USER MANUAL

Flow Chart of UG Registration Process for admission in CUAP through Samarth Portal for the year 2024-25.

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 categories, he/she has to pay Rs 500/- as registration fee.

If he/she wants to apply for two or more programmes, namely B.Sc. (Hons) Computer Science & Artificial Intelligence and B.A. (Hons) Political Science also, he/she has to pay 2X500 = Rs 1000/- and register for each programme separately.

In case of SC/ST/DP 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.

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

B. For B.A. (Hons) English he/she must have 10+2 level of education (Intermediate/PUC/CBSE/ICSE/HSC or equivalent in Science/Arts/Commerce/ other streams) with 50% aggregate marks.



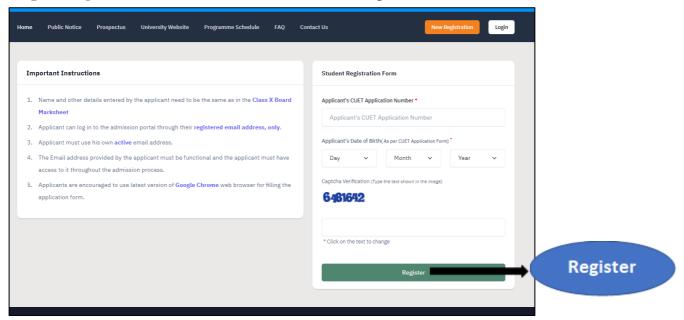
- C. Candidates need to wait for at least twohours for the transaction to be reflected in Samarth and to obtain the Printout.
- D. Central University of Andhra Pradesh considers CUET 2024 score obtained in the General test only for admission to UG Programmes as follows:
 - 1. B.A. (Hons) Political Science.
 - 2. B.Sc. (Hons) Economics.
 - 3. B. Com (Hons).
 - 4. B.A. (Hons) English.
 - 5. B.Sc. (Hons) Psychology.
 - 6. B.Sc. (Hons) Computer Science & Artificial Intelligence.
 - 7. B.Sc. in Retail Management and IT.
 - 8. BBA.



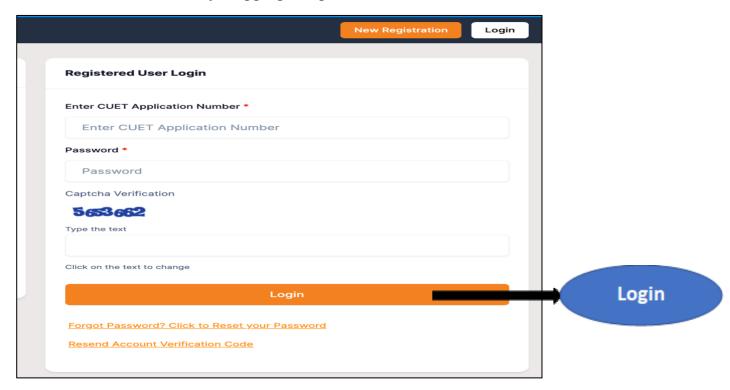
Qualified CUET candidates should Register for UG Admissions in CUAP through Samarth Portal using following link

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

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



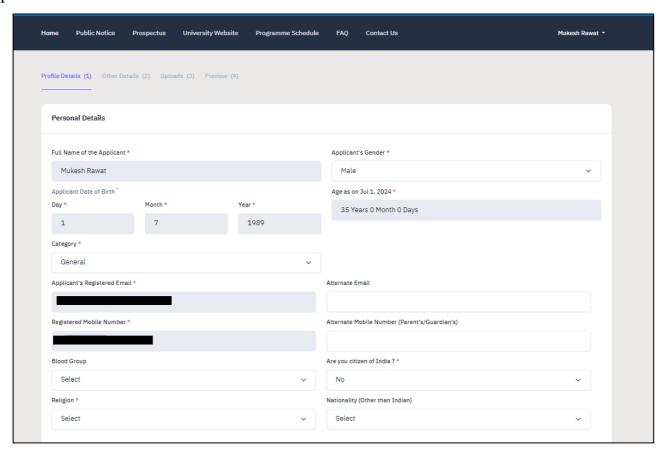
Step 2: After Logging in, a **Dashboard** will appear which is like the screenshot below. Enter all details by Logging in again.

