

## **General Instructions:**

1. There is a common form for all the programs –B.B.A. / B.A. (Honors), B. Com. (Honors) and B. Sc. (Honors). You can apply for all the programs as per your eligibility. Do not apply if you have compartment in any subject. The eligibility criteria are defined in the Admission Policy.
2. Application fee is Rs. 1200/- which is non-refundable.
3. All fields marked by an \* and uploading of documents as required are mandatory. You will not be able to submit the form unless these fields have been duly filled & uploaded.
4. You will need to keep the scanned copy of the following documents ready before/after filling the form.
  - Passport sized photograph of the candidate (at the time of filling the online form).
  - Birth certificate of the candidate (at the time of filling the online form).
  - Certificate of SC / ST / Physically Disabled (if applicable - at the time of filling the online form)
  - 10<sup>th</sup> mark sheet (at the time of filling the online form).
  - 12<sup>th</sup> mark sheet (as soon as the 12<sup>th</sup> result is declared) / 12<sup>th</sup> Predicted grade sheet (for IB Diploma/CIE A Levels/Other Boards) provided by the school authorities (before downloading the Admit Card /Hall ticket).

If the 12<sup>th</sup> mark sheet/12<sup>th</sup> Predicted grade sheet is not uploaded, the candidate will not be able to download the Hall Ticket, which is a compulsory document required at the time of appearing for the entrance exam.

5. On successful registration/submission of the application form, you will receive an email/SMS on your primary email id/mobile number for the user name and password, which can be used for your subsequent logins.
6. Please submit / bring a Letter of Recommendation at the time of interview. It is highly encouraged but not mandatory. A recommender can be anybody except your parents and siblings.
7. The university is not responsible if your password is misused by any other person.
8. If selected, the applicant will be required to bring their original documents listed below and submit one photocopy of these documents at the time of paying the fees for securing his/her admission:
  - 10<sup>th</sup> class mark sheet
  - 12<sup>th</sup> class mark sheet
  - Birth Certificate
  - School Leaving Certificate or Transfer Certificate
  - Migration Certificate and Transcript (compulsory in case of CIE A Levels & IB Diploma)
  - Certificate / other collaterals as a proof for extra co-curricular activities

*None of the above mentioned documents are required to be uploaded at the time of filling the online form.*

9. After filling the required information, you will be directed to the third party payment gateway to pay the application fees of Rs. 1200/-. You may pay by using the credit card /debit card /Internet banking facility provided by your bank. Please confirm with your bank / Credit Card Company if the transaction has been successfully completed. In case if you receive the message as transaction failed but the money is debited from your bank account, you have to check with your bank for refund.
10. Click the “I Agree” button towards the end of the process. Please do not click the Back button on your browser or refresh the page during this process.
11. Please check your spam folder in case you have not received your login Id and password in your inbox.
12. If you have any query, Please write to us on [s admission@pdu.ac.in](mailto:s admission@pdu.ac.in) .

