



APPLICATION PROCEDURE

Applying for Admission to MPhil/Phd Programmes :

- The application process is computerized. There are no paper application forms.
- There is one application form which is common for MPhil and PhD.
- Application forms can be filled **on-campus** (*mentioned dates only*) 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.
- ** Research proposal should be submitted in hard copy along with completed online form to the following address on or before the last date of applying

“Address to -Concern school/center”
Ambedkar University, Delhi
Kashmere Gate Campus, Lothian Road
Delhi 110006

This is a compulsory requirement. Application will be considered incomplete without the hard copy of the research proposal.

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. 600 per MPhil/PhD programme (Rs.300 per programme for SC/ ST/ PWD candidates) can be paid by Demand Draft (DD)/ Cash/ Online.**
- **If you opt for payment by DD, please have with you a DD for the correct amount before filling application form. • 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:**

“Address to -Concern school/center”
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 last date.

2. Cash

- Visit the AUD campus in Kashmere Gate (Mentioned dates only).
- 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 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 payment gateway.

Registration

1. Access www.aud.ac.in and click on “admissions”. . Choose Online Application Form option.
2. Choose the Programme code you wish to Applying For.
3. Enter your email ID (an authentication code will be sent to this address)
4. Enter the Captcha and click on ‘Submit’.
5. Click on ‘Register’
6. 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 Programme code, your email ID & Captcha and Click on ‘Submit’.
2. Enter the password sent to you by email
3. Click ‘Sign In’, 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 three pages in your application
 - * Page 1- Personal Details
 - * Page 2-Qualifying Exam Details
 - * Page 3-Other Details (After Preview Proceed for Payment Option DD/Cash/Online)
 - * Page 4-Payment Option (After successful payment must click on submit button)
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 last date.
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 Program Preferences, Category and email id once you made the payment successfully.
10. To submit your application after successful payment 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 last date. DD accompanying the application must be submitted by hand to the University office by last date. Online payments and cash payments shall be accepted till the last date of application.

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).