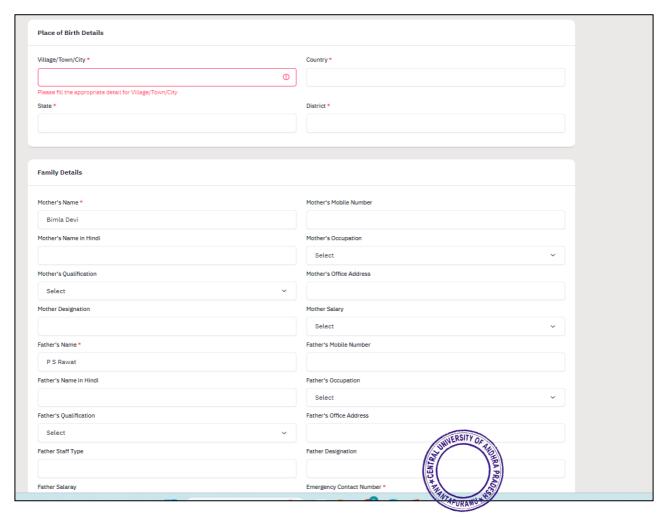


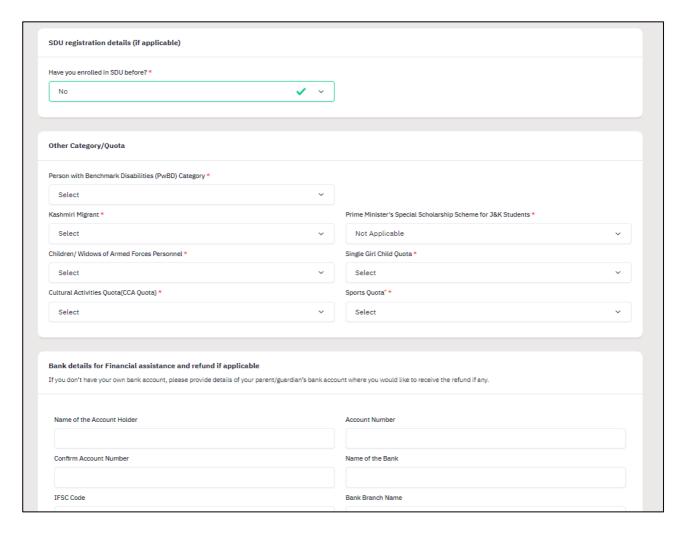


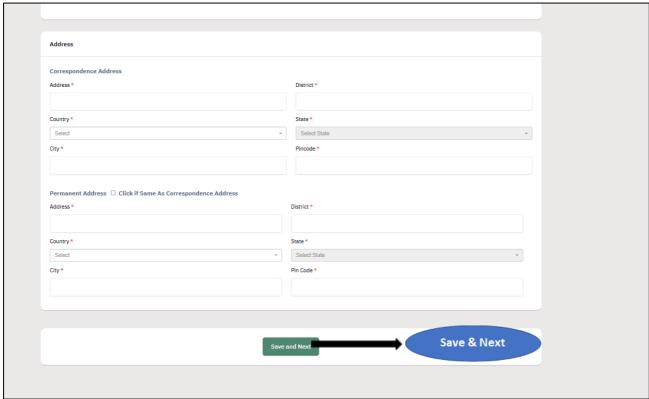
Step 3: Personal Details

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











Step 4: Other Details

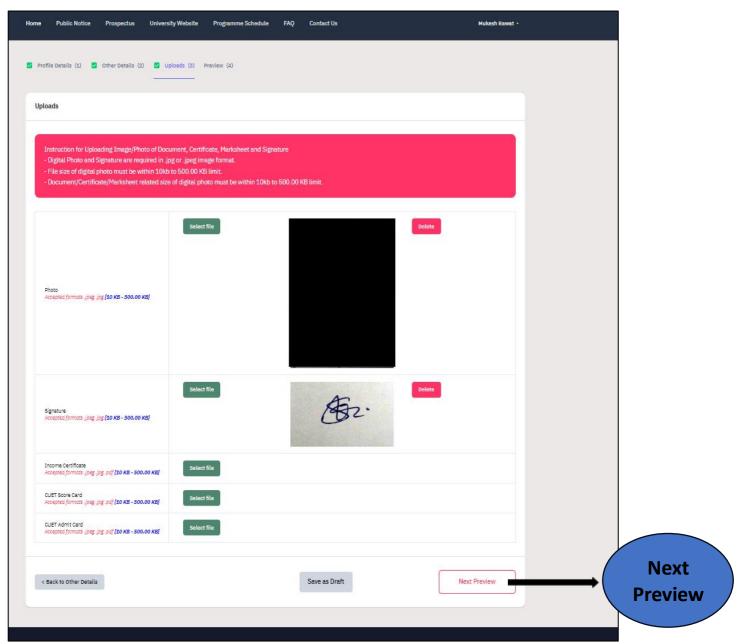
Fill in details like participation in NCC Certificate or any extracurricular activities and then click on the Proceed to **Save & Next** button.

