

Flow Chart of Registration Process for PG admissions in CUAP through Samarth Portal for the year 2022

Candidates should follow the below mentioned steps for registration on Samarth Portal:

General instructions:

A. If a Candidate wishes to apply for more than one programme in the university, he/she has to register separately and pay the registration Fee for each programme.

For example, if a candidate wants to apply for Master of Arts (Political Science) in general (UR- Unreserved)/OBC/EWS/DP categories, he/she has to pay Rs 500/- as registration fee.

In case of SC/ST candidates, they have to pay Rs 250/- for each programme separately and register themselves.

PWD candidates can register without any registration fee, but register for each programme separately.

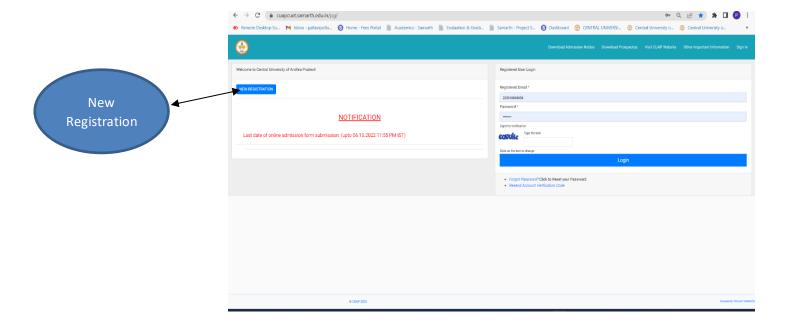
Candidates need to wait for at least one hour for the transaction to be reflected in Samarth and to obtain the Printout.

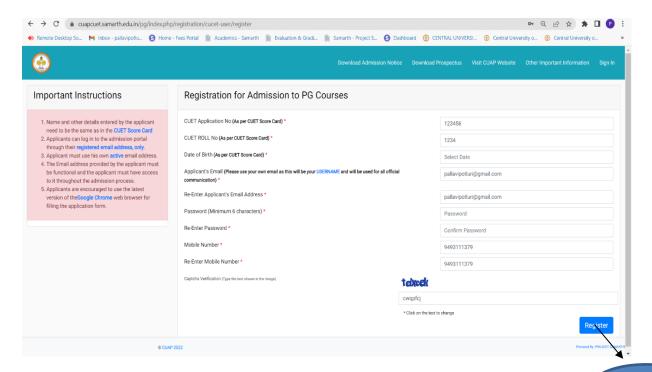
Those candidates who have already registered before need not register again.

Qualified CUET candidates should Register for PG Admissions in CUAP through Samarth Portal using following link

URL: https://cuapcuet.samarth.edu.in/pg/

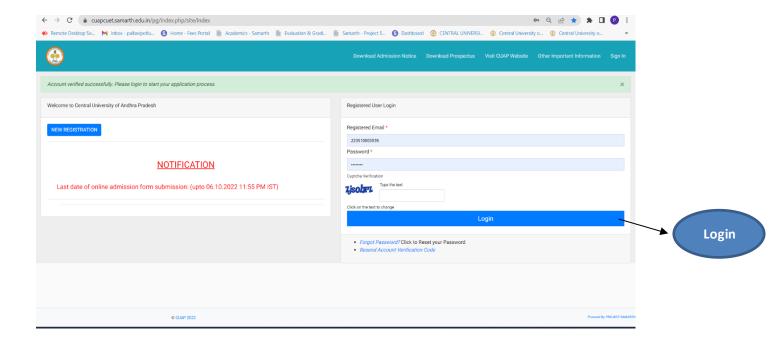
Step 1: Register in the Samarth Portal with the login credentials by clicking on NEW Registration Button





