



Instructions for filling out the online application

This online application is divided into 3 sections:

- Section 1 : Personal Information
- Section 2 : Fee Payment
- Section 3 : Documents

Section 1: Personal Information -

This section requires you to fill out your basic information such as - Name; Email ID; Phone No; Course; Category, etc. Ensure details filled out in this section are accurate and consistent. For eg: list out your name as mentioned in your educational certificates*.

In the Address space please provide your complete address where the study material / ID card and other communicate from the University would be able to reach you for certain. Please remember Incomplete / faulty addresses result in wastage of time and money.

Those applying for Master's courses please note: While filling out the Name field – please ensure that you use the name and/or initials as listed in your graduation certificate, only, as no other names will be accepted.*

The online application is designed to let you complete various sections at your own pace. You can click on **“Save”****, on partially completing the form and to return to the application, login with your **Application Number** and **Registered Contact Number**.

Once you have filled out the entire online application and click **“Submit”****, you can proceed to the next section and complete the application process.

* In case you've changed your name, then upload proof of name change – a copy of the official gazette, in the space provided for **“Other Documents”**.

** Once you **Save** and/or **Submit** the online application a unique Application Number is generated. This Number is sent to you via SMS and email on your Mobile No and Email ID, as listed on the online application. You may use this Application Number for further reference and communication with us.

SECTION 2: Fee Payment

In this section you will be able to make an online payment. Clicking on **“Pay Now”**, will lead you to a Billdesk page where you can make an online payment to Pondicherry University.

You have 4 payment modes to choose from, select the payment mode convenient to you and pay your course fee, online:

1. Net banking
2. Debit Card (All Banks)
3. Debit Card payment using ATM PIN (available for some specific banks only)
4. Credit Card

SECTION 3: Academic Information:

In this section you need to fill out details of your academic background and upload required documents. Here's a list of documents that need to accompany your online application, please ensure that you submit all the relevant documents:

1. Scanned copy of all academic marks card and certificates -10th, 12th, Graduation or Diploma or Lateral entry to Engineering, etc.
Open University students can apply provided their 10th, 12th and Graduation is in sequence and the University is UGC Recognised. All scanned files should be in .jpeg format. (Max file size for each certificate is 4MB file size. Upload will fail if file size exceeds 4MB).
2. A digital signature. Sign on a blank white sheet, scan and upload scanned copy in a .jpeg format. The file size shouldn't exceed 1MB.
3. One colour passport-size photograph scanned (jpeg format- maximum file size-1MB). **DO NOT** sign across the photograph. Please ensure that it is a recent, high resolution photograph of you.
4. A scanned copy in .jpeg format, file size not exceeding 4MB, of any one of the following ID proof's — Passport/PAN Card/ Aadhaar Card/ Driving License/Voter ID.

Note:

1. For the application process to be deemed **COMPLETE**, both - payment process and uploading requisite documents are to be filled out, mandatorily.
2. You **DO** have the option to save your application and come back to it later. For eg: if you don't have scanned copy of your documents, then you can proceed to the payment process and make the payment towards your course fee. You can login, later, using Application Number and Registered Contact Number to finish uploading the documents and filling up corresponding details.
3. The **Other Documents** Section should be used in case you want to upload any of the following supporting files:
 - a. University or college letter with University/College Seal and authorised signature showing UGC recognition. This is needed in case your college or University is **NOT** in the currently recognised UGC list.
 - b. Name change proof - In case your name does not match across certificates or your Government ID proof.
 - c. AIU Equivalence Certificate – In case you hold a Foreign Degree(s). [Call our academic counsellor and request for the AIU brochure or click [here](#) to view the brochure]
 - d. Loss of certificate - In case you have lost any of your academic certificate(s) and/or document(s). You will need to upload an FIR Copy of the lost certificate/markscard along with proof of application to University/Board for reissue of lost certificate.

- e. If you need any assistance while filling out your online application, reach out to us through phone on **+91 80 4545 3102** or email us at admission@onlinepondiuni.edu.in. Our academic counsellors will be happy to assist you.

