

## **General Instructions for SLS UG Application / Registration Form 2024 Intake:**

1. There is a common form for all the U.G. programs – B.B.A./B.A.(Honors) & B.Com. /B.A. (Honors). You can apply for all the programs as per your eligibility. The eligibility criteria are defined in the Admission Policy available on website. Students having **compartment in any subject** will not be eligible for the admission for 2024 intake.
2. Application fee is Rs. 1500/- which is non-refundable.
3. All fields marked by – (\*) and uploading of documents as required are mandatory. You will not be able to proceed in further stages of application form, payment & submit the form unless these fields have been duly filled & required documents are uploaded.
4. You will need to keep the scanned copy of the following documents ready before/after filling the form.
  - Passport sized photograph (at the time of filling the online form)
  - Applicant's e-signature (at the time of filling the online form)
  - Certificate / undertaking (if applicable - at the time of filling the online form) of - SC / ST / Physically Disabled / Defense/CAFP Quota.
  - SAT score (SAT Exam should have been taken between 1<sup>st</sup> April 2023 & 30 April 2024)
  - Birth Certificate / School Leaving Certificate
  - 10<sup>th</sup> marksheet
  - 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
  - Passport copy
  - The Admit Card /Hall ticket will be available a week prior to the scheduled Entrance exam date.
5. After filling the Inquiry form and successful verification of your email is completed, you will receive a mail for your login username and password in order to access your registration form in future. Hence you can operate your registration form by using the Login credentials.
6. Do not use the UNSUBSCRIBE BUTTON available at the bottom of such mails, so that you do not miss any communication from our end. Doing so will refrain you from receiving the mail/instruction on time to time basis and PDEU will not be responsible for the same.
7. 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.
8. The university is not responsible if your password is misused by any other person.
9. The Admission process includes the online submission of Statement of Purpose, Creative Essay Writing (which are the part of the application which will be visible later) & Personal Interview. Dates for submitting Statement of Purpose & Creative Essay Writing will be announced later.
10. 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 and freship card for SC / ST Quota. Medical documents for Physically Disabled Quota, undertaking for Defense/CAFP Quota and relevant document to apply for scholarship like - proof of Gallantry award from respective organization / fatal battle causality – medical certificate / war injured or disability certificate / income certificate as applicable.
  - Certificate / other collaterals as a proof for extra co-curricular activities

*(Few of the above mentioned documents are required to be uploaded at the time of filling the online form.)*
11. After filling the required information, you will be directed to the third party payment gateway to pay the application fees of Rs. 1500/-. You may pay by using either of banking facility listed there. 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.
12. 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.
13. Once the payment is successful, click on Submit Button in order to complete your application form process.
14. Please check your spam/junk folder in case you have not received your login Id and password or any other mails in your inbox.
15. If you have any query, Please write to us on [slsadmission@pdpu.ac.in](mailto:slsadmission@pdpu.ac.in)