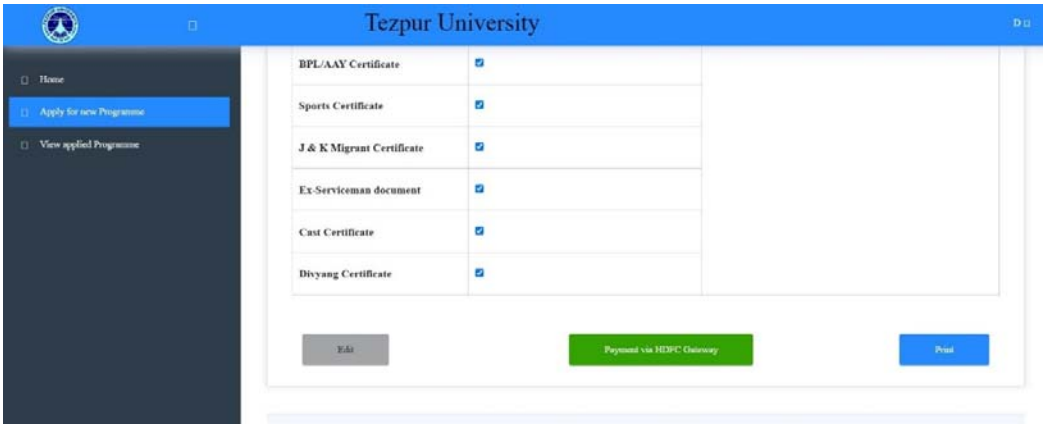


20. Next window will display a declaration taken by the student which will need to be read and proceed by clicking on the radio button and “Save and Next”.

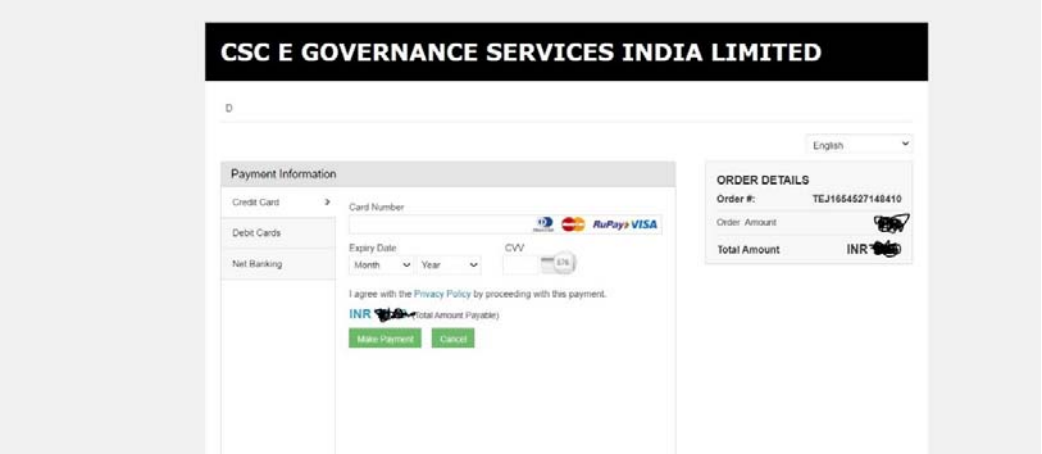
21. The preview of the application form will be displayed in the next window. After verifying all the details and downloading/printing the application form, the student can proceed for the last step that is Payment process.

Tezpur University
Home
Apply for new Programme
View applied Programme
DigiLocker
Minority
Yes
Married
Unarried
Do you belong to BPL/AAY?
Yes
Are you employed
Yes
Have you represented the Country/State in any Sport?
Yes
Academic distinction/medals
Yes
Divyang
Yes
Type of disability
Visually Impaired
Are you a ex-serviceman or widow/ward of ex-serviceman?
Yes
J & K Migrants
Yes
Were you debarred from any examination
No
Were you punished for misconduct
No
Other Information
Parent's And Guardian's Details
Father Name
S GHOSH
Father Mobile
Father Email
Father Occupation
Self Employed
Mother Name
S GHOSH
Mother Mobile
Mother Email
Mother Occupation
Housewife
Guardian Name
S GHOSH
Guardian Mobile

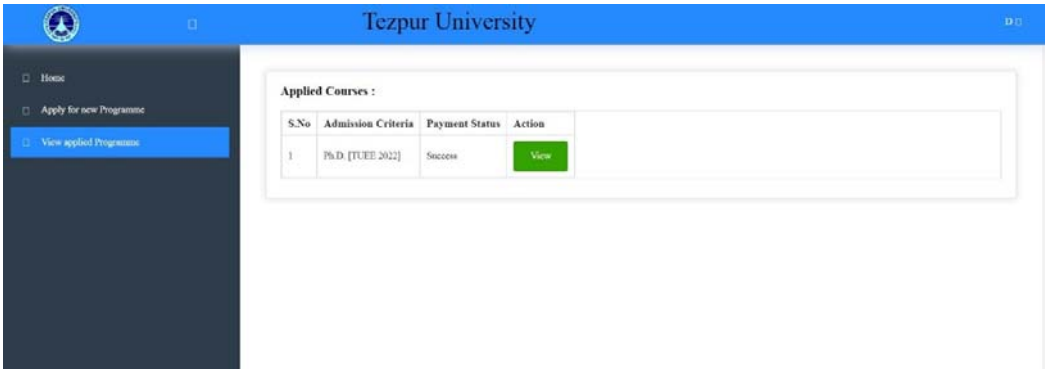

Tezpur University
Home
Apply for new Programme
View applied Programme
District
KAMRUP METRO
Pincode
781022
Academic Details
10th Board
SEBA
Stream
SC
Subject
PCB
Passing Year
2011
Result Type
Percentage
Percentage
90
12th Board
AHSEC
Stream
SC
Subject
PCM
Passing Year
2013
Result Type
Percentage
Percentage
95.23
Graduation University
GU
Stream
B.Sc
Subject
COMP
Passing Year
2016
Result Type
CGPA
Percentage
76.98
Examination Center
Center Choice 1
Tezpur
Center Choice 2
Guwahati


Tezpur University
Home
Apply for new Programme
View applied Programme
BPL/AAY Certificate
Sports Certificate
J & K Migrant Certificate
Ex-Serviceman document
Cast Certificate
Divyang Certificate
Edit
Payment via HDFC Gateway
Print

22. The next window shows the payment details which is shown below.



23. Using, Debit/Credit card or Internet Banking, the student will have to pay the fees and download the payment slip after complete payment process.



24. After the payment is completed, the student can view the programme applied for and download the application form from the dashboard by clicking " View" under the Action Column.
25. Keep this Admission cum Counselling form with you until the process of admission is completed.