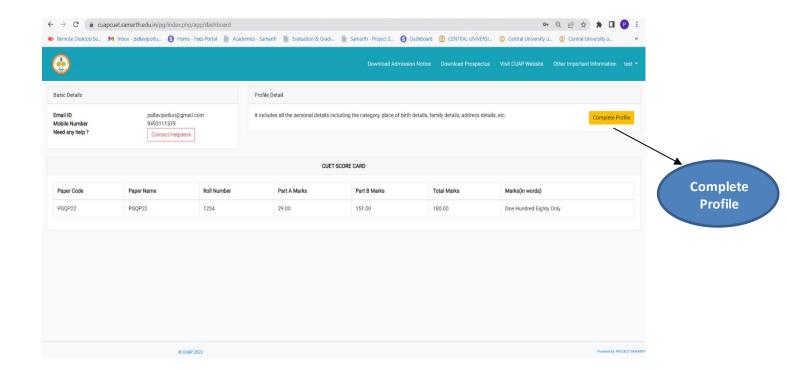
Register

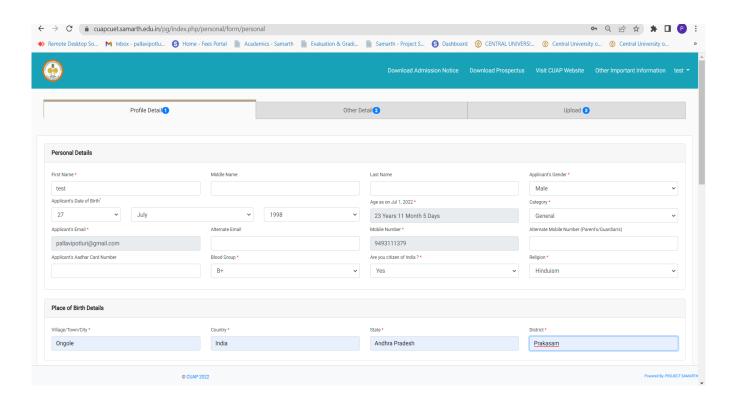
Step 2: After Registration, a **Dashboard** will appear which is like the screenshot below. Enter all details by Logging in again.

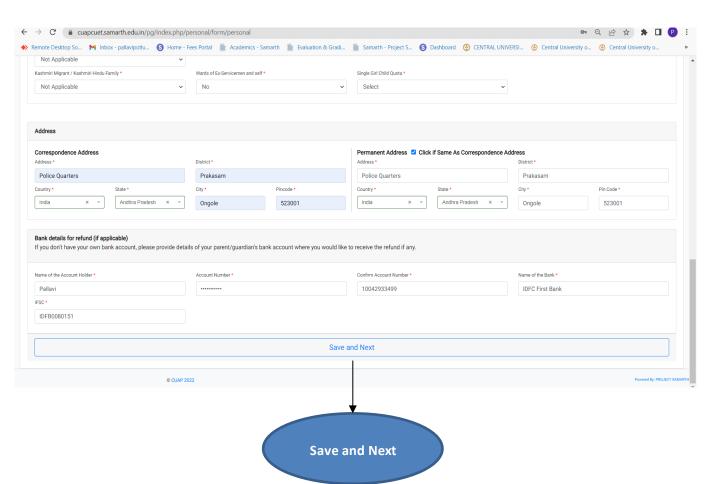


Step 3: Personal Details

In this section, fill in your personal details by clicking on **Complete Profile**. Then click on **Save & Next** to proceed to next section **other details**.

