

Document Verification & Discrepancy Resolution Guide

Correction Request After Completion of Registration



ACPC
Admission Committee for Professional Courses

Important Information for Candidates

Check video for Document Verification Process after Registration and Request to Change the Registration Details

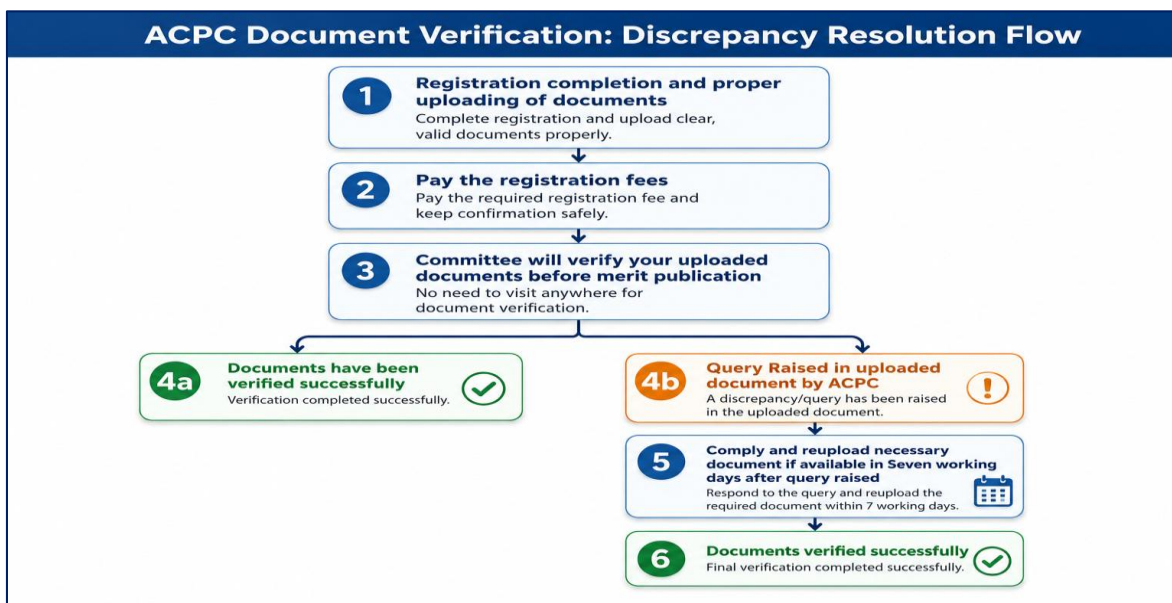
Click the button below to watch the video
<https://www.youtube.com/watch?v=bxiDb1XAyDE>

- Watch Video**
Step-by-step guidance for document verification process after registration.
- Request Change**
Learn how to request changes in your registration details.
- Follow Guidelines**
Ensure correct documents and information to avoid rejection or delay.
- Stay Updated**
Keep checking your dashboard for updates and announcements.

For smooth verification and timely processing, follow the steps shown in the video carefully.

1. Purpose of this Document

This guide explains what a candidate should do after submitting the ACPC online registration form, especially when documents are under verification or a discrepancy/query is raised by the verifying officer. Secondly, after completion of registration if any correction is to be made. The document will show that how candidate can request for rectification. Candidates must always check the ACPC portal and official website for current instructions.



2. Quick Summary



ACPC Candidate Guidance

Verification and Post Registration process for Degree Engineering

ITEM	CANDIDATE ACTION
<p>1</p> <p>Verification status pending</p>	<p>> Wait and keep checking the candidate dashboard. Do not upload random documents unless asked. Do not make other applications. Document will be verified before 12.06.2026.</p>
<p>2</p> <p>Query / discrepancy shown</p>	<p>> Open the query/remark, understand exactly what is wrong, and upload the correct valid document. If correct document is not available, your application will be considered but relevant benefit will not be awarded.</p>
<p>3</p> <p>Wrong details entered or forget to add details</p>	<p>> Use Query Redressal / modification request wherever applicable; attach proof.</p>
<p>4</p> <p>After submission: Discrepancy / Query Redressal</p>	<p>> Track View Query Status until the query is closed/resolved.</p>
<p>5</p> <p>After successful verification</p>	<p>> Download candidate profile letter.</p>



Prepared for candidate awareness and guidance.