Home Public Notice Prospectus University Websi	te Programme Schedule	FAQ Contact Us	Mukesh Rawat •
Profile Details (1) Other Details (2) Uploads (3) Previ	ew (4)		
Other Details			
Do you have any illness which requires continuous or emergency	medical attention? *		
Select	~		
Academic Bank of Credits (ABC-ID) [To create abc id Click Here]			
Do you have NCC Certificate? *			
Select	~		
Have you participated in National Service Scheme (NSS) Camp? *			
Select	~		
Are you ward of University Employee (Father / Mother working in			
Select	~		
LANGUAGE	PROFICIENCY (R	EADING/WRITING/SPEAKING)	
English	Reading Writing Speaking		
Hindi	Reading Writing Speaking		
Other Language 1	Reading Writing Speaking		
Other Language 2	Reading Writing Speaking		

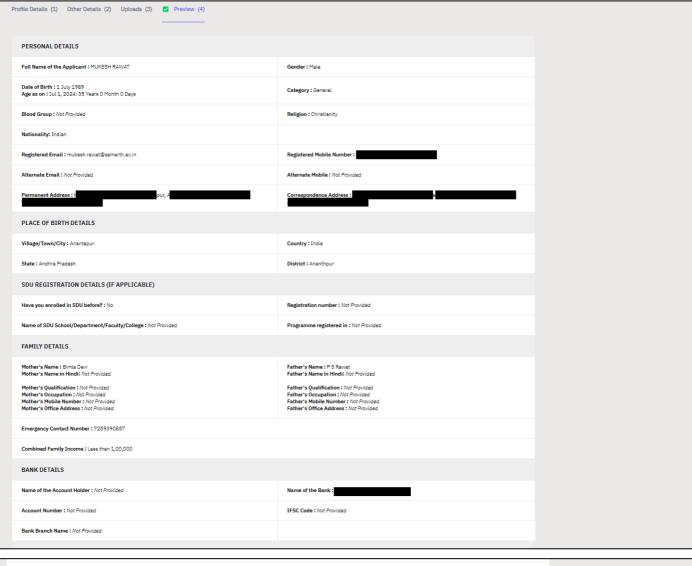


Step 5: Upload Section

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, Click on Next Preview.



Step 6: After clicking on Next Preview, you will able to see all the details. After Previewing the documents click on Submit and Lock Button, read the Warning Message and Check the box and click on the Confirm & Lock button.



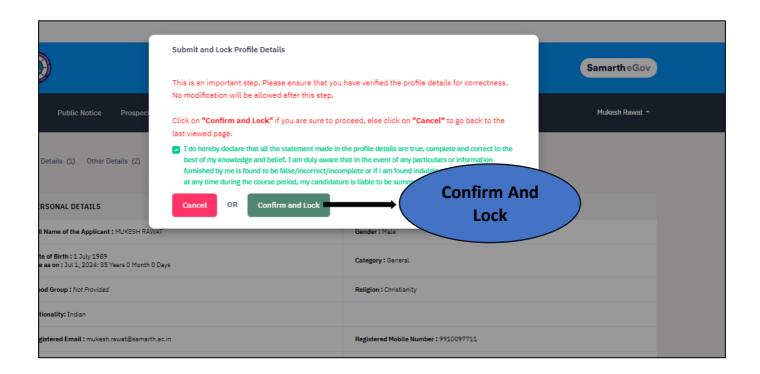
Single Girl Child Quota: No				
Cultural Activities Quota(CCA Quota): Not Applicable				
Sports Quota No				
Do you have any illness which requires continuous or emergency medical attention?	No			
Academic Bank of Credit (ABC-ID)	Not Provided			
Do you have NCC Certificate?	No			
Have you participated in National Service Scheme (NSS) Camp?	No			
Are you ward of University Employee (Father / Mother working in DEMO UNIVERSITY)?	No			
Language	Proficiency (Reading/Writing/Speaking)			
English	Reading Writing Speaking			
Hindi	Reading Writing Speaking			
Uploads				
DOCUMENT	UPLOAD STATUS			
Photo	Uploaded			
Signature	Uploaded			
Income Certificate	Uploaded			
CUET Score Card	Uploaded			
CUET Admit Card	Uploaded			
	SULVERSITY OF RE			