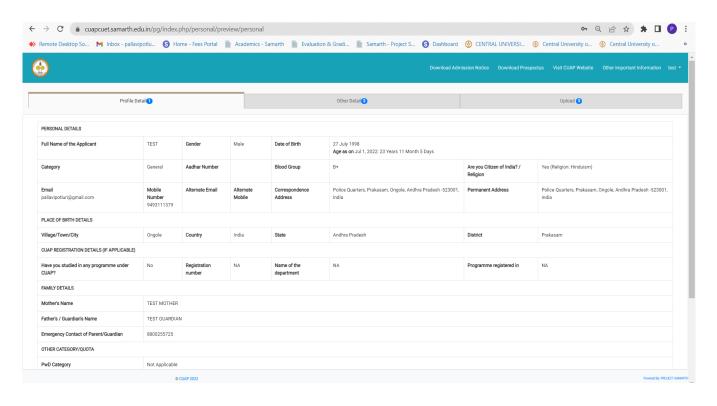


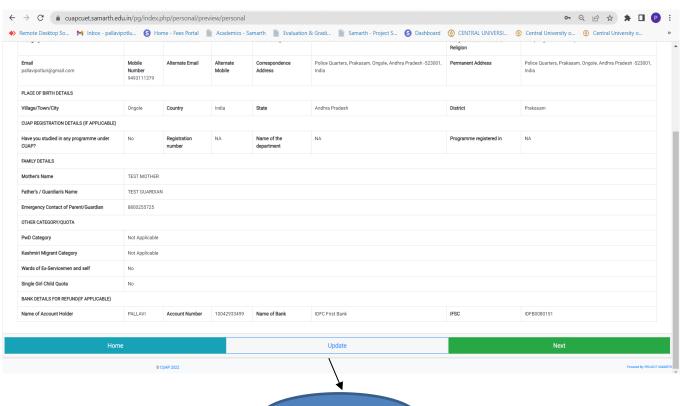




Step 4: After filling all the details, **Update** button will appear at the bottom.

- o If everything is correct or no changes to be made, then click on **Next** button.
- o If any details have to be modified, then click on **Update** and fill correct details and click on **Update** and it leads to **other details**.

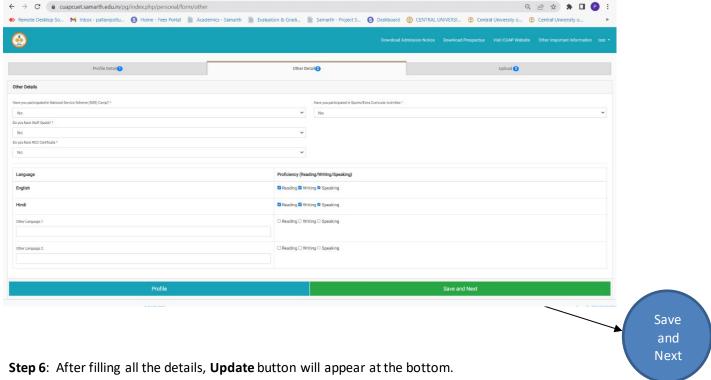




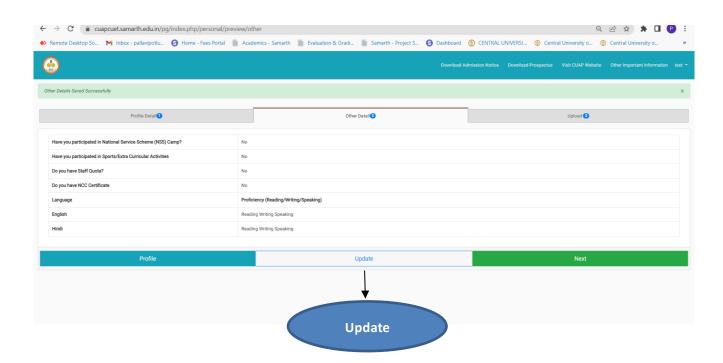
Update

Step 5: Other Details

Fill in details like participation in NCC Certificates or any extracurricular activities and then click on the **Save and Next** button.

