MBA ONLINE Application Form

INSTRUCTIONS FOR APPLICANTS

Before filling the form please read the enclosed INSTRUCTION carefully :

1. All fields marked by (*) are mandatory.

2. Filling all mandatory fields is required to make your application as Complete.

3. Incomplete applications will not be considered and will be REJECTED.

4. The Demand Draft details/ Cash payment receipt details have to be entered before submission of the application form.

5. 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 by 4 PM of 31st December 2012.

6. The University will not be responsible for any postal delays.

7. 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.

8. In case of any technical problems, please send an email to **directorit@aud.ac.in** explaining the problem with a cc to **campussupportteam1@gmail.com**

9. For any further queries, please send an email

to **mbaadmissions@aud.ac.in** Phone Number -   011-23864064 (9:00 AM to 5:00 PM on working days only

10. The green buttons are help buttons. Hover the mouse over them for additional information. If you need any further assistance, please send an email to **info@aud.ac.in** explaining the problem.

11. There are Two pages in your application   * Personal Details   * Qualifying Exam Details

12. After filling each page, Click **'Save'** to save your entries.

13. Once you finish entering all the details and click the **'Save'** button, a preview of all the pages will be shown for you to cross check your entries before submission. You can still make corrections at this stage.

14. Form will only be submitted after clicking on **'Submit'. Note that you cannot make any changes after that.**

15. After you submit the form, a **'Download PDF'** link is provided for you to download your application and   take a print copy, if needed.

16. The application fee of Rs 1000/- (Rs 500/- for SC/ ST/ PD candidates). This fee can either be paid online in case of online submission or in cash at the AUD offices. In case you are sending your application by post application fee is to be submitted through a demand draft made in favour of **'Ambedkar University, Delhi'** payable at New Delhi.

17. The Students applying online should upload their passport size photograph

and a scanned copy of their signature.Those filling the forms at **'AUD Campus'** should bring a passport size photograph along.

18. The Photograph & Signature to be uploaded must not exceed more than 200X200 pixels.

19. The Photograph & Signature to be uploaded must not exceed more than 50 KB.

The printed copy of the application form, along with the DD has to be submitted either at the AUD Campuses or has to be sent by post to:

Dean, Student Services

Ambedkar University, Delhi

Kashmere Gate Campus

Lothian Road

Kashmere Gate, Delhi 110006