< Back to Uploads

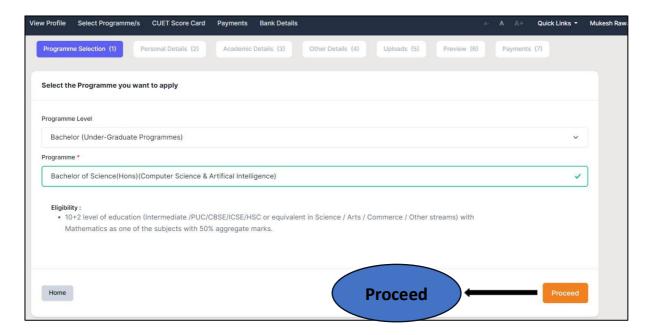
Save as Draft



Submit
And Lock



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



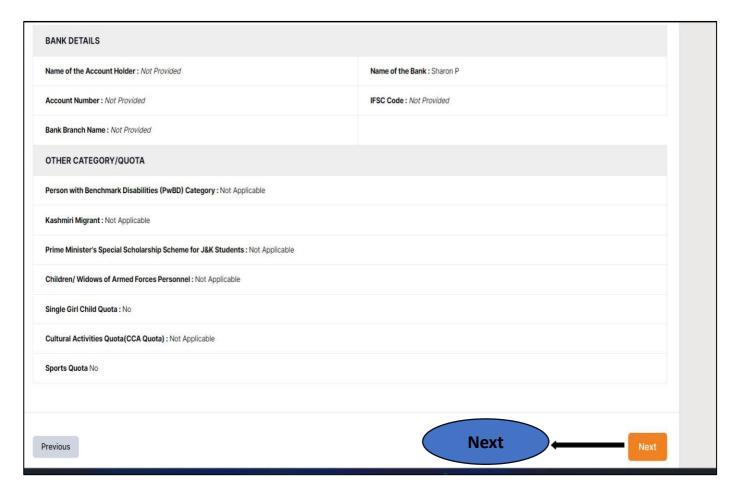


Step 8: A preview of personal details is shown after selecting programme name and level. After reviewing all the details carefully, click on the **Next** button to proceed to **Academic details.**

chelor of Science(Hons)(Computer Science & Artifical Intelligence)			
Programme Selection (1) Personal Details (2) Academic Detail	Other Details (4) Uploads (5) Preview (6) Payments (7)		
Personal Details			
PERSONAL DETAILS			
Full Name of the Applicant : MUKESH RAWAT	Gender : Male		
Date of Birth : 1 July 1989 Age as on : Jul 1, 2024: 35 Years 0 Month 0 Days	Category: General		
Blood Group: Not Provided	Religion: Christianity		
Nationality: Indian			
Registered Email: mukesh.rawat@samarth.ac.in	Registered Mobile Number		
Alternate Email: Not Provided	Alternate Mobile : Not Provided		
Permanent Address:	Correspondence Address:		

PLACE OF BIRTH DETAILS	
Village/Town/City : Anantapur	Country: India
State: Andhra Pradesh	District: Ananthpur
SDU REGISTRATION DETAILS (IF APPLICABLE)	
Have you enrolled in SDU before?: No	Enrolment/Registration number: Not Provided
Name of SDU School/Department/Faculty/College : Not Provided	Programme registered in: Not Provided
FAMILY DETAILS	
Mother's Name: Bimla Devi Mother's Name in Hindi: Not Provided Mother's Qualification: Not Provided Mother's Occupation: Not Provided Mother's Mobile Number: Not Provided Mother's Office Address: Not Provided	Father's Name: P S Rawat Father's Name in Hindi: Not Provided Father's Qualification: Not Provided Father's Occupation: Not Provided Father's Mobile Number: Not Provided Father's Office Address: Not Provided
Emergency Contact Number :	
Combined Family Income: Less than 1,00,000	
BANK DETAILS	
Name of the Account Holder: Not Provided	Name of the Bank :
Account Number : Not Provided	IFSC Code: Not Provided

