

MBA ONLINE APPLICATION FORM

Instructions for Filling the Form



Before filling the form please read the INSTRUCTION given below carefully

(Please use Mozilla Firefox or Chrome browser only)

Steps for Registration

- 1) Click on the tab “**Online Application Form**”. You will be directed to the application form page.
- 2) Select **Applying For**.
- 3) Enter your valid Email ID
- 4) Enter the Captcha & click on **Submit**.
- 5) Click **Register**
- 6) Check your email provided by you while registering, you'd have received a mail from “admissions@gmail.com” containing your account information for filling online application form (please check the notification / Spam folder in case the mail is not found in the inbox)

Steps for Filling the Application Form

- 1) Again click on the tab “**Online Application Form**”. You will be directed to the application form page.
- 2) Select **Applying For**.
- 3) Enter your **registered Email ID**
- 4) Enter the Captcha & click on **Submit**.
- 5) You'll be asked to enter a password. Enter the password specified in account information received through mail from “admissions@gmail.com”.
- 6) Click **Sign In**, you'd be directed to the Online Application Form.
- 7) Read the instruction carefully and click **Continue**.
- 8) There are two pages in the application form (page 1: Personal Details, Page 2: Qualifying

Exam Details). Fill all the required information on each page and click **Save**

- 9) All fields marked by (*) are mandatory. Filling all mandatory fields is required to make your application Complete. Incomplete applications will be **REJECTED**.
- 10) Application process will be regarded as complete only when the payment has been received by the University. Candidates using the demand draft option to pay should ensure that the DD accompanied with a print out of the filled application form reaches the University latest by 4 PM, **31st December 2014**.
- 11) The fee for application is INR 1000.00 (INR 500.00 for SC/ ST/ PD candidates). This Fee can either be paid **Demand Draft/ Cash/ Online**.

Payment by Demand Draft (DD): - Before filling the online application form you should get a valid DD of INR 1000.00 in favor of “**Ambedkar University Delhi**” payable at New Delhi. After Successful submission of the online application form, download the pdf file of your application. Printed copy of the application form, along with the DD is to be submitted either at the AUD Kashmere Gate Campus in person or send by post to:

**Dean, Student Services Ambedkar University, Delhi,
AUD Kashmere Gate Campus, Lothian Road
Kashmere Gate, Delhi 110006**

For Cash: - Visit AUD campus at Kashmere Gate and get the cash receipt after making cash payment. Enter cash receipt details in the online application form. You can also fill the application form at AUD Computer Lab.

For Online:- (Credit/Debit/Net banking) Choose online, click on **save** and you will be guided to Billdesk/Paytm payment gateway. Enter the details of your credit/debit card or net banking credentials and make the payment. Once payment is made successfully you will be redirected to online application form. Otherwise you will again be directed to the payment gateway webpage.

- 12) The University will not be responsible for any postal delays.
- 13) 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.

- 14) In case of any technical problems, please send an email to “admissions@aud.ac.in” explaining the problem with a cc to “campussupportteam1@gmail.com”.
- 15) For any further queries, please send an email to mbaadmissions@aud.ac.in Phone Number - +91 011-23864064 (9:00 AM to 5:00 PM, Monday to Friday).
- 16) The green buttons in the application form are help buttons. It provides you additional information. If you need any further assistance, please send an email to “admissions@aud.ac.in” explaining the problem.
- 17) After filling each page, Click **Save**. Once you finish entering all the details and click the **Save** button, a preview of all the pages will be shown for you to double check your entries before submission. You can still make corrections at this stage.
- 18) Form will only be submitted after clicking on 'Submit'. Please note that no changes can be made after you have submitted the form. No request will be entertained for any change after the submission of the application form.
- 19) After you submit the form, you can download a pdf copy of your application using the **Download PDF** link and take a print copy, if needed till last date.
- 20) The Students applying for admission should upload their passport size photograph and a scanned copy of their signature in JPG/JPEG format. The size of the **photograph shouldn't exceed 100 KB** and that of **scanned copy of the signature shouldn't exceed 80 KB**. The dimensions of the photograph & signature should preferably be within 200X200 pixels.