

## PROCEDURE TO FILL ONLINE APPLICATION FORM

1. Before applying, the candidate should carefully read the PROSPECTUS for eligibility conditions and other important instructions.
2. Only one application is to be submitted by a candidate. Submitting more than one application by a candidate is liable to rejection of candidature.
3. Visit the university website [www.gadvasu.in](http://www.gadvasu.in), and click on “Apply Now”
4. Registration of the candidate shall be the first step of “Online Application”. Once the registration is done, candidate can login to the portal using his/her email and password.
5. Select the name of the Programme and the category to which a candidate belongs (General/ SC/ST/BC).
6. **Personal information:** Fill in the personal and contact details. Name and Date of birth should be exactly the same as written in the qualifying examination and matriculation certificate, respectively.
7. **Upload section:** This section contains the provision to upload the images required for filling the online application. You need to have the scanned copy each of your latest passport sized photograph showing full face, signature and left thumb impression (preferably jpg format). Image should be less than 50 kb each. The photograph with goggles/ coloured glasses/ cap etc. is not allowed. The candidate should secure 4 copies of the same passport sized photograph that has been uploaded. These will be required at the time of counselling.
8. **Present Address:** Enter the complete address and ensure that no part of the address is missing. Enter a valid PIN code.
9. **Permanent Address:** If permanent address is the same as correspondence address, check the box. Otherwise, candidate should fill permanent address in the space provided.
10. **Educational Information:** Fill in academic qualification detail here.
11. Review the course selected, name, email and mobile number. If all the details are correct, then check the declaration box and click on “Save as draft”.
12. **Preview of Application:** The preview page contains the data you filled and images you uploaded in the application. Verify that all the details entered are correct and the images are visible properly. If there is any discrepancy in the data or image is not visible/clear, click on “Edit”, change the data accordingly and click on “Save as draft” again.
13. **Kindly ensure that details filled in the application form are correct.** Once the application is submitted, no request for change will be entertained.
14. **Payment:** Click on payment and choose the mode of payment either net banking, credit card or debit card. **Fee once deposited will neither be refunded nor adjusted in any case.**
15. **Submitting Application:** After the payment is made, the candidate is required to click ‘Finish’ for successful submission of application. Thereafter, applicant ID will be generated.
16. Candidates are advised to note down their application ID and not to share it with others. Take the print of the confirmation page or click on “Download Application” to download and print the filled in application form. This document will act as the acknowledgement for submission of application and use for future reference.
17. Once the application is submitted, student would be provided with a “Dashboard” to view the application status and print application etc.
18. Once you submitted your application, you will not be able to edit your application data. So, be ensured that you have entered correct data.