INSTRUCTIONS FOR FILLING APPLICATION

Before filling the application read the INSTRUCTIONS carefully

- You may apply for as many PG programmes as an applicant wishes;
- Applications forms can be filled **on-campus** at the AUD campus in Kashmere Gate or **off-campus (on-line)** by logging on to **www.aud.ac.in** and following the links provided there.

Before you filling the online application form, make sure that you have the following:
- A valid e-mail ID. The password during the registration for the application process will be sent to this e-mail account.
- Scanned copy of your recent passport size photograph. You will also need the same photograph to affix on the printed form.
- Scanned copy of your signature
- If you choose to pay for application by DD or in cash, please keep the payment details (DD number or receipt number of cash payment) before you log in to fill your application.

(The scanned copies should be in JPEG (.jpg) format and should not exceed 50 KB (for photograph) and 20 KB (for signature). If you choose to apply on-campus, you are advised to have the scanned copies of your photograph and signature sent to your e-mail account for access during application filling or carry it in a pen drive)

Last date for submission of Application is 22ndJune 2013.

OFF-CAMPUS (ON-LINE) APPLICATION

1. Visit the AUD website **http://www.aud.ac.in;** You will be directed to the Online Registration page.

2. You will be required to register with a valid E-mail ID to which a password will be sent. You can now **log-**in to fill your application form by entering the e-mail id and the password provided.

3. Fill in required details in the online application form. Further detailed instructions for filling the form are provided on the website.

4. After completing the application form, verify the data entered. No data can be modified after the registration is confirmed.

5. Thereafter, you will be asked to pay the application fee **through Internet Payment Gateway.** Confirm payment through credit card / debit card or internet banking.

6. After successful online payment, you will be directed back to the admission website. A page (Acknowledgement) will appear stating the candidate's name, registration number, address, space for photograph and space for signature. You will need a scanned copy of your passport size photo and signature to up-load at this point in the application form.

7. After completing the application form on-line, take a printout of the same, affix your recent passport size colour photograph, and put your signature and thumb impression at appropriate places.

8. If you choose to pay application fee Demand Draft, you must send the DD along with a hard copy (print out) of the application form duly filled to AUD for processing of your application. Send the completed form, clearly postmarked before the last date, along with Caste/Category certificate (if applicable) to :

   The Admissions Office,
   Ambedkar University Delhi,
   Lothian Road, Kashmere Gate, Delhi-110006
   The hard copy of your application form, must reach AUD by post, latest by 22nd June 2013.

ON CAMPUS APPLICATION

Assistance is available at AUD Campus, to help you fill the computerised application form and apply for admission.

1. Visit the AUD campus at Kashmere Gate with the necessary documents and information required to complete the application form.

2. You must first make the payment for the application fees at the Admissions office's accounts desk. For on-campus applications, you may pay your application fee in cash or through a Demand Draft drawn in favour of "Ambedkar University Delhi", payable at New Delhi. (You are advised to keep the cash payment receipt or demand draft details in hand while filling the application form later to be filled in at the appropriate place.)

3. Proceed to the help desk at the admission office to fill your computerised application form. You will be required to follow all the steps that are to be followed in case of off-campus application. Keep ready the scanned copy of your passport size photo and signature and all other information and Caste/Category Certificate (if applicable). You will also need the original passport size photo to affix on the printed copy of the form.

   NOTE: The application process must be completed by 22nd June 2013 and the Demand Draft paid for application must be submitted in hand at the University office by 4 p.m. on 22 June 2013.