

Welcome to SBPPSE Online Application Form for

“Ambedkar University Delhi”



SBPPSE ONLINE APPLICATION FORM

Steps and Instructions

Before filling the form please read the INSTRUCTION given below Carefully:

(Please use Mozilla Firefox or Chrome browser only)

- 1) Enter your valid Email ID (an authentication code will be sent to the same)
- 2) Enter the Captcha & click on Submit.
- 3) Click on "Register", if you have visited this page for the first time (or else enter the password already sent to you via email)
- 4) Check your email. You'd have received a mail from “admissions@gmail.com” containing your confirmation code (please check the notification / Spam folder in case the mail is not found in the inbox)
- 5) Return to the AUD Online Form Login screen. Re-enter your email ID & Catcha.
- 6) You'll be asked to enter a password - Enter the password sent to you via email
- 7) On clicking Submit, you'd be redirected to the Online Application Form.
- 8) Read the instruction carefully and click continue.
- 9) A candidate can apply to only **MBA** or **MA in Social Entrepreneurship** programme (Choose one).

10) Payment mode: - The application fee of Rs 1000/- (Rs 500/- for SC/ ST/ PD candidates). This Fee

can either be paid **Demand Draft/ Cash/ Online**.

For Demand Draft: - Before filling the online application form you should have a valid DD made in favor of “**Ambedkar University, Delhi**” payable at New Delhi. After Successful submission of the online application form, download the pdf. copy. Printed copy of the application form, along with the DD has to be submitted at the AUD Kashmere Gate Campus or send it by post to:

**Dean, Student Services
Ambedkar University, Delhi
Kashmere Gate Campus
Lothian Road
Kashmere Gate, Delhi 110006**

For Cash: - Visit AUD campus in Kashmere Gate and get the cash receipt after making cash payment. Enter cash receipt details in the online application form. You can fill the application form at AUD Computer Lab.

For Online:- (Credit/Debit/Net banking) Choose online click on save webpage and you will guided to Billdesk payment mode. Enter the details of your credit/debit card or net banking credentials and make the payment. Once payment is made successfully you will be redirected to online application form. Otherwise you will again be directed to the Billdesk payment webpage.

Note: Only after successful payment second page will display.

11) All fields marked by (*) are mandatory. Filling all mandatory fields is required to make your application Complete. Incomplete applications will not be considered and will be REJECTED.

12) Application process will be regarded as complete only when the payment has been received by the University. Candidates using the demand draft option to pay should ensure that the DD accompanied with a print out of the filled application form reaches the University latest by 4 PM, **31st December 2014**.

13) The University will not be responsible for any postal delays.

14) While filling the online application, if your browser closes unexpectedly or if you are logged out, please use the login information sent to your email to login again.

15) In case of any technical problems, please send an email to “admissions@aud.ac.in” explaining the problem with a cc to “campussupportteam1@gmail.com”.

16) For any further queries, please send an email to mbaadmissions@aud.ac.in Phone Number - +91 011-23864064 (9:00 AM to 5:00 PM on working days only).

17) The green buttons are help buttons. It provides you additional information. If you need any further assistance, please send an email to “admissions@aud.ac.in” explaining the problem.

18) There are two pages in your application

* Personal Details

* Qualifying Exam Detail

19) After filling each page, Click 'Save' to save your entries. Once you finish entering all the details and click the 'Save' button, a preview of all the pages will be shown for you to double check your entries before submission. You can still make corrections at this stage.

20) Form will only be submitted after clicking on 'Submit'. Please note that no changes can be made after you have submitted the form. No request will be entertained for any change after the submission of the application form.

21) After you submit the form, a 'Download PDF' link is provided for you to download your application and take a print copy, if needed till last date.

22) The Students applying should upload their passport size photograph and a scanned copy of their signature in JPG/JPEG format. The Photograph & Signature to be uploaded must not exceed more than 200X200 pixels. The Photograph & Signature to be uploaded must not exceed more than 50 KB.