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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.

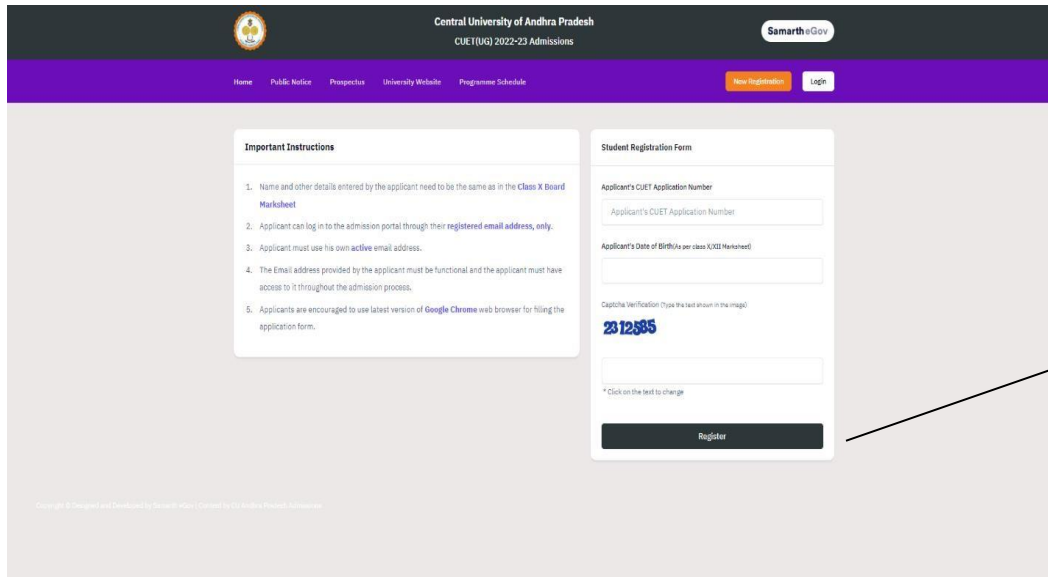
PWD candidates can register without any registration fee, but register for each programme separately.

- B. For B.Sc. (Hons) Economics programme, candidates should have studied Mathematics as one of the subjects at +2 level. Otherwise they are not eligible for admission into B.Sc. (Hons) Economics.
- 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)

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

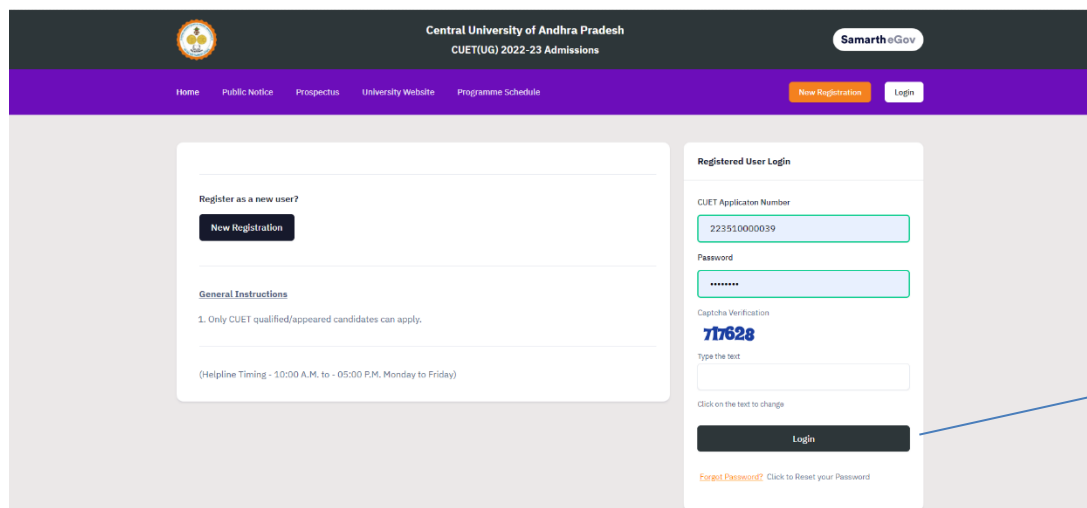
URL: <https://cuapcuetsamarth.edu.in/>

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 'Samarth eGov'. The navigation bar contains links for Home, Public Notice, Prospectus, University Website, and Programme Schedule, along with 'New Registration' and 'Login' buttons. 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 input fields for 'Applicant's CUET Application Number' (with a placeholder 'Applicant's CUET Application Number'), 'Applicant's Date of Birth (as per class X/12 Marksheet)', and a 'Capcha 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 input fields for 'CUET Application Number' (with the value '223510000039'), 'Password' (with masked characters '*****'), and a 'Capcha Verification' section with the text '77628'. 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 form is titled 'Personal Details' and contains the following fields:

