

# Flow Chart of Registration Process for PG admissions in CUAP through Samarth Portal for the year 2023-24

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.

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

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

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

	<ul> <li>← → C (a) cuapcuetsamathaduln/pg/</li> <li>◆ Remote Deatop So M Inbox - pathopotiu ④ Home - Fees Portal (a) Academica - Senanth (a) Evaluation &amp; Gradu</li> </ul>	Q      Q      A     A     Semanth - Project S     Deshboard     O CENTRAL UNIVERSI     O Central University c     O     Central University c     O
New Registration	Welcome to Central University of Andhra Prodesh  Vitro of contract CM  NOTIFICATION Last date of online admission form submission: (upto 06.10.2022 11:55 PM IST)	Registered User Login Registered User Login Registered User Login Passor d*
	© 0.047 2022	Preselle PRIACI David

<u>ک</u>		ad Admission Notice Download Prospectus Visit CUAP Website Other Important Information Sig
nportant Instructions	Registration for Admission to PG Courses	
<ol> <li>Name and other details entered by the applicant need to be the same as in the CUET Score Card</li> <li>Applicants can log in to the admission portal through their registered email address, only.</li> <li>Applicant surgistered email address, only.</li> <li>The Email address provided by the applicant must be functional and the applicant funust have access to it throughout the admission process.</li> <li>Applicants are encouraged to use the latest version of theGoogle Chrome web browser for filling the application form.</li> </ol>	CUET Application No (As per CUET Score Card) * CUET ROLL No (As per CUET Score Card) * Date of Birth (As per CUET Score Card) * Applicant's Email (Please use your own email as this will be your USERNAME and will communication) * Re-Enter Applicant's Email Address * Password (Minimum 6 characters) * Re-Enter Password * Mobile Number *	123456         1234         Select Date         pallavipotluri@gmail.com         pallavipotluri@gmail.com         Password         Confirm Password         940311379
	Re-Enter Mobile Number *	9493111379
	Captcha Verification (Type the text shown in the image)	teheck
		cwcpfcj * Click on the text to change Residence

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

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Account verified successfully. Please login to start your application process.	×
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NOTIFICATION	
Last date of online admission form submission: (upto 06.10.2022 11:55 PM IST)	Tipe the text
	Click on the text to change
	Login
	Forgot Password? Click to Reset your Password     Resend Account Verification Code
6 CJAP 2022	Provend by PROJECT SAMATIN

#### **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**.

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			PGQP22	PGQP22	1234	29.00	151.00	180.00	One Hundred Eighty Only	Profile

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allavipotluri@gmail.com			9493111379			
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**Step 4**: 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**.

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PERSONAL DETAILS							
Full Name of the Applicant	TEST	Gender	Male	Date of Birth	27 July 1998 Age as on Jul 1, 2022: 23 Years 11 Month 5 Days		
Category	General	Aadhar Number		Blood Group	B+	Are you Citizen of India? / Religion	Yes (Religion: Hinduism)
Email pallavipotluri@gmail.com	Mobile Number 9493111379	Alternate Email	Alternate Mobile	Correspondence Address	Police Quarters, Prakasam, Ongole, Andhra Pradesh -523001, India	Permanent Address	Police Quarters, Prakasam, Ongole, Andhra Pradesh -523001, India
PLACE OF BIRTH DETAILS							
Village/Town/City	Ongole	Country	India	State	Andhra Pradesh	District	Prakasam
CUAP REGISTRATION DETAILS (IF APPLICABLE)							
Have you studied in any programme under CUAP?	No	Registration number	NA	Name of the department	NA	Programme registered in	NA
FAMILY DETAILS							
Mother's Name	TEST MOTHER						
Father's / Guardian's Name	TEST GUARDIA	AN					
Emergency Contact of Parent/Guardian	8800255725						
OTHER CATEGORY/QUOTA							
PwD Category	Not Applicable						

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<b>nail</b> Illavipotluri@gmail.com	Mobile Number 9493111379	Alternate Email	Alternate Mobile	Correspondence Address	Police Quarters, Prakasam, Ongole, Andhra Pradesh -523001, India	Permanent Address	Police Quarters, Prakasam, Ongole, Andhra Pradesh -523001, India
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ave you studied in any programme under JAP?	No	Registration number	NA	Name of the department	NA	Programme registered in	NA
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nergency Contact of Parent/Guardian	8800255725						
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#### 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.

