



ఆంధ్రప్రదేశ్ కేంద్రీయ విశ్వవిద్యాలయ ఆంధ్రప్రదేశ్ కేంద్రీయ విశ్వవిద్యాలయం
CENTRAL UNIVERSITY OF ANDHRA PRADESH
(Established by an act of Parliament in 2019)

**Flow Chart of Registration Process for admission
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 B.A. (Hons) Political Science in general (UR- Unreserved)/OBC/EWS/DP categories, he/she has to pay Rs 500/- as registration fee.

If he/she wants to apply for two or more programmes, namely B. Voc (Tourism and Travel Management) and B. Voc (Retail Management and IT) also, he/she has to pay $3 \times 500 =$ Rs 1500/- and register for each programme separately.

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.

- B. Those candidates who have already registered before need not register again.
- C. Central University of Andhra Pradesh considers CUET2022 score obtained in the General test only for admission to UG programmes (B.Sc. (Hons) Economics/B.A. (Hons) Political Science)/B.Voc (Retail Management and IT)/B.Voc (Tourism and Travel Management).
- D. Candidates need to wait for at least one hour for the transaction to be reflected in Samarth and to obtain the Printout.

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

URL: <https://cuapcuetsamarth.edu.in/>

Step 1: Register in the Samarth Portal with the login credentials.

The screenshot shows the 'Student Registration Form' on the Samarth Portal. The page header includes the Central University of Andhra Pradesh logo and 'CUET(UG) 2022-23 Admissions'. The navigation bar contains 'Home', 'Public Notice', 'Prospectus', 'University Website', and 'Programme Schedule'. A 'New Registration' button and a 'Login' button are visible. The main content area is divided into two columns. The left column, titled 'Important Instructions', lists five points: 1. Name and other details entered by the applicant need to be the same as in the Class X Board Marksheet; 2. Applicant can log in to the admission portal through their registered email address, only; 3. Applicant must use his own active email address; 4. The Email address provided by the applicant must be functional and the applicant must have access to it throughout the admission process; 5. Applicants are encouraged to use latest version of Google Chrome web browser for filling the application form. The right column, titled 'Student Registration Form', contains fields for 'Applicant's CUET Application Number' (with a sub-field for 'Applicant's CUET Application Number'), 'Applicant's Date of Birth (as per class X/12 Marksheet)', and a 'Captcha Verification' section with the text '2312585'. Below the captcha is a 'Register' button. An arrow points from this button to a blue oval labeled 'Register'.

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

The screenshot shows the 'Registered User Login' page on the Samarth Portal. The page header and navigation bar are identical to the registration page. The main content area is divided into two columns. The left column, titled 'Register as a new user?', contains a 'New Registration' button and 'General Instructions' (1. Only CUET qualified/appeared candidates can apply. (Helpline Timing - 10:00 A.M. to - 05:00 P.M. Monday to Friday)). The right column, titled 'Registered User Login', contains fields for 'CUET Application Number' (with the value '223510000039'), 'Password' (with masked characters), and a 'Captcha Verification' section with the text '71628'. Below the captcha is a 'Login' button. An arrow points from this button to a blue oval labeled 'Login'.

Step 3: Personal Details

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

The screenshot shows the 'Personal Details' form on the Central University of Andhra Pradesh website. The header includes the university name and 'CUET(UG) 2022-23 Admissions'. The navigation bar has links for Home, Public Notice, Prospectus, University Website, and Programme Schedule. The user ID is 223510000039. The form fields are as follows:

- Full Name of the Applicant: CANDIDATE NAME
- Applicant's Gender: Male
- Applicant's Date of Birth: Day 1, Month 1, Year 2009
- Age as on Jul 1, 2022: 13 Years 6 Month 0 Days
- Category: General

The screenshot shows the address form on the Central University of Andhra Pradesh website. The browser address bar is cuapcuet.samarth.edu.in/index.php/personal/form/personal. A confirmation dialog box is displayed: "cuapcuet.samarth.edu.in says Are you sure you want to save? OK Cancel". The form fields are as follows:

- Country: India
- City: Ongole
- Pincode: 523001
- Permanent Address: Click if Same As Correspondence Address
- Address: Police Quarters
- District: Prakasam
- Country: India
- State: Andhra Pradesh
- City: Ongole
- Pin Code: 523001

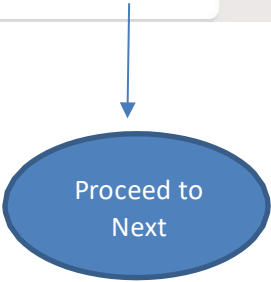
At the bottom, there is a purple "Save and Next" button. An arrow points from this button to a blue oval containing the text "Save and Next".

