

INSTRUCTIONS FOR APPLICANTS

Before filling the application, read the INSTRUCTIONS carefully

The category, program preferences once chosen will not be editable . At the "SAVE" button, a system generated alert is also present which warns the student about the same.

1. This is a common application form for all the MA/PG Diploma programmes. Put a tick mark in the box against the programmes applied for. Application fee for each programme applied for is Rs 200/- (Rs 100/- for SC/ ST/ PH candidates).
 2. All fields marked by (*) are mandatory; you are required to fill all mandatory fields to complete your application.
 3. Incomplete applications will be REJECTED.
 4. . The Demand Draft details/ Cash payment receipt details have to be entered before submission of the application form.
 5. 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 of 22nd June 2013.
 6. The University will not be responsible for any postal delays.
 7. 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.
 8. In case of any technical problems, please send an email to admissions@aud.ac.in explaining the problem.
 9. The green buttons are help buttons. However the mouse over them for additional information. If you need any further assistance, please send an email to admissions@aud.ac.in explaining the problem.
 10. There are Two pages in your application
 - * Personal Details
 - * Qualifying Exam Details
 11. For the **Foreign Students** Please choose "category" as foreign students from the first page of the Personal Details.
 12. After filling each page, Click '**Save**' to save your entries.
 13. After entering all the details, click the '**Save**' button; a preview of all the pages will appear on the screen for you to verify your entries before submission. You can still make corrections at this stage.
 14. Form will only be submitted after clicking on '**Submit**'. **You CANNOT make any changes after submission.**
 15. After you submit the form, a '**Download PDF**' link is provided to download your application; print copy, if needed.
 16. Completed application forms can be submitted online or on-site at the Kashmere Gate office of AUD. The application fee of Rs 200/- (Rs 100/- for SC/ ST/ PH candidates) for each programme applied for can be paid online in case of online submission or in cash/DD at the AUD KG Campus. In case you are sending your application by post application fee is to be submitted through a bank draft made in favour of '**Ambedkar University, Delhi**'
 17. Candidates applying online should upload their passport size photograph and a scanned copy of their signature. Those filling the forms on-site at '**AUD Campus**' should bring a passport size photograph along.
 18. The Photograph & Signature to be uploaded must not exceed more than 200X200 pixels.
 19. The Photograph & Signature to be uploaded must not exceed more than 50 KB.
- Note: Candidates who apply for more than one programme will be required to appear for separate Tests/ interviews etc. as notified.**

The printed copy of the application form, along with the DD shall be submitted at the AUD Kashmere Gate Campus or has to be sent by post to:

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