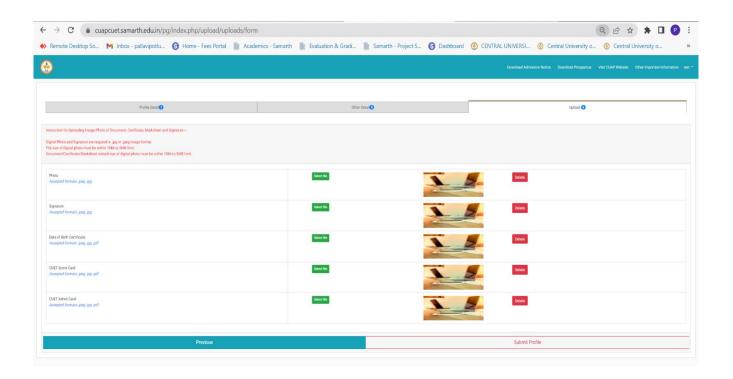


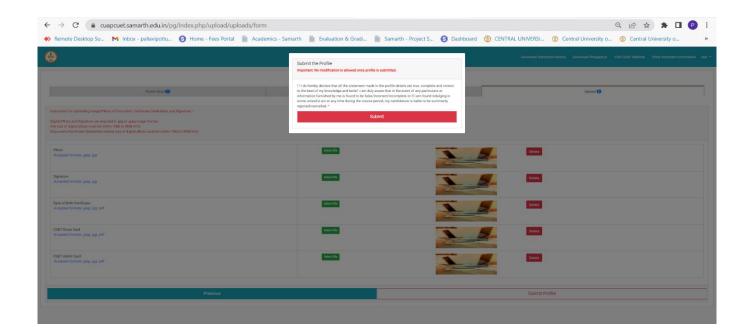
- If everything is correct or no changes to be made, then click on **Next** button.
 - o If any details have to be modified, then click on **Update** and fill correct details and click on **Update** and it leads to **other details**.



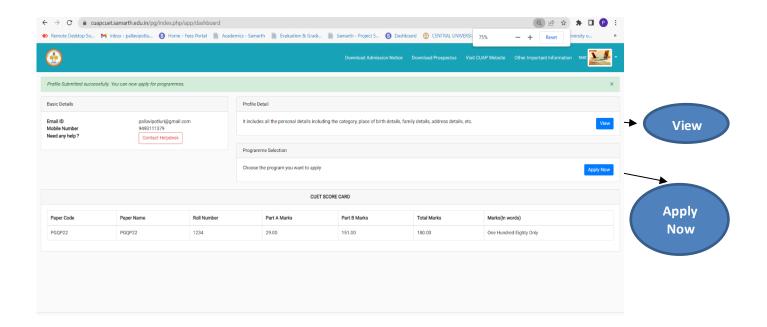
Step 7: Upload Section

Upload the necessary documents like Passport size Photo, Scanned Signature and Date of Birth Certificate (SSC or 10th class) in the prescribed format only (i.e., Jpeg, Jpg) and in the prescribed size (10kb to 500kb). After uploading the documents, read the Warning Message and Check the box and click on the Submit & Lock button.

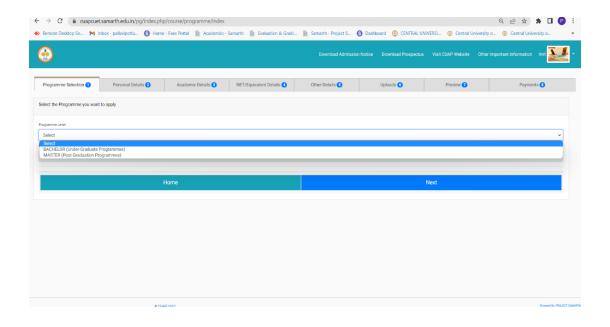


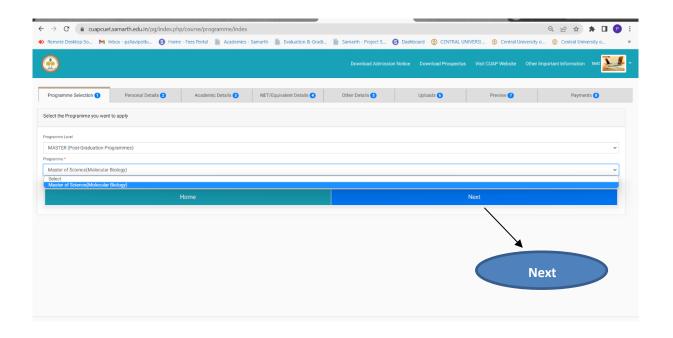


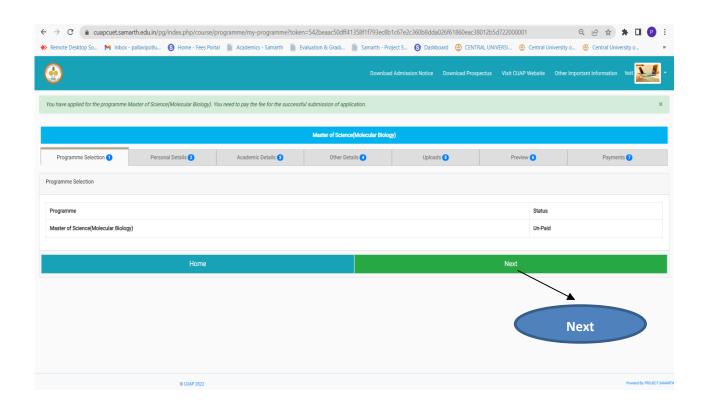
Step 8: Click on the **view** button to view your complete profile and then move to **Apply Now to** select the desired Programme you wish to apply.