Candidates should regularly check their candidate dashboard for document verification status. If the verification status is pending, they should wait patiently and should not upload random documents unless specifically asked by the authority in grievances or any other matter. They should also avoid making any other application, as the document verification will be completed before **12.06.2026**. If any query or discrepancy is shown, the candidate must open the query/remark, carefully understand the issue, and upload the correct valid document. If the correct document is not available, the application may still be considered, but the relevant benefit will not be awarded. In case any wrong details were entered or some details were missed, the candidate should use the Query Redressal or modification request option wherever applicable and attach proper proof. After submitting the discrepancy or query redressal request, the candidate should track the status through **View Query Status** until the query is closed or resolved. After successful registration and payment, the candidate must download and save the candidate profile or registration form from **System Generated Letters** for future reference.

3. Step-by-Step Process for resolving query or to request for changes after Registration

To verify the query raised by the concern officer and for appropriate rectification, candidate must follow following activities.

The screenshot displays the ACPC website interface. At the top, the logo 'ACPC' is followed by the text 'Admission Committee for Professional Courses (ACPC), Gujarat' and 'Admission and eCounselling Services for Session 2026'. A navigation bar includes links for Home, About, Course, Certificate Format, Activity Board, Helpdesk, and Contact Us. The main content area features a 'Latest News' section with a notification about the registration process for Degree Engineering starting on 31.03.2026 and ending on 31.05.2026. To the right, an 'INTRODUCTION' section states that candidates must use the ACPC online portal for registration, document upload, verification status, and discrepancy resolution. A prominent blue button labeled 'CANDIDATE ACTIVITY BOARD' with a user icon and the text 'Click Here for Common Registration ACPC 2026' is highlighted with a yellow callout bubble. Below this, a section titled 'Screenshot 1: Registration / Log-in entry point' is shown with a computer monitor icon. At the bottom left, a small shield icon is accompanied by the text 'Recreated visual reference from ACPC awareness material for training handout use.'

Figure 1: Screenshot-style reference showing ACPC registration / login entry point.

Step 1 - Log in: Open the ACPC online admission portal and log in using your User ID, password and OTP/security verification.

Step 2 - Check application progress: Open the relevant application/course and check the dashboard for application progress and document verification messages.

Step 3 - Read the message carefully: If the portal says documents are pending for verification, wait. If it shows a discrepancy, read the officer remark before taking action.

Step 4 - Correct the discrepancy: Click the available option such as Remove Discrepancy / Query Redressal / Submit Query and upload the valid corrected document in the required format.

Step 5 - Submit and track: After submission, check View Query Status regularly until the query is resolved/closed.

Step 6 - Save records: Download the candidate profile letter, registration form, fee receipt, and any system-generated letters for future reference.

