

# **INSTRUCTIONS FOR MPhil/PhD APPLICANTS**

## **General Instructions for all MPhil/ PhD Programmes:**

### **1. General Instructions regarding entrance examination:**

- The medium of instruction for all programmes of study (barring Languages) is English.
- The final selection for admission will be based on the performance of the candidate in a written test and interview conducted by the school.
- Reservation norms of Government of NCT of Delhi will apply.
- Programme specific information regarding the pattern of entrance examination and its weightage will be announced separately.

### **2. Application procedure:**

- The application process is computerized. There are no paper application forms.
- There is one application form which is common for all Research Studies programmes.
- Application forms can be filled on-campus at the AUD campus in Kashmere Gate/Karampura Campus (on the dates mentioned in the admission calendar) or off-campus (online) by logging on to [www.aud.ac.in](http://www.aud.ac.in) by following the instructions provided there.
- Before filling the online application form keep ready with you scanned copies of your photo and your signature in JPG/JPEG format (size less than 100 KB and not exceeding 200x200 pixels).
- The application fee of Rs. 600 per postgraduate programme (Rs.300 per programme for SC/ ST/ PwD candidates) can be paid online/ by cash at AUD campus/ by Demand Draft (DD).
- If you opt for payment by DD, please have with you a DD for the correct amount. You should have with you a DD in favour of "Ambedkar University Delhi" payable at New Delhi. The amount will depend upon the number of courses you are going to apply. Enter the DD details in the online application form. A printed copy of the application form, along with the DD, has to be deposited at the Kashmere Gate Campus of AUD or sent by Kashmere Gate, Delhi- 110006

Candidates using the DD option must ensure that the DD along with a printed copy of the filled application form reaches the University before or on last date of application form upto 4:00 pm.

- Cash payment for the online application form will be accepted only during on-campus application process period.
- For payment through Online (Credit/Debit Card/ Net banking)
  - Choose the online option when required
  - Click on the save button
  - You will be directed to the Payment gateway.
  - Enter the details of your credit/debit card or net banking particulars.
  - Make the payment
  - Once payment is made successfully, you application form will be completed. Download report pdf for future reference.

- If the payment is not successful you will be directed again to the Payment gateway.

### 3. Registration :

- Access **www.aud.ac.in** and click on **admissions 2017** and then Online Application form. Choose RS Programme.
- Enter your valid email ID (an authentication code will be sent to this email address)
- Enter the Captcha and click on 'Submit'.
- Click on 'Register'.
- Check your email. You should have received a mail from "admissions@aud.ac.in" containing your Password. Please check your notification/spam folder if the mail is not found in your inbox.

### 4. Application:

- Return to the AUD Online Form Login screen. Re-enter your email ID & Captcha.
- Enter the password sent to you by email.
- Click 'Submit', you will be redirected to the Online Application Form
- Read the instructions carefully and click 'continue'.
- Please do not use single/double quotation marks, commas, semicolons or full stops in your name.
- All fields marked (\*) are mandatory. Filling all mandatory fields is required to make your application Complete. Incomplete applications will be REJECTED.
- There are Five pages in your application form:
  - \* Page 1- Personal Details
  - \* Page 2- Qualifying examination details
  - \* Page 3- Other Details
  - \* Page 4- Programme choice
  - \* Page 5- Preview
  - \* Page 6- Payment options
- The application process will be complete only when the payment has been received by the University. Candidates paying by demand draft should ensure that the DD along with a print out of the filled application form reaches the University before 4 p.m. on the last date for submission of applications.
- After filling each page, click 'Save'. A preview of all the pages will be shown for you to double check your entries. You can still make corrections at this stage.  
**Note:** You cannot change email id.
- Once the payment is successfully done, your application form will be submitted automatically. You will also receive an email from 'admissions@aud.ac.in' for payment confirmation. Please note that no change can be made after you have submitted the form.
- After you submit the form, use the 'Download Report PDF' link to save a copy of your application.

### 5. Help:

- 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.
- The green buttons are help buttons. In case of any technical problem, please send an email to "admissions@aud.ac.in" explaining the problem with a cc to [campussupportteam1@gmail.com](mailto:campussupportteam1@gmail.com)
- For any assistance please send an email to 'admissions@aud.ac.in' or phone +91 011-23863743/23863740 (9:00 a.m. to 5:00 p.m. on any working day).