Step 9: Mention the **Programme level and Name**, and then click on the **Next** button.

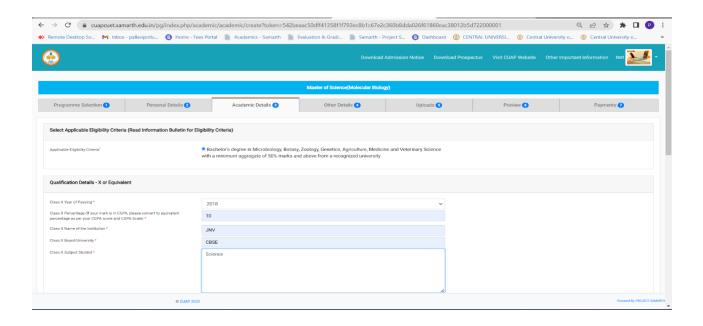


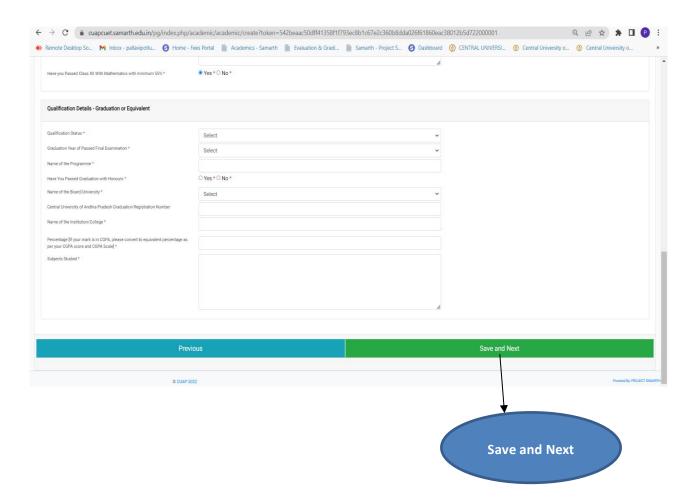




Step 10: Academic Details

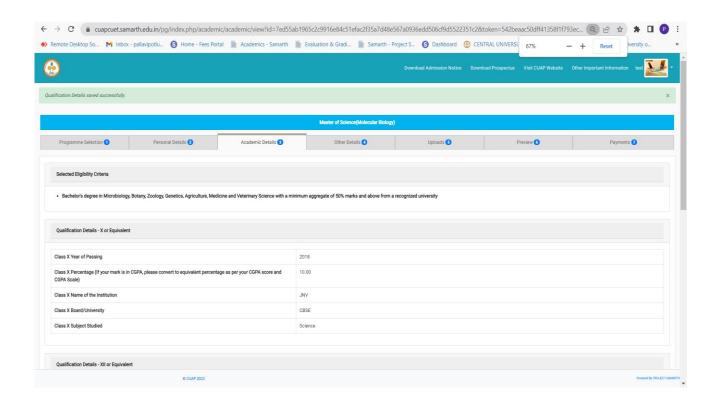
Fill your **Academic details** like Eligibility criteria, **Class 10**th **and 12**th **and Graduate details,** Year of passing &Percentage.