Step 4: Other Details

Fill in details like participation in NSS Camp or any extracurricular activities and then click on the **Proceed to Next** button.

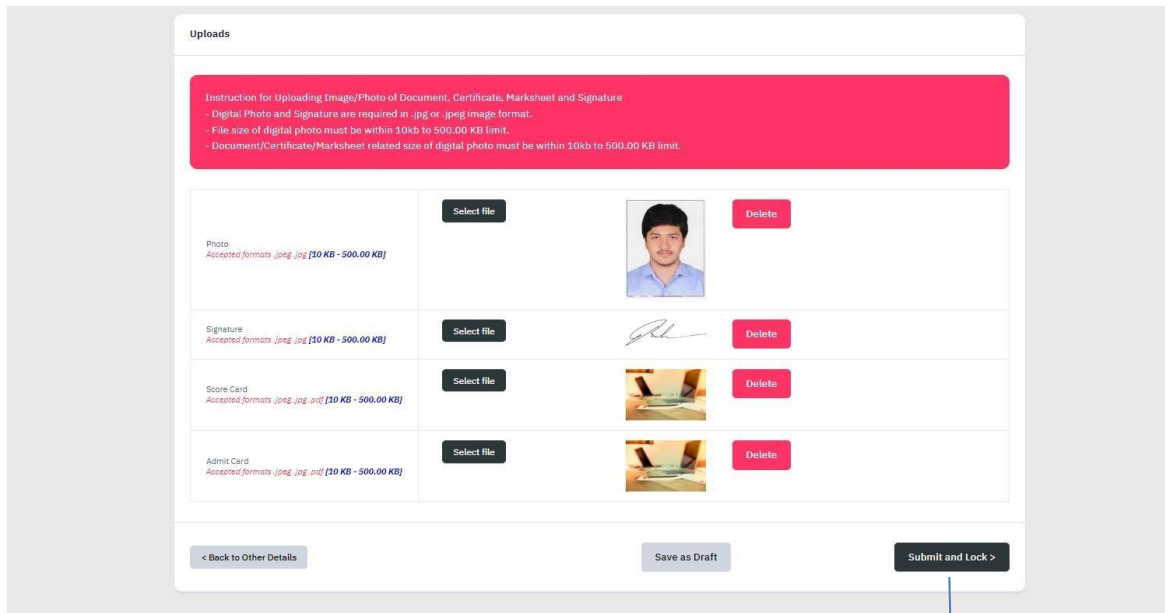
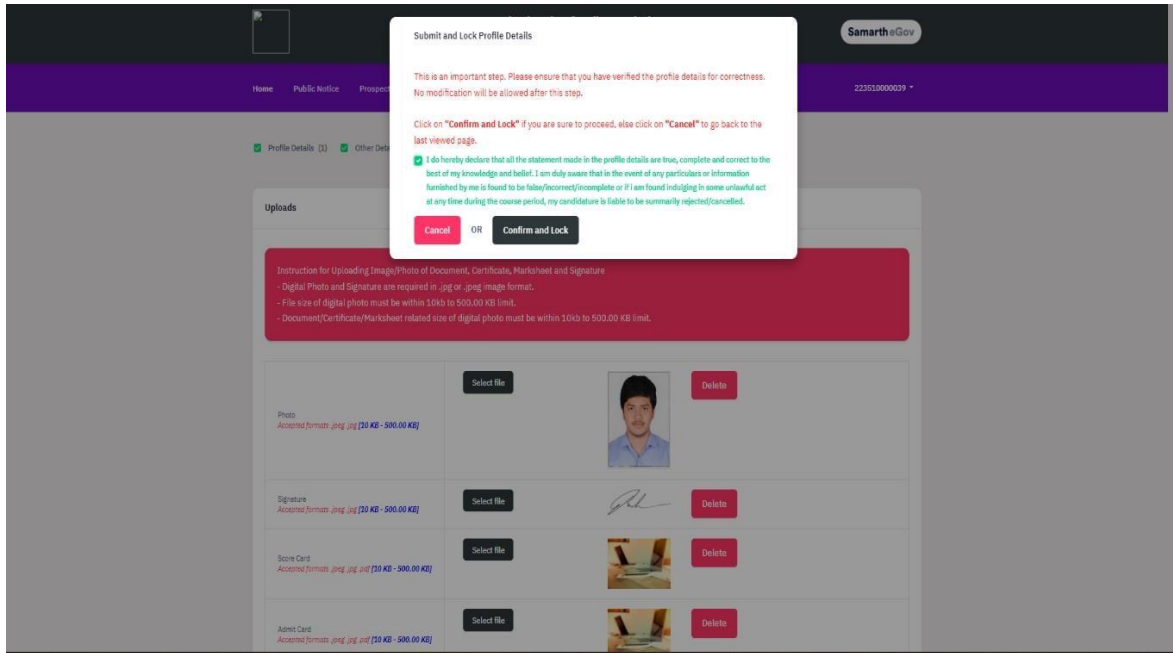
| <input type="text" value="No"/> | |
|--|--|
| Do you have NCC Certificate * | |
| <input type="text" value="No"/> | |
| Belong to Hyderabad Karnataka Region * | |
| <input type="text" value="No"/> | |
| Language | Proficiency (Reading/Writing/Speaking) |
| English | <input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Speaking |
| Hindi | <input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Speaking |
| Other Language 1 <input type="text"/> | <input type="checkbox"/> Reading <input type="checkbox"/> Writing <input type="checkbox"/> Speaking |
| Other Language 2 <input type="text"/> | <input type="checkbox"/> Reading <input type="checkbox"/> Writing <input type="checkbox"/> Speaking |