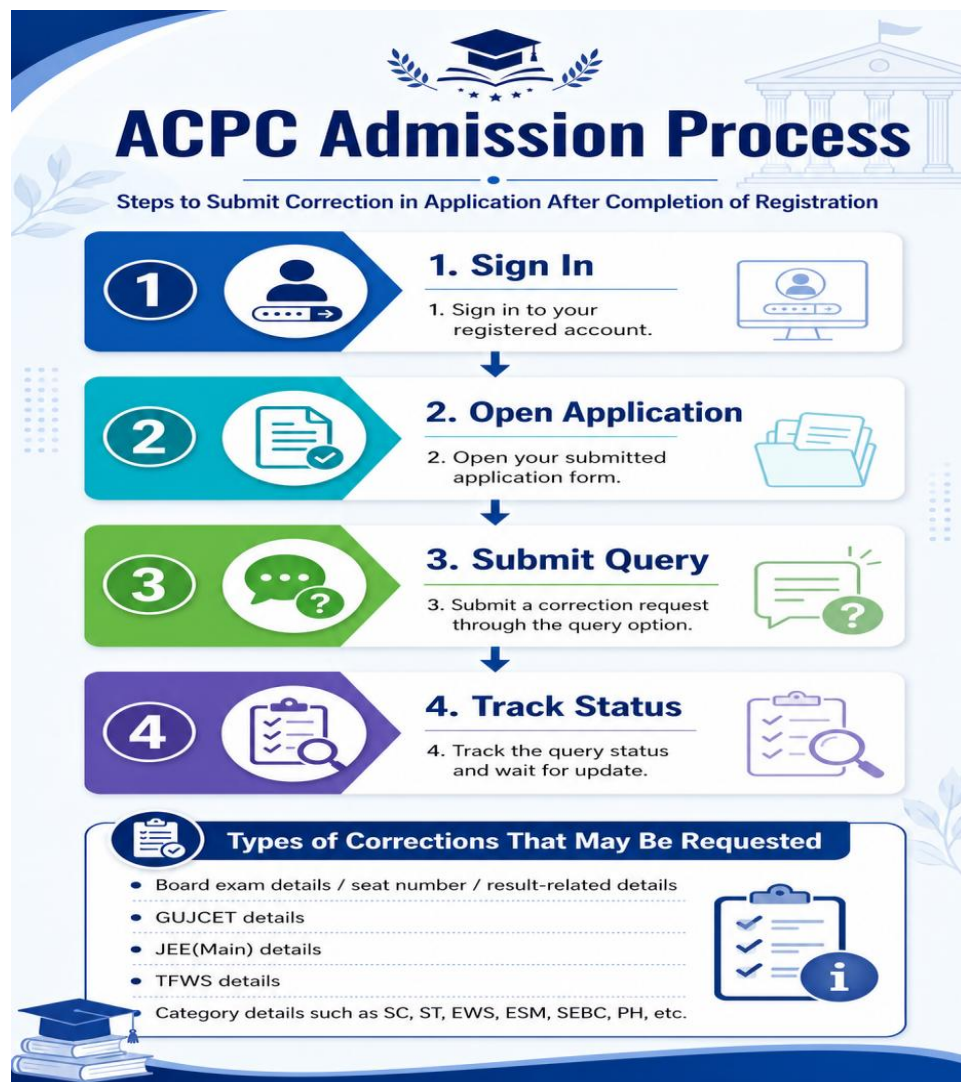


Figure 2: Screenshot-style reference for discrepancy/query status and redressal action.

When the verifying officer raises a query, the candidate should not re-register. The correct action is to respond within the same application using the query/discrepancy option and attach the right document.

6. Request in correction of application through Query Redressal after registration

For correction in the ACPC admission application after completion of registration, the candidate should first sign in to the registered account and open the submitted application form. After that, the candidate can submit a correction request through the query option and then track the status of the submitted query for further updates. Corrections may be requested for board exam details, seat number, result-related details, GUJCET details, JEE(Main) details, TFWS details, and category details such as SC, ST, EWS, ESM, SEBC, PH, etc.



Step 1: Sign in to the ACPC portal

Go to the ACPC website and select Common Registration ACPC. On the registered candidate sign-in page, enter your User ID, password, and security PIN.

Action: Use the same credentials created during registration. Do not share your password or security PIN.

Registered Candidates Sign-In

Counselling: ACPC-Common Registration 2022

User Id:

Required ?

Password:

Security Pin (case sensitive):

Security Pin:

[Forgot Password?](#)

New to ACPC? Register here to get started.

Important Instructions

- Confidentiality of Password is solely responsibility of the candidate and all care must be taken to protect the password.
- For security reasons, after finishing your work, kindly click the LOGOUT button and close all the windows related to your session.
- Candidates are advised to keep changing the Password at frequent intervals.
- Never share your password and do not respond to any mail which asks you for your Login-ID/Password.

Caution: Your IP address 14.139.110.146 is being monitored for security purpose.

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Figure 1: Registered candidate sign-in page.

Step 2: Open the registered application

After signing in, open the My Application section. Select the application for which you want to edit details or raise a query. Enter the security PIN and proceed.

Action: Click “Click Here to Proceed” only after confirming the application number and course details.