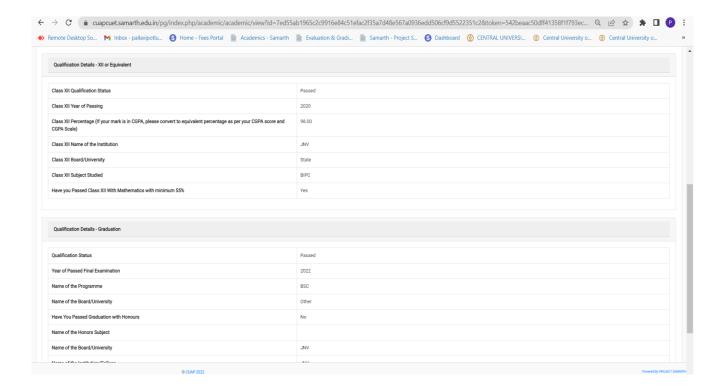


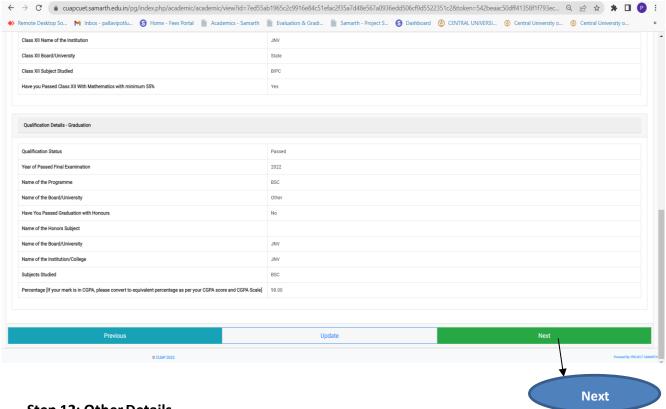


Step 11: After filling all the details, **Update** button will appear at the bottom.

- o If everything is correct or no changes to be made, then click on **Next** button.
- o If any details have to be modified, then click on **Update** and fill correct details and click on **Update** and it leads to **other details**.

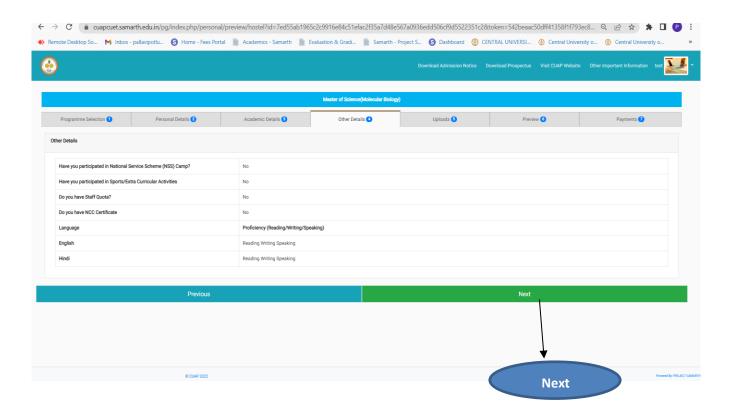






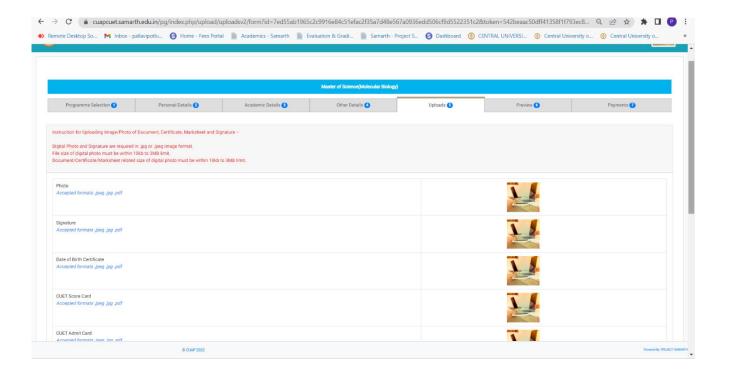
Step 12: Other Details

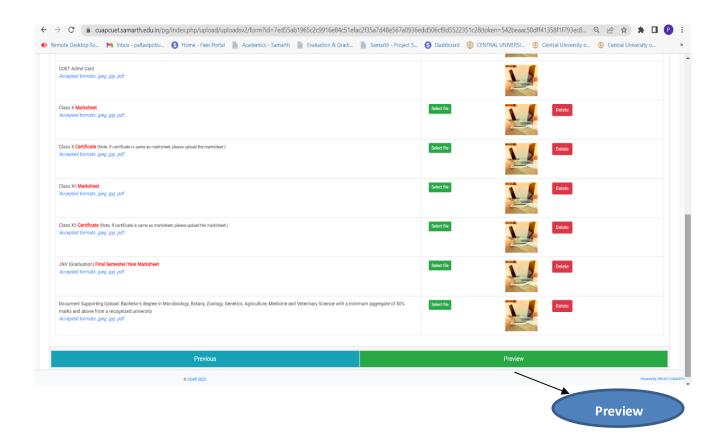
Fill your other details and click on Next Button. It leads to Uploads



