

## HELP

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### **1. How to submit Examination Application Form online?**

**Step-1.** Click the Student TAB to open the page.

**Step-2.** You are required to enter your Registration No in the format XXX-XXXX-XXXX-XX. After entering your registration no, click the <continue> button. While entering Registration No if there is typing mistake, make the correction by clicking on the digit typed wrongly and then type the correct digit. It is not possible to press <BackSpace> key to erase wrongly typed digit and then re-enter correct digit. You can also press the <reset> button which will erase all digits and you have to enter your Registration no afresh.

**Step-3.** A new page will appear showing your details. Check the information displayed. B.Com. candidates are not required to change information. Click on <submit> button to submit your application. You can also press <cancel> button, if you do not want to submit.

**Step-4.** Once you press the <submit> button, the button will be changed to <print> button.

**Step-5.** Click on <print> button. Your application form will be generated in PDF format showing your detail information along with your photo and signature and the amount of fees to be deposited by you to your college.

**Step-6.** Print the form, check it properly, correct the spelling mistake/s if found and submit it to your college along with requisite fees. Collect & preserve the challan copy of the form.

**Note:** (1) In case you have changed your college, click on the college change option and select your college from the drop down list.

(2) In case of any problem, refer [FAQ](#) page to get a solution or contact your college for further help.