

Important Instructions for Filling Up the Admission Registration / Application Form

1. Please *read carefully the respective Admission Brochure (UG, PG or Ph.D)* and instructions/ procedure given therein and below, before you start filling the Application Form online.
2. **Please ensure your eligibility as per the criteria laid down by Guro Gobind Singh Indraprastha University.**
3. **Application Procedure: Steps to be followed to apply online:**

Candidates must read carefully the Instructions (including how to fill up the Application Form online) given in the Information Bulletin available on the GGSIPU Website. Candidates not complying with the Instructions shall be summarily disqualified.

The candidate should open the Webpage by clicking the Link available at University Website www.ipu.ac.in only (*Candidates should not to use any other link for filling up the application form*)

Step 1: Registration Form:

Go to Candidate Activity Board. Click IPU Registration 2024 → New Candidate Registration and register for the Online Registration Form. The candidate should supply the required details while filling the Online Registration Form and is also required to create User Id, PASSWORD. For subsequent logins, the candidate will be able to login directly with the created User Id and Password.

Note – Registration is a one-time activity. Candidates will be able to fill applications forms for all eligible examination courses with the same User Id and Password.

Step 2: Application Form:

The Candidates can log in with the pre-created User Id and Password for completing the Application Form including filling up of personal details, choosing the Examination Cities (if applicable), providing the details of Educational Qualifications, and uploading the images and documents.

Upload Scanned Images and documents as applicable (Please adhere to maximum file sizes that can be uploaded).

- i. The recent photograph should be either in colour or black & white with 80% face (without mask) visible including ears against a white background.
- ii. Scanned photograph, signature and bank cancelled cheque should be in JPG format (clearly visible).
- iii. Scanned copy of the certificates should be in PDF Format (clearly visible).

Step 3: Fee Payment:

After completing Step 2, the candidates have to pay the requisite examination fee. The fee can be submitted only online through Net Banking, Credit Card, Debit Card, UPI, etc. Processing charges and GST as applicable are chargeable to the candidate (in addition to the examination fee) by the

concerned Bank/Payment Gateway Integrator. The registration fee paid for application shall not be refundable.

The Confirmation Page of the online Application Form will be generated only after successful payment by the Candidate. In case the Confirmation Page is not generated after payment of fee, then the candidate may have to approach the concerned Bank/Payment Gateway for ensuring the successful payment or for obtaining the refund of duplicate / multiple payments].

Note – Candidate has to fill separate application forms and follow Step 2 and 3 for all Programmes / Courses in which he / she wishes to apply.

4. System generated Application Number printed on the computer-generated Confirmation Page must be mentioned for all future reference/correspondence. It is therefore essential to note down the application number printed on the Confirmation Page.

5. Important Instruction about User Id and Password:

i. During registration form filling, the candidate will be required to choose User Id and Password. They are advised to record/remember it for all future logins.

ii. For subsequent logins, the candidate will be able to login directly with his/her chosen User Id and Password.

iii. The candidate is advised not to disclose or share his/her User Id and Password with anybody, and the candidate will be solely responsible for the violation or misuse of these.

iv. Candidate should remember to log out at the end of his/her session so that the particulars of the candidate cannot be tampered with or modified by unauthorized persons.

Candidate must follow below instructions to choose the User Id:

i. User Id must be 5 to 15 characters long.

ii. Only Alphabets, Numbers and dot (.) are allowed.

The Password must be as per the following Password policy:

i. Password must be 8 to 13 characters long.

ii. Password must have at least one Upper case alphabet.

iii. Password must have at least one Lower case alphabet.

iv. Password must have at least one numeric value.

v. Password must have at least one special character eg. !@#\$%^&*-. .

Note: Candidates should keep both User Id and Password Confidential