Step 13: Uploads

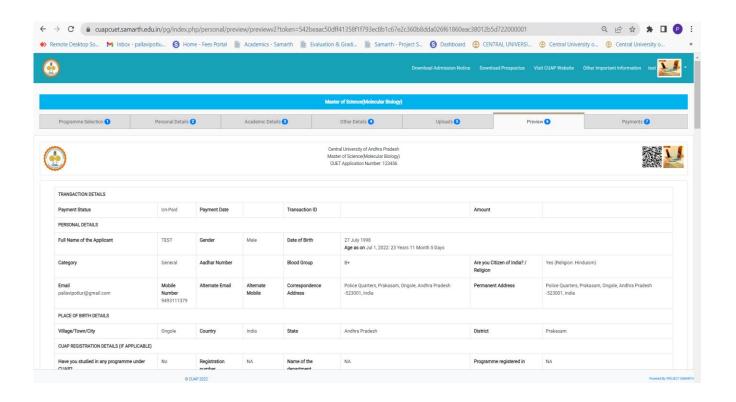
Scanned Documents to be Uploaded in format and size (like 10th certificates, 12th certificates, Caste Certificates, Passport size Photographs, Income Certificate, PWD certificate, Defence Personnel Certificate, and Other documents, if any) and click on preview

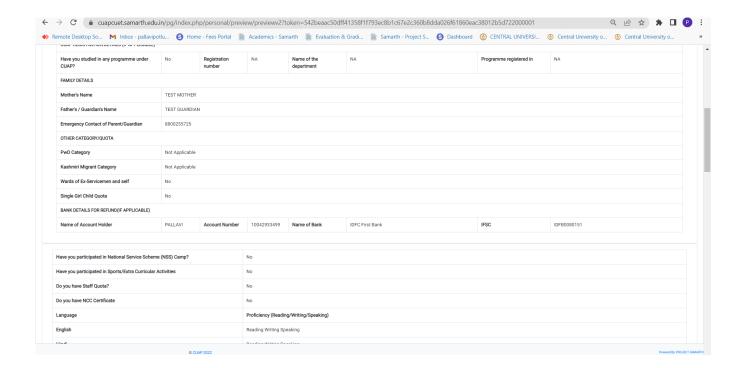


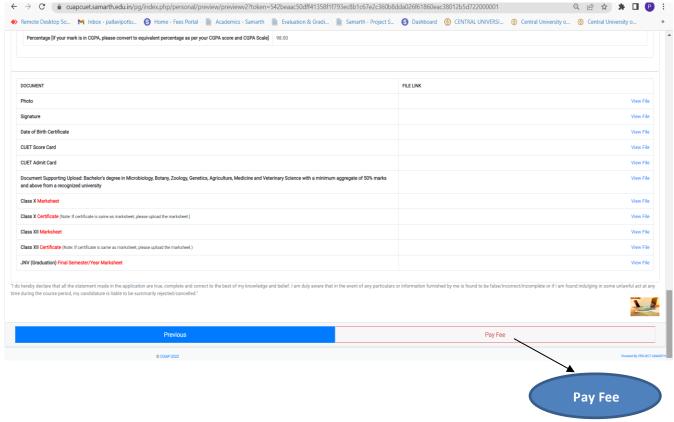


Step 14: Preview

In the Preview section you can see all the information filled by you. After the preview, if everything is alright in preview, then **Pay FEE option** will be available to make the payment of Registration fee, as applicable. **(Refer to General instructions at the top)** and it leads to **Verification Window**