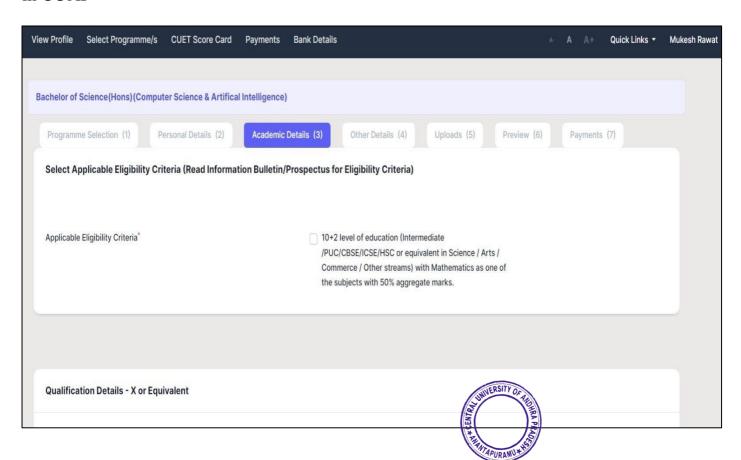


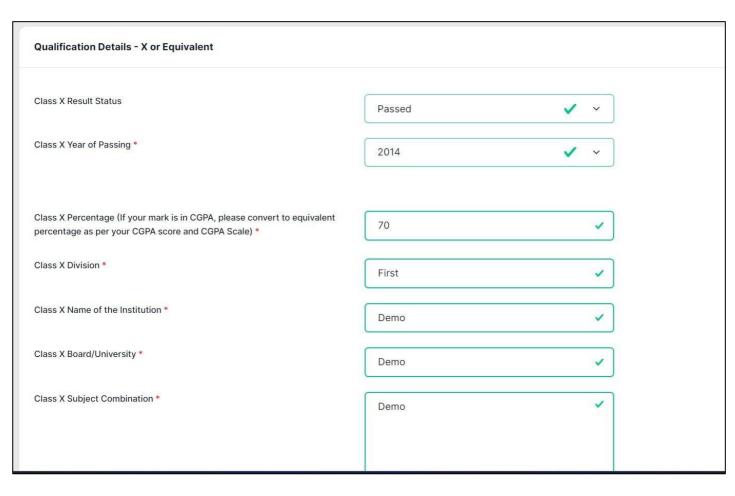


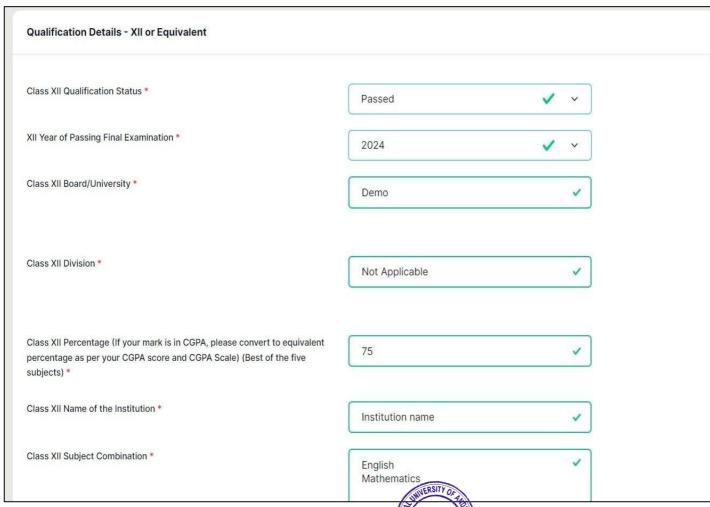
Step 9: Academic Details

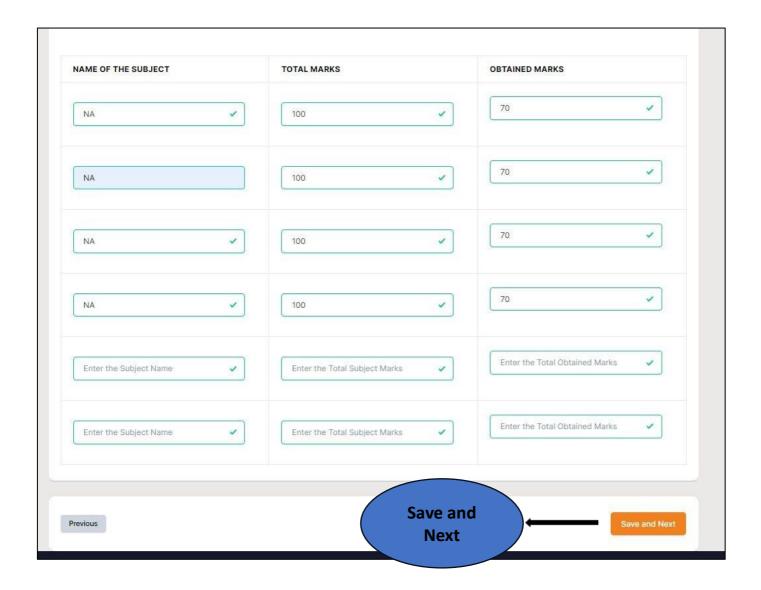
Fill your **Academic details** like Eligibility criteria, **Class 10th and 12th** Year of passing &Percentage and then click on **Save and Next Button**.

