

# **Guidelines for Online Admission Application**

All the students have to log on to our website <u>www.ppsu.ac.in</u> for online registration. The window as shown in fig. will appear on the computer screen. Click on the "Admissions".



Once we click on Admissions, we get to see options as:

- APPLY ONLINE for Undergraduate
- APPLY ONLINE for Postgraduate

Click on the desired option and we will be redirected to the online portal of admission as in next Fig.



To register as a new candidate, choose the course and department for which he/she is interested along with filling the basic information like Name, Number and Email Id and click on "Register Now" to enter inside the form.

Once any student clicks on "register now" he/she will receive the login details on the mail id also.

P SAVANI NI VERSITY	About Login
Apply For Admissions UG-2	020
Applicant First Name*	Department (You can select multiple options) *
Enter Applicant First Name	Select Department
Applicant Last Name *	Course (You can select multiple options) * Select Course
Mobile Number *	l agree to receive information regarding my submission and all terms.
<b>→</b> +91	VERIFY Terms and Conclitions
Email Id * Enter Email Id	REGISTER NOW

Click on the option as shown below to enter inside the form.





The form has four steps:

- 1 Personal Details
- 2 Academic Details
- 3 Document Section
- 4 Payment Section



### 1. PERSONAL DETAILS:

Fill the personal details as asked in the form. "Save as Draft" option helps you to save the form filled till that particular step.

"Save and Continue" option helps us to continue for next step.

	Step 2: Academic Details 🗊			
Registration Information				
Step 1	✓ SSC/10th Exam Details			
• Step 2 Academic Details	School Name * Enter School Name		Exam Seat Number Enter Exam Seat Number	
	Passing Year • Enter Passing Year		<b>Obtained SSC Percentage/Grade *</b> Enter Obtained SSC Percentage/Grade	
	> HSC/12th Exam Details			
← Dashboard	> HSC Subject Details			
9512035611/12/13	> Diploma Details			
0	> Diploma Subject Details			

## 2. ACADEMIC DETAILS

This brings us to the second step which is to fill the academic details.

	Step 3: Upload Documents ④			
Registration Information				
Step 1	✓ Other Details			
Personal Details	Do you require accomodation facility? • Yes O No			
Academic Details				
• Step 3 Upload Documents	✓ Documents - Only images (.png, .jpeg, .j uploading of other documents. All files mus	ipg) for Photo and documents (.jpg, .jpeg, .png, .pdf, .doc, .docx) for t size less than 1MB.		
opioud Documents	Student Photo	Caste Certificate		
	Choose File No file chosen	Choose File No file chosen		
	ID Proof	10th Marksheet		
Dasriboard	Choose File No file chosen	Choose File No file chosen		
Admission Helpline No 9512035611/12/13	10th Passing Certificate	12th Marksheet		
, 512003011, 12, 10	Choose File No file chosen	Choose File No file chosen		
	12th Passing Certificate	School Leaving Certificate		
	Choose File No file chosen	Choose File No file chosen		

## 3. UPLOAD DOCUMENTS

This is the third step which asks us to upload the documents as shown in the fig. As mentioned in the instructions the size of each document should be less than 1MB.



### 4. PAYMENT DETAILS

Step 4 is the last step in the form where we have to make the payment of the application form.

We can add more courses also if we want to apply for multiple courses. We can select payment methods of our convenience from the dropdown as shown.

By clicking on the "Pay Now" option, we will get a message stating that payment is successful and the student will receive a pdf of the form filled on his/her email id.