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Home
Change Password
Logout

Name:

User Id:

Profile Section

- >
- >
- >
- >
- >
- >

Dashboard

ACPC Degree Engineering Counselling 2026

Application Schedule From : 30/03/2026 To : 30/05/2026

Application No : 261190100002

1

Registration Completed

2

Application Form Completed

3

Registration Fee Completed

Security Pin (case sensitive):

Security Pin:

Figure 2: My Application page with security PIN and proceed option.

Step 3: Open the Query Redressal System

On the candidate home page, locate the Query Redressal System menu on the bottom-left side of the page.

Action: Select “Submit Your Query” to start a new query or modification request.

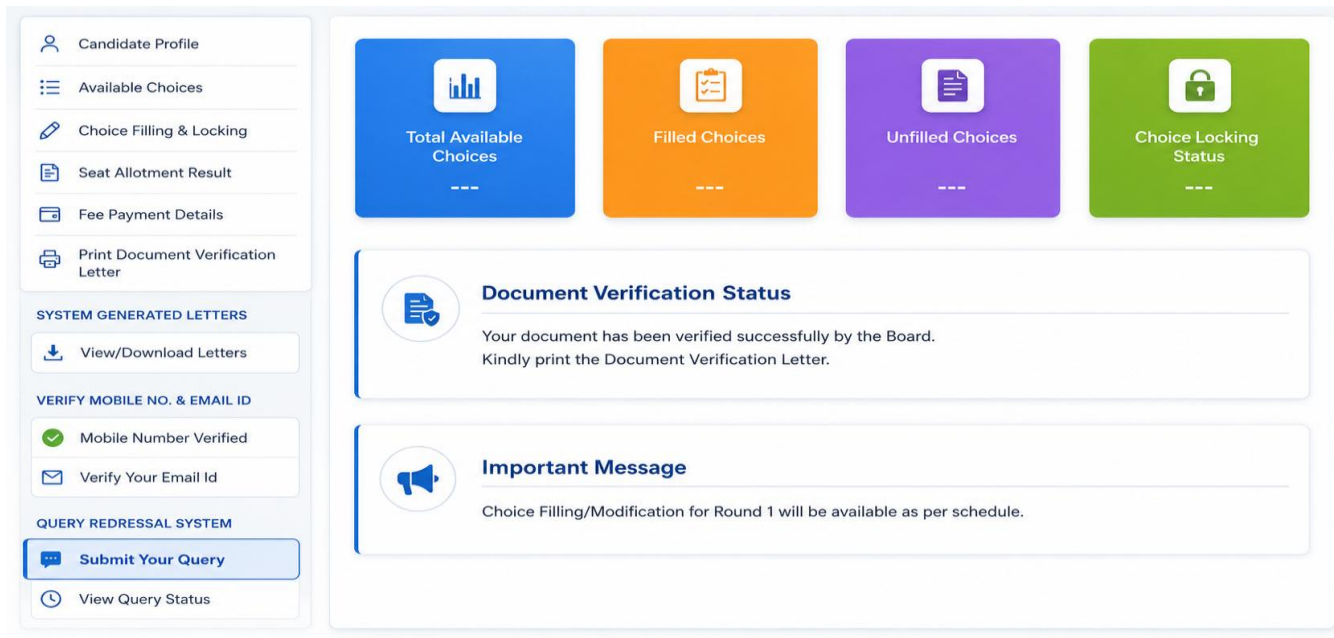


Figure 3: Query Redressal System menu on the candidate dashboard.

Step 4: Fill the query submission form

The query submission form contains the query type, query description, and attachment fields. Complete the form carefully and provide clear details so that the verifying officer can process the request without delay.

Action: Write a short but complete description and upload relevant supporting documents.

Query Redressal System

mark fields are optional

Query Type :

Query Description :

Please enter all mandatory details and important information required to resolve your issue.

Attachment #:

Request to attach relevant screen-shots to avoid delay in response either in JPG/JPEG or PDF format of size 10-200 KB.

Figure 4: Query submission form.

Attachment Guidance: Attach relevant screenshots or documents in the permitted format. Poor-quality or unrelated documents can delay verification.