Profile Detail	Other De	talle	Upload 3	
ated in National Service Scheme (NSS) Camp? *		Have you participated in Sports/Extra Curricular Activities *		
	¥	No		~
Quots7 *				
	*			
Certificate *	×			
	Proficiency (Read	ding/Writing/Speaking)		
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Profile			Save and Next	1

**Step 6**: After filling all the details, **Update** button will appear at the bottom.

- $\circ$   $\;$  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**.

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<b>6</b>	Download	
Other Details Saved Successfully		x
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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	
Do you have NCC Certificate	No	
Language	Proficiency (Reading/Writing/Speaking)	
English	Reading Writing Speaking	
Hindi	Reading Writing Speaking	
Profile	Update	Next
	Update	

#### Step 7: Upload Section

Upload the necessary documents like **Passport size Photo, Scanned Signature and Date of Birth Certificate** (SSC or 10<sup>th</sup> 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.

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**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.

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ail ID bile Number ed any belo ?	pallavipotluri@g 9493111379	mail.com	It includes all the personal details inc	duding the category, place of birth det	ails, family details, address details,	etc. View	<b>→</b>
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Paper Code	Paper Name	Roll Number	Part A Marks	Part B Marks	Total Marks	Marks(in words)	Ap
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Step 9: Mention the Programme level and Name, and then click on the Next button.

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ou have applied for the programme Master of Science(Molecular Biology). You need to pay the fee for the successful submission of applicat	un.			x
Master of Science(M	vlecular Biology)			
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© CUAP 2022			Pow	vered By: PROJECT SAMARTI

#### Step 10: Academic Details

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

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Programme Selection 1	Personal Details 2	Academic Details 🕚	Other Details 🕚	Uploads 🔕	Preview 🕚	Payments 🕜
lect Applicable Eligibility Criteria (I	Read Information Bulletin for Eligibilit	y Criteria)				
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alification Details - X or Equivalen						
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ass X Board/University *	CE	SE				
ass X Subject Studied *	Sc	ience				

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you Passed Class XII With Mathematics with minimum 55% *	● Yes * ○ No *	ž		
lification Details - Graduation or Equivalent				
ification Status *	Select	×		
uation Year of Passed Final Examination *	Select	~		
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You Passed Graduation with Honours *	○ Yes * ○ No *			
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Step 11: 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**.

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			Master of Science(Molecular Biology)			
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elected Eligibility Criteria						
Bachelor's degree in Microbiology, E	lotany, Zoology, Genetics, Agriculture, Me	dicine and Veterinary Science with a mini	mum aggregate of 50% marks and above from a r	ecognized university		
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ass XII Name of the Institution	JNV
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ass XII Subject Studied	BIPC
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Step 12: Other Details Fill your other details and click on Next Button. It leads to Uploads

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Do you have Staff Quota?	No				
Do you have NCC Certificate	No				
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#### Step 13: Uploads

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

			Master of Science(Molecular Biology)			
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#### 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



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Have you studied in any programme under CUAP?	No	No Registration NA Name of the NA Programme registered in NA number department									
FAMILY DETAILS											
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Father's / Guardian's Name	TEST GUARDIA	TEST GUARDIAN									
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OTHER CATEGORY/QUOTA											
PwD Category	Not Applicable	Not Applicable									
Kashmiri Migrant Category	Not Applicable	Not Applicable									
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Single Girl Child Quota	No										
BANK DETAILS FOR REFUND(IF APPLICABLE)											
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Have you participated in National Service Scheme (INSS) Camp? No											
Have you participated in Sports/Extra Curricular Activities No											
Do you have Staff Quota? No			No								
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s XII Marksheet	View F
s XII Certificate (Note: If certificate is same as marksheet, please upload the marksheet.)	View F
(Graduation) Final Semester/Year Marksheet	View F
by 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 particula og the course period, my candidature is liable to be summarily rejected/cancelled."	rs or information furnished by me is found to be false/incorrect/incomplete or if i am found indulging in some unlawful act a
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Step 15: Read and Mark all checkboxes (Compulsory).

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

<u> </u>						Other Important Information test			
			Master of Science(Molecular Biology)						
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My Gender is Male									
My Mother name is test mother.									
Father's / Guardian's Name test guardian-									
My address for correspondence is correct, whi	ch is Police Quarters, Prakasam, Ongole, Andhra Prades	h-523001. India							
I have rechecked all the information in the appl	lication form and upload fields.								
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THE DATABASE CONCERNS TITLET BE THE PLATE OF BUILDING THE	ade in the application are true, complete and correct to tr	he best of my knowledge and belief. I am oury aware that	t in the event of any particulars of information furnished	by me is found to be faile/incorrect/incomplete or if I a	m round induiging in some unlewful act at any time duri	ng the course period, my candidature is sable to be		

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#### Step 16: 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.

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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