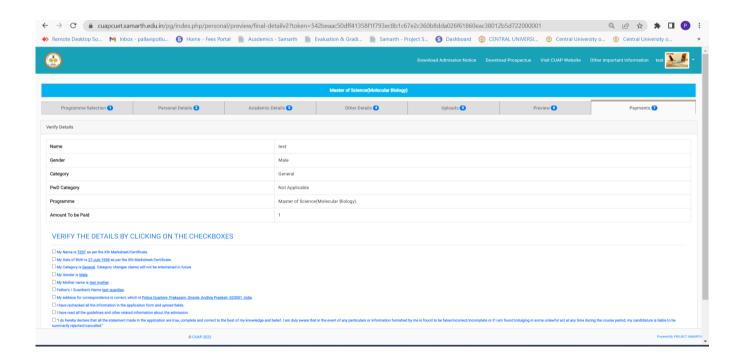


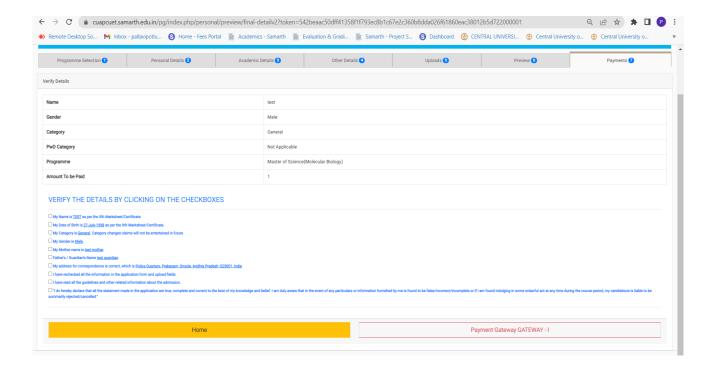


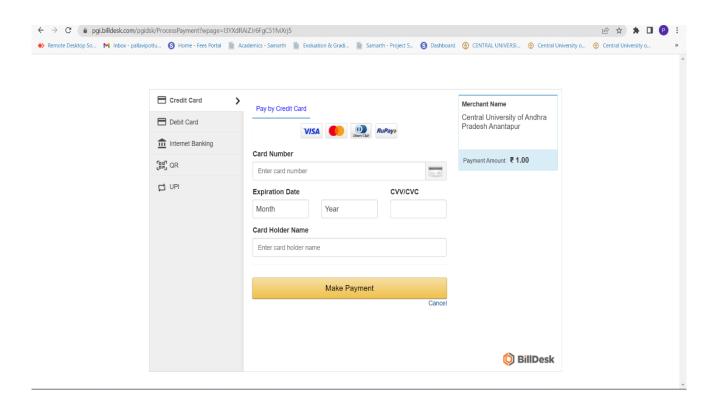


Step 15: Read and Mark all checkboxes (**Compulsory**).

o After marking all the check boxes, if everything is correct it will turn into **green** colour.

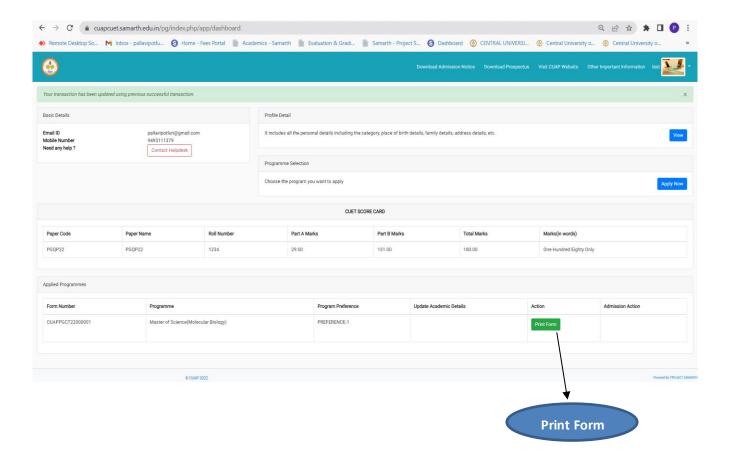






Step 16: Payments

- o In the **Payments** Section, Please verify all the details and proceed to make payment.
- o After the payment is made for **registration fee**, click on **submit** application.
- o After submission of application check the status.
- o If the payment is made **successfully**, status will show as submitted in **Green** colour.



Candidate can Save the application form and take the **printout** of the same for future reference.

Thanks for Completing the Registration process for PG Admissions in Central University of Andhra Pradesh

All the best