Step 5: Select the appropriate query type

Choose the most suitable query type from the drop-down list, such as category correction, TFWs request, graduation status correction, or other available options.

Action: Select only one query type per submission and attach the required proof for that request.

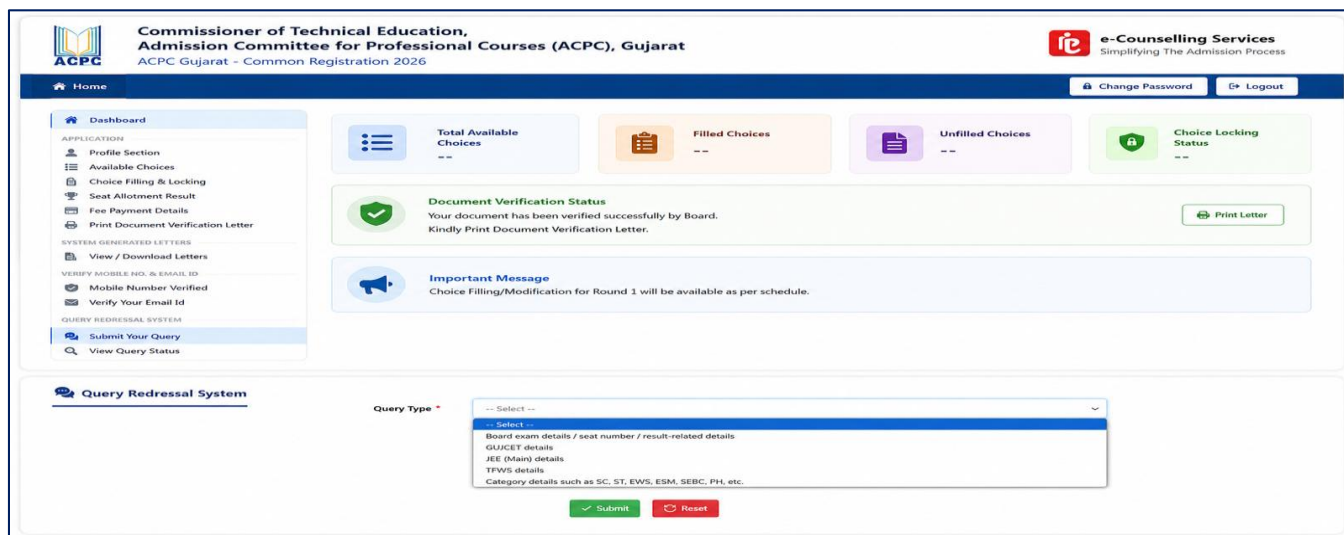


Figure 5: Query type drop-down list.

Step 6: Submit and note the token number

After entering the query details and attaching the document, click Submit. A success message will appear with a unique token number.

Action: Save the token number. You will need it to track the query status later.