- 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 'Permanent Address' form on the Central University of Andhra Pradesh website. The form is titled 'Permanent Address' and contains the following fields:

- 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

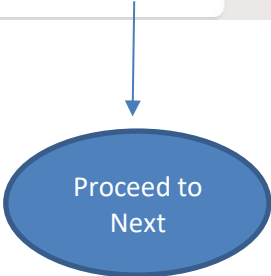
A 'Save and Next' button is visible at the bottom of the form, with a blue oval highlighting it and an arrow pointing to the text 'Save and Next'.

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.

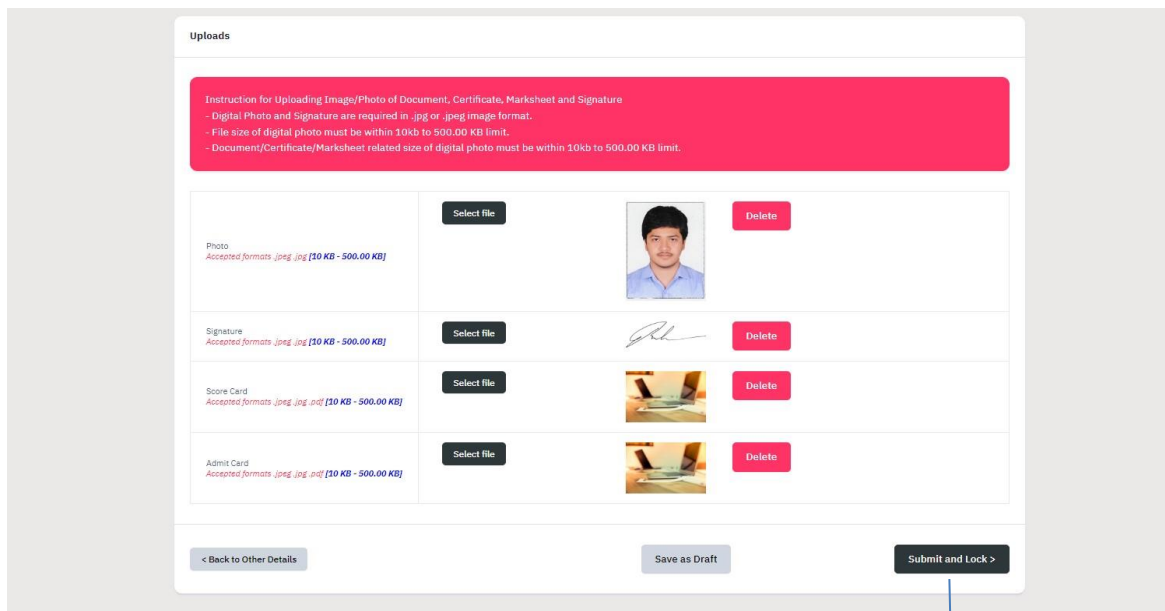
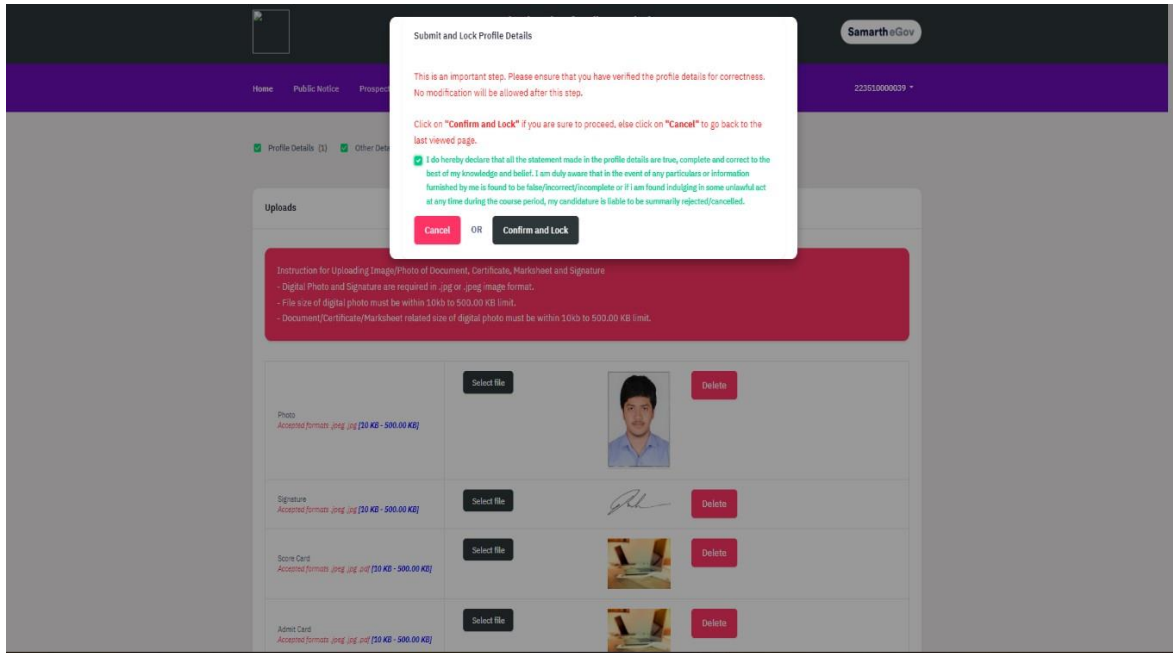
<input type="text" value="No"/>	
Do you have NCC Certificate *	
<input type="text" value="No"/>	
Belong to Hyderabad Karnataka Region *	
<input type="text" value="No"/>	
Language	Proficiency (Reading/Writing/Speaking)
English	<input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> 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 : 9988556624		
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.