| | | |
|---|--|--------------------------------------|
| Mother's Mobile Number : 8800255725 Mother's Office Address : No | Father's Mobile Number : 8800255725 Father's Office Address : Police Quarters | |
| Emergency Contact Number : 998856624 | | |
| Combined Family Income : Not Applicable | | |
| OTHER CATEGORY/QUOTA | | |
| Person with Benchmark Disabilities (PwBD) Category : Not Applicable | | |
| Kashmiri Migrant : Not Applicable | | |
| Prime Minister's Special Scholarship Scheme for J&K Students : Not Applicable | | |
| Children/ Widows of Armed Forces Personnel : Not Applicable | | |
| Single Girl Child Quota : No | | |
| CCA Quota : Not Applicable | | |
| < Back to Dashboard | Update Details | Proceed to Next > |



Step 5: 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.



Submit and Lock

Step 6: Click on the **view** button to view your complete profile and then move to **Programme Selection** to select the desired Programme you wish to apply.

Central University of Andhra Pradesh
CUET(UG) 2022-23 Admissions

Home Public Notice Prospectus University Website Programme Schedule 223510000039

Programme Selection (1) Personal Details (2) Academic Details (3) Other Details (4) Uploads (5) Preview (6) Payments (7)

Select the Programme you want to apply

Programme Level
BACHELOR (Under-Graduate Programmes)

Programme

Home

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Step 7: Mention the **Programme Name and level**, and then click on the **Next** button.

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Home Public Notice Prospectus University Website Programme Schedule 223510000039

Programme Selection (1) Personal Details (2) Academic Details (3) Other Details (4) Uploads (5) Preview (6) Payments (7)

Select the Programme you want to apply

Programme Level
BACHELOR (Under-Graduate Programmes)

Programme
Bachelor of Arts(Hons)(Political Science)

Next

Step 8: A preview of personal details is shown after selecting programme name and level. After reviewing all the details carefully, click on the **Next** button to proceed to **Academic details**

The screenshot shows the 'Personal Details' form for a Bachelor of Arts(Hons)(Political Science) program. The form includes the following sections:

- PERSONAL DETAILS:** Fields for Full Name of the Applicant, Date of Birth, Gender, Email, Address, and Contact Information.
- PLACE OF BIRTH DETAILS:** Fields for Village/Town/City, State, and Country.
- CUAP REGISTRATION DETAILS (IF APPLICABLE):** Fields for Name of CUAP School/Department/Faculty and Registration Number.
- FAMILY DETAILS:** Fields for Applicant's Name, Father's Name, Mother's Name, and Emergency Contact Number.
- OTHER CATEGORY/QUOTA:** Fields for various categories like PwD, SC, ST, etc.

A blue oval with the word "Next" is positioned to the right of the form, with an arrow pointing to the "Next" button at the bottom right of the form.

Step 9: Academic Details

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

The screenshot shows the 'Academic Details' form for a Bachelor of Arts(Hons)(Political Science) program. The form includes the following sections:

- Academic Eligibility Criteria:** A section for entering eligibility criteria.
- Qualifier Details - 10th or Equivalent:** Fields for Name of the Qualifier, Date of Passage, Date of Birth, Date of Admission, Date of Graduation, and Date of Birth Certificate.
- Qualifier Details - 12th or Equivalent:** Fields for Name of the Qualifier, Date of Passage, Date of Birth, Date of Admission, Date of Graduation, and Date of Birth Certificate.
- Subject Details Table:** A table with columns for Name of the Subject, Total Marks, and Obtained Marks. The table has 5 rows for entering subject information.

NOTE: For B.Sc. (Hons) Economics candidates, he/she should have studied Mathematics as one of the subjects at +2 level. Otherwise they are not eligible for B.Sc. (Hons) Economics in CUAP

Step 10: After filling all the details, **Update** button will appear at the bottom.

- If everything is correct or no changes to be made, then click on **Next** button.
- 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**.

The screenshot shows the 'Qualification Details' section of the CUAP application form. It includes sections for 'Selected Eligibility Criteria', 'Qualification Details - X or Equivalent', 'Qualification Details - XII or Equivalent', and 'XII Score Card'. The 'Next' button is highlighted with a blue circle and an arrow pointing to it.

Selected Eligibility Criteria

12 level of education (SeniorSecondary/CGSE/ICSE/ISC or equivalent in Schools/Affiliated/Commercial) other entrance

Qualification Details - X or Equivalent

| | |
|---|--------------|
| Class X Year of Passing | 2018 |
| Class X Percentage (If your marks in CGPA, please convert to equivalent percentage as per your CBSE board and CBSE Board) | 75.00 |
| Class X Name of the Institution | St. Xavier's |
| Class X Board/University | CBSE |
| Class X Subject/Qualification | Science |
| Class X Branch | Science |

Qualification Details - XII or Equivalent

| | |
|---|--------------|
| Class XII Qualification Branch | Science |
| Class XII Year of Passing | 2018 |
| Class XII Percentage (If your marks in CGPA, please convert to equivalent percentage as per your CBSE board and CBSE Board) | 75.00 |
| Class XII Name of the Institution | St. Xavier's |
| Class XII Board/University | CBSE |
| Class XII Subject/Qualification | Science |
| Class XII Branch | Science |

XII Score Card

| Name of the Subject | Real Marks | Weighted Marks |
|-------------------------------|------------|----------------|
| MATHEMATICS | 80.00 | 80.00 |
| PHYSICS | 80.00 | 80.00 |
| CHEMISTRY | 80.00 | 80.00 |
| TEXTILE SCIENCE | 80.00 | 80.00 |
| BIOTECHNOLOGY | 80.00 | 80.00 |
| LIBRARY & INFORMATION SCIENCE | 80.00 | 80.00 |
| COMPUTER SCIENCE | 80.00 | 80.00 |

Buttons: Previous, Update, Next

Next

Step 11: Other Details

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

The screenshot shows the 'Other Details' form for a Bachelor of Arts(Hons)/Political Science program. The form includes the following questions and answers:

| | |
|---|--|
| Do you have any illness which requires continuous or emergency medical attention? | No |
| Do you have NCC Certificate? | Yes (1) |
| Have you participated in National Service Scheme (NSS) Camp? | No |
| Have you participated in Sports/Extra Curricular Activities? | No |
| Do you have Staff Quota? | No |
| Language | Proficiency (Reading/Writing/Speaking) |
| English | Reading/Writing/Speaking |
| Hindi | Reading |

At the bottom of the form, there are 'Previous' and 'Next' buttons. A blue arrow points from the 'Next' button to a blue oval labeled 'Next'.

Step 12: 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**

The screenshot shows the 'Uploads' section for a Bachelor of Arts(Hons)/Political Science program. It includes the following instructions and upload fields:

Instruction for Uploading Image/Photo of Document, Certificate, Marksheet and Signature

- Digital Photo and Signature are required in .jpg or .jpeg image format.
- File size of digital photo must be within 10kb to 500.00 KB limit.
- Document/Certificate/Marksheet related size of digital photo must be within 10kb to 500.00 KB limit.

The upload fields are:

| | |
|--|-------------|
| Photo Accepted formats .jpg .jpeg [10 KB - 500.00 KB] | |
| Signature Accepted formats .jpg .jpeg [10 KB - 500.00 KB] | |
| Class X (Scan both marksheet and certificate in a single file and upload) Accepted formats .jpg .jpeg [10 KB - 500.00 KB] | Select file |
| Class XII (Scan both marksheet and certificate in a single file and upload) Accepted formats .jpg .jpeg [10 KB - 500.00 KB] | Select file |

At the bottom of the form, there are 'Previous' and 'Preview' buttons. A blue arrow points from the 'Preview' button to a blue oval labeled 'Preview'.

Step 13: 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**

| | |
|---|----------|
| Photo | Uploaded |
| Signature | Uploaded |
| Score Card | Uploaded |
| Admit Card | Uploaded |
| Class X (Scan both marksheet and certificate in a single file and upload) | Uploaded |
| Class XII (Scan both marksheet and certificate in a single file and upload) | Uploaded |

Form Declaration

"I do hereby declare that all the statement made in the application are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the event of any particulars or information furnished by me is found to be false/incorrect/incomplete or if I am found indulging in some unlawful act at any time during the course period, my candidature is liable to be summarily rejected/cancelled. Additionally undertaking for students whose results are awaited: "I, having been permitted to be provisionally admitted to University hereby undertake to produce the proof of having successfully qualified in the final qualifying examination with requisite percentage of marks if failing, I shall forthwith vacate the seat and shall have no claim for refund of fees already paid."

[Signature]

Previous Pay Fee PAY FEE

Step 14: Read and Mark all checkboxes (Compulsory).

- After marking all the check boxes, if everything is correct it will turn into **green** colour.
- Then two options will appear one is '**Pay Later**' and second one is '**Payment Gateway**'.
- If the Candidate wants to **Pay Later**, then chose **option one**.
- If the Candidate wants to **Pay now** choose option two (**payment Gateway**)

Central University of Andhra Pradesh
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Home Public Notice Prospectus University Website Programme Schedule

Bachelor of Arts(Hons)/Political Science

| Verify Details | |
|-------------------|--|
| Name | CANDIDATE NAME |
| Gender | Male |
| Category | General |
| Post Category | Not Applicable |
| Programme | Bachelor of Arts(Hons)/Political Science |
| Amount To be Paid | 500 |

VERIFY THE DETAILS BY CLICKING ON THE CHECKBOXES

- My Name is CANDIDATE NAME as per the 10th Marksheet/Certificate.
- My Date of Birth is 12/05/2002 as per the 10th Marksheet/Certificate.
- My Category is General. Category changes claims will not be entertained in future.
- My Gender is Male.
- My Mother Name is MOTHER NAME.
- Father's / Guardian's Name is: _____
- My address for correspondence is correct, which is Police Quarters, Rajagandhi, Orissa, Andhra Pradesh-523301, India.
- I have rechecked all the information in the application form and upload files.
- I have Read all the guidelines and other related information about the admission.
- I do hereby declare that all the statement made in the application are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the event of any particulars or information furnished by me is found to be false/incorrect/incomplete or if I am found indulging in some unlawful act at any time during the course period, my candidature is liable to be summarily rejected/suspended. Additionally undertaking for students whose results are awaited: "I, having been permitted to be provisionally admitted to University hereby undertake to produce the proof of having successfully qualified in the final qualifying examination with requisite percentage of marks if failing, I shall forthwith vacate the seat and shall have no claim for refund of fees already paid."