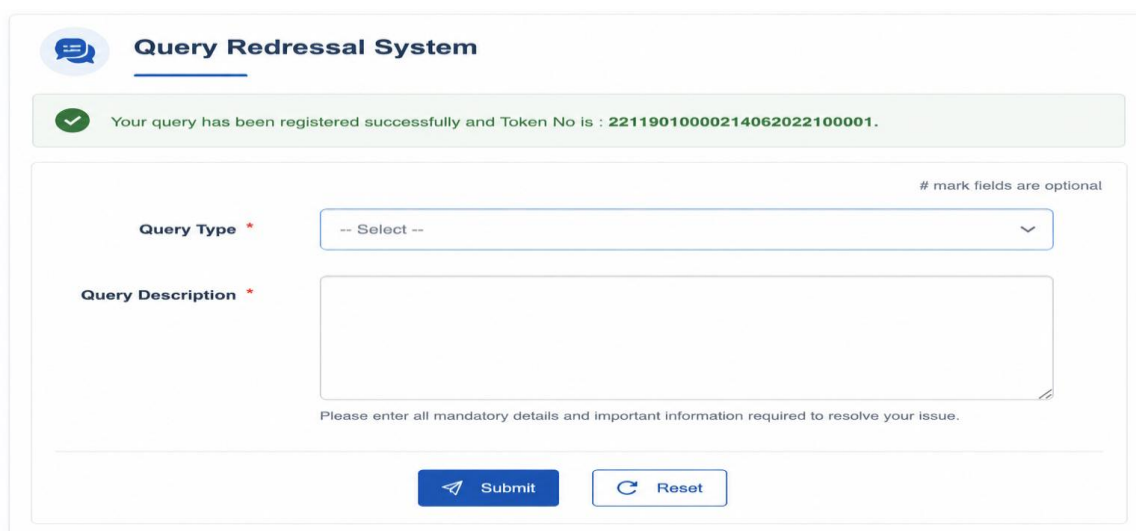


Figure 6: Successful query submission message with token number.

Step 7: View submitted query status

To check the status of a submitted query, return to the Query Redressal System menu and select View Query Status.

Action: Check the status regularly until it changes from Pending to Closed.

Token No	Query Type	Submit Time	Status	View
26119010000215052026100218	REQUEST TO ADDITION FREE SHIP CARD (FOR SC AND ST CANDIDATES)	15/05/2026 14:08:00:0	Closed	View Details

Figure 7: View Query Status option in the Query Redressal System menu.

Step 8: Review the final response

Submitted queries and documents are reviewed by the verifying officer. After successful verification, the query is generally resolved within 14 working days and the status changes to Closed.

Action: Once the query is closed, verify the response carefully and keep a copy for your records.

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ACPC Gujarat - Common Registration 2026

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Simplifying The Admission Process

Home Change Password Logout

Query Status

✓ Your query details are shown below.

Token No	Query Type	Submit Time	Status	View
26119010000215052026100218	REQUEST TO ADDITION FREE SHIP CARD (FOR SC AND ST CANDIDATES)	15/05/2026 14:08:00	Closed	View Details

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Figure 8: Query status table with token number, query type, submission time and status.

7. Document Readiness Checklist

Document / Detail	Why it matters	Candidate check
HSC / qualifying exam details	Used for eligibility and merit processing	Name, seat number, board and marks match official records

GUJCET / JEE details	Used for merit/seat quota wherever applicable	Application number, roll number and name are correct
Category certificate	Used for reservation benefit	Certificate is valid and issued by competent authority
Income / NCL / EWS certificate	Used for TFWS/EWS/SEBC/NCL benefits	Certificate validity period and issuing authority are correct
PH / disability certificate	Used for PH benefit	Certificate shows required disability and competent authority signature
Uploaded PDF/image	Used by verifying officer	Readable, clear, full-page, correct side/orientation

8. Do's and Don'ts

Do	Do Not
Check portal messages daily during verification period.	Do not ignore a discrepancy remark.
Upload only valid, readable, relevant proof.	Do not upload blurred images or unrelated certificates.
Keep screenshots/receipts for your records.	Do not share password/OTP with unknown persons.
Use official helpline/ACPC helpdesk if stuck.	Do not create duplicate registration unless officially instructed.



ACPC Admission Verification Guide

Category, TFWS Details & Required Documents



Use this quick checklist for proper verification before submitting correction requests or uploading supporting documents.



1. Important Checks Before Upload



Name and application details must match the document



Upload clear and readable scanned copies



Certificates must be valid and issued by the competent authority



Keep supporting proofs ready for verification



Use the latest applicable certificate wherever required.



2. Category Verification



SC — SC caste certificate



ST — ST caste certificate



SEBC — SEBC certificate + Non-Creamy Layer (NCL) certificate

NCL must be in Gujarati and issued after 01.04.2024



EWS — Valid EWS certificate issued after 01.04.2024



ESM — Ex-Serviceman / service-related certificate



PH — Disability certificate from competent medical authority



3. TFWS Verification



Family income must be within the prescribed TFWS limit



Income certificate from competent authority issued after 01.04.2024



Parent / guardian income proof, if required



Additional supporting documents as per ACPC instructions



4. Avoid Common Mistakes



Expired certificate



Blurry or incomplete upload



Name mismatch



Wrong category selected



Missing supporting proof



Important: Final acceptance of category and TFWS claims is subject to ACPC rules and document verification. Always check the latest ACPC instructions before final submission.