APPLICATION PROCEDURE

Applying for Admission to AUD for UG and PG Programmes

- The application process is computerised. There are no paper application forms.
- There is one application form which is common for all undergraduate programmes and another application form which is common for all postgraduate programmes.
- Application forms can be filled **on-campus (20th of May till 20th of June 2015)** at the AUD campus in Kashmere Gate or **off-campus (online)** by logging on to **www.aud.ac.in** and following the instructions provided there.

Important
- Before filling the online application form keep ready with you scanned copies of your photo and your signature in JPG/JPEG format (size less than 50 KB and not exceeding 200x200 pixels).
- The application fee of Rs.440 per postgraduate programme (Rs.180 per programme for SC/ ST/ PD candidates), and Rs.330 per undergraduate programme (Rs130 per programme for SC/ST/PD candidates) can be paid by **Demand Draft (DD)/ Online/ Cash**
- If you opt for payment by DD, please have with you a DD for the correct amount
- **Please use either Mozilla Firefox or Chrome as your browser.**

Payment Options

1. Demand Draft
- You should have with you a DD in favour of "**Ambedkar University Delhi**" payable at New Delhi. The amount will depend upon the number of courses you are going to apply for (see above). Enter the DD details in the online application form when required.
- After successful submission of the online application form, download a PDF copy.
- A printed copy of the application form, along with the DD, has to be deposited at the Kashmere Gate Campus of AUD or sent by post to:

Dean, Student Services
Ambedkar University Delhi
Lothian Road, Kashmere Gate, Delhi 110006
- Candidates using this option must ensure that the DD along with a printed copy of the filled application form reaches the University before 4:00 pm on the last date for submission of applications.

2. Cash (only during the period of on-campus application)
- Visit the AUD campus in Kashmere Gate.
- Get a receipt after making payment in cash of the requisite amount, depending on the number of courses you wish to apply for.
- Enter cash receipt details in the online application form when required.
- You can fill the application form either at the AUD Computer Lab or online from anywhere.

3. Online (Credit/Debit card/Net banking)
- Choose the online option when required
- Click on the save button
- You will be directed to the Billdesk payment gateway.
- Enter the details of your credit/debit card or net banking particulars.
- Make the payment.
- Once payment is made successfully, you will be redirected to the online application form.
- If the payment is not successful you will be directed again to the Billdesk payment gateway.

Registration
1. Access **www.aud.ac.in** and click on **admissions 2015** and then Online Application form. Choose UG/PG option.
2. Enter your email ID (an authentication code will be sent to this address)
3. Enter the Captcha and click on 'Submit'.
4. Click on 'Register'
5. Check your email. You should have received a mail from "admissions@aud.ac.in" containing your Password. Please check your notification / spam folder if the mail is not found in your inbox.

Application
1. Return to the AUD Online Form Login screen. Re-enter your email ID & Captcha.
2. Enter the password sent to you by email
3. Click 'Submit', you will be redirected to the Online Application Form
4. Read the instructions carefully and click 'continue'.
5. Please do not use single/double quotation marks, commas, semi colons or full stops in your name
6. All fields marked (*) are mandatory. Incomplete applications will be REJECTED.
7. There are two pages in your application
   * Page 1- Personal Details
   * Page 2-Qualifying Exam Details
8. The application process will be complete only when payment has been received by the University. Candidates paying by demand draft should ensure that the DD along with a print out of the filled application form reaches the University before 4 pm on the last date for submission of applications.
9. After filling each page, Click 'Save'. A preview of all the pages will be shown for you to double check your entries. You can still make corrections at this stage.
   Note: You cannot change the email id and the method of payment after you have saved.
10. To submit your application click 'Submit'. Please note that no change can be made after you have submitted the form.
11. After you submit the form, use the 'Download PDF' link to save a copy of your application.

NOTE: The application process must be completed by 20 June 2015 and the DD accompanying the application must be submitted by hand to the University office by 4 pm on 20 June 2015.

Help
1. 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.
2. The green buttons are help buttons. In case of any technical problem, please send an email to "admissions@aud.ac.in" explaining the problem with a cc to "campussupportteam1@gmail.com"
3. For any assistance please send an email to 'admissions@aud.ac.in' or phone +91 011-23863743/23863740 (9:00 am to 5:00 pm on any working day).