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



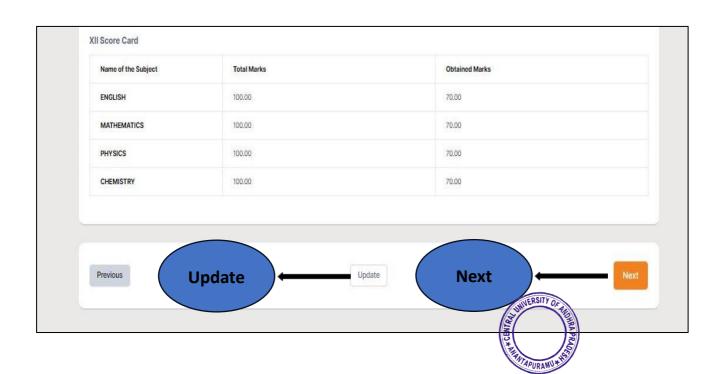






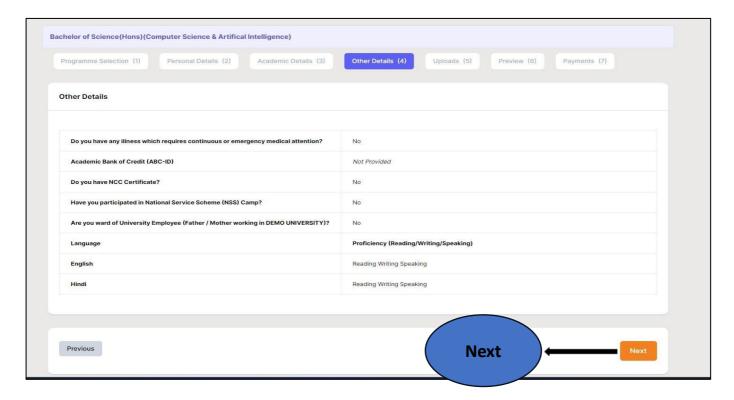
Step 10: After filling all the details and clicking on Save and Next Button, Update button will appear at the bottom.

- 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.**



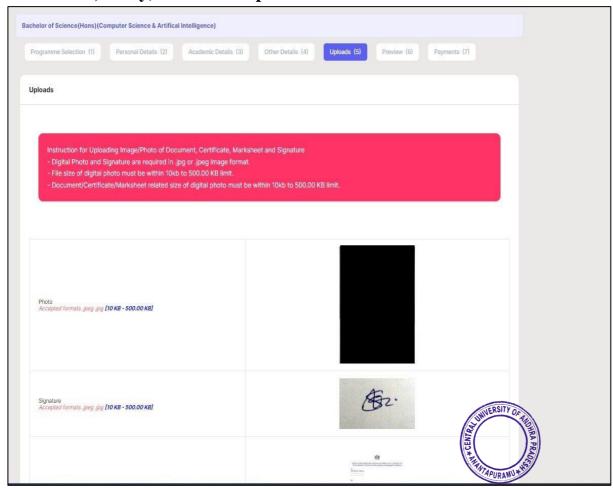
Step 11: Other Details