Home (Pay Later) Payment Gateway GATEWAY - I

Home(Pay Later) Payment Gateway

Step 15: Payments

- In the **Payments** Section, Please verify all the details and proceed to make payment.
- After the payment is made for **registration fee**, click on **submit** application.
- After submission of application check the status.
- If the payment is made **successfully**, status will show as submitted in **Green** colour.
- If the payment is **not made** then status will show as **Not Paid** in **Red** colour.

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Home Public Notice Prospectus University Website Programme Schedule 223510000039

Profile Select Programme CUET Score Card Payments

Welcome to Central University of Andhra Pradesh

Dear CANDIDATE NAME!

Your profile details have been successfully submitted and locked.

Note : There are no programmes open for selection. Please check the Programme Schedule. You may contact the University for more information.

Programme Applications

| FORM NUMBER | PROGRAMME | STATUS | ACTION | RECEIPTS |
|--------------------------|---|--------------------------|--------------------|----------|
| TEMP22000001 [Temporary] | Bachelor of Arts(Hons)(Political Science) | Not Paid / Not Submitted | Submit Application | |

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Submit Application

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

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Home Public Notice Prospectus University Website Programme Schedule 223510000039

Your transaction has been updated using previous successful transaction.

Profile Select Programme CUET Score Card Payments

Welcome to Central University of Andhra Pradesh

Dear CANDIDATE NAME!

Your profile details have been successfully submitted and locked.

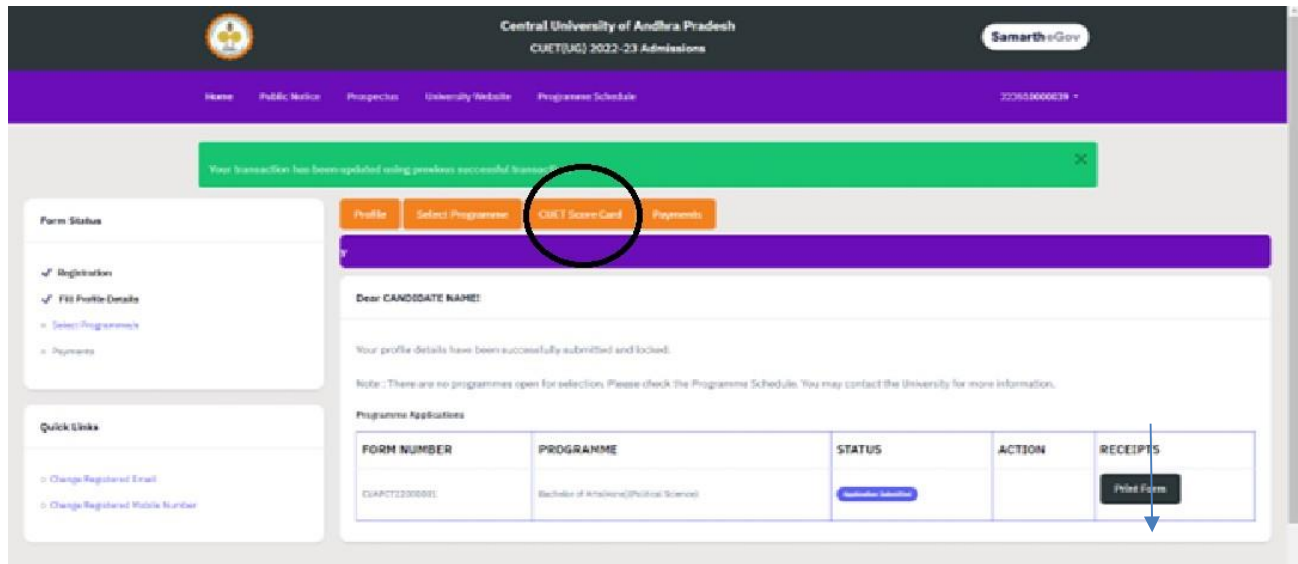
Note : There are no programmes open for selection. Please check the Programme Schedule. You may contact the University for more information.

Programme Applications

| FORM NUMBER | PROGRAMME | STATUS | ACTION | RECEIPTS |
|----------------|---|-----------------------|--------|------------|
| CUAPCT22000001 | Bachelor of Arts(Hons)(Political Science) | Application Submitted | | Print Form |

Print Form

Step 16: Candidates can view **CUET2022** Score Card by clicking **Encircled** option.



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

All the best