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 22353000039

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.

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

Home Public Notice Prospectus University Website Programme Schedule 22353000039

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, Age, Blood Group, Religion, Registered Email, Alternate Email, Permanent Address, and Correspondence Address.
- PLACE OF BIRTH DETAILS:** Fields for Village/Town/City, State, and District.
- CUAP REGISTRATION DETAILS (IF APPLICABLE):** Fields for Name of CUAP School/Department/Faculty, Registration number, and Programme registered in.
- FAMILY DETAILS:** Fields for Mother's Name, Mother's Qualification, Mother's Occupation, Emergency Contact Number, and Candidate's Family Income.
- OTHER CATEGORY/QUOTA:** Fields for Press with Benchmark Status, Backward Region, PwD, and OBC-A.

A blue oval with the word 'Next' is positioned to the right of the form, with an arrow pointing to the 'Next' button on the form.

Step 9: Academic Details

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

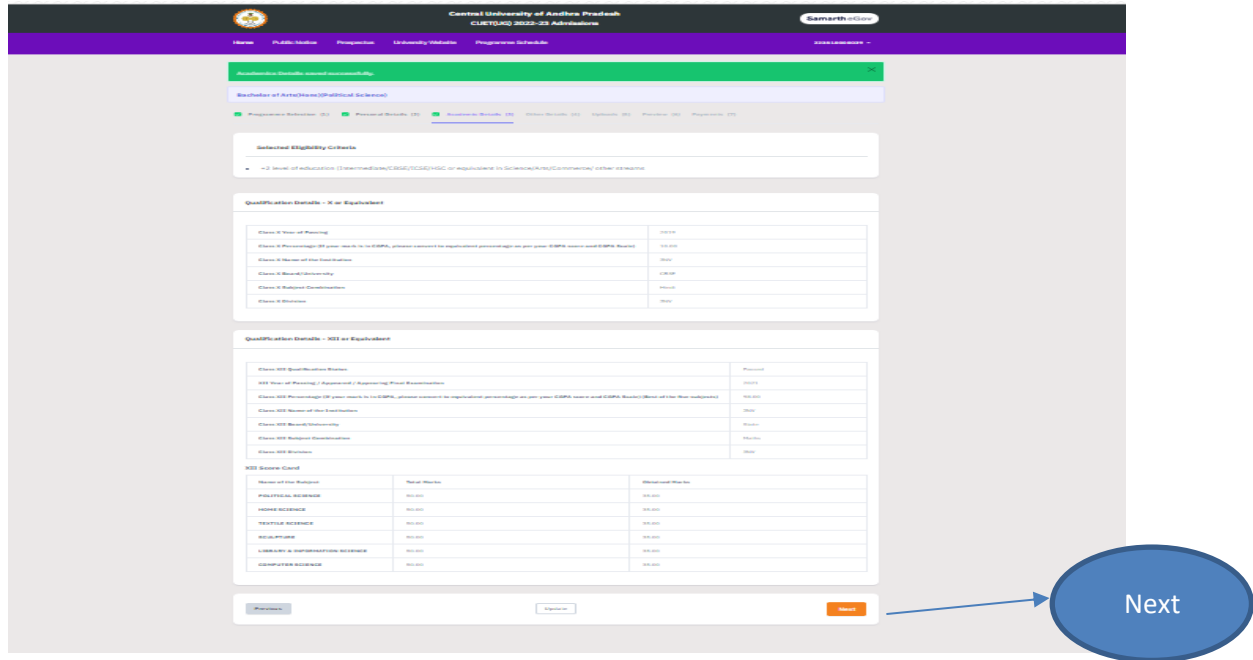
The screenshot shows the 'Academic Details' form for a Bachelor of Arts(Hons)(Political Science) program. The form includes the following sections:

- Qualification Details - 1st or Equivalent:** Fields for Check if you are Passing, Check if you are a Candidate for Backward Region, Check if you are a Candidate for PwD, Check if you are a Candidate for OBC-A, and Check if you are a Candidate for OBC-B.
- Qualification Details - 12th or Equivalent:** Fields for Check if you are Passing, Check if you are a Candidate for Backward Region, Check if you are a Candidate for PwD, Check if you are a Candidate for OBC-A, and Check if you are a Candidate for OBC-B.
- Table for Academic Details:** A table with columns for 'NAME OF THE SUBJECT', 'TOTAL MARKS', and 'OBTAINED MARKS'. The table has 5 rows for subjects.

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**.



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 several questions and a table for language proficiency.

Do you have any illness which requires continuous or emergency medical attention?	No
Do you have NCC Certificate?	Yes ()
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

Navigation buttons: Previous, Next. 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 with instructions and a list of items to be uploaded.

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.

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

Navigation buttons: Previous, Preview. 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**

The screenshot shows the 'Preview' page of the Central University of Andhra Pradesh. At the top, there is a navigation bar with 'Home', 'Public Notice', 'Registration', 'Admission Details', 'Programme Schedule', and 'Logout'. Below this, the 'Bachelor of Architecture (B.Arch) Scheme' is selected. The main content area displays 'Preview' details for a student with 'CUEET Application Number: 22303000029' and 'Roll Number: HRS2600013'. It includes a table of subjects and marksheets, followed by sections for 'TRANSACTION DETAILS', 'PERSONAL DETAILS', 'PLACE OF BIRTH DETAILS', 'COMP REGISTRATION DETAILS (IF APPLICABLE)', 'FAMILY DETAILS', and 'OTHER CATEGORIES/NOTES'.

Subject	Percentage Score	Normalized Score (DATA Score)
English	87.500000	87.500000
Mathematics	90.000000	90.000000
Computer Graphics/Computer Practices	85.000000	85.000000
Professional Practice	87.500000	87.500000
Mathematics (Applied Mathematics)	85.000000	85.000000
Physics	85.000000	85.000000
General Test	85.000000	85.000000

The screenshot shows the 'Form Declaration' page. It features a table for document uploads with the following rows:

Document Name	Status
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

Below the table is the 'Form Declaration' section with a text box containing the following text:

"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."

At the bottom, there are two buttons: 'Previous' and 'Pay Fee'. A blue oval with an arrow points to the 'Pay Fee' button, which is labeled '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
CUA(UG) 2022-23 Admissions

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 [?]
- My address for correspondence is correct, which is Police Quarters, Pralaganth, Ondole, Andhra Pradesh-523301, India.
- I have rechecked all the information in the application form and upload file.
- 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.

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

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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.

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

Samarth eGov

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

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.

The screenshot shows the user interface of the Central University of Andhra Pradesh CUET(UG) 2022-23 Admissions portal. At the top, there is a navigation bar with the university logo, name, and 'SamarthGov' logo. Below this is a purple header with navigation links: Home, Public Notice, Prospectus, University Website, and Programme Schedule. A green notification bar at the top states: "Your transaction fee has been updated using previous successful transaction." Below the notification is a navigation bar with buttons for Profile, Select Programme, **CUET Score Card** (circled), and Payments. The main content area is divided into two columns. The left column contains 'Form Status' (with checkboxes for Registration and Fill Profile Details) and 'Quick Links' (Change Registered Email and Change Registered Mobile Number). The right column displays a message: "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." Below this is a table titled 'Programme Applications' with columns: FORM NUMBER, PROGRAMME, STATUS, ACTION, and RECEIPTS. The first row shows form number CUAPCT22000001, programme Bachelor of Arts(Hons)(Political Science), and a 'Print Form' button in the RECEIPTS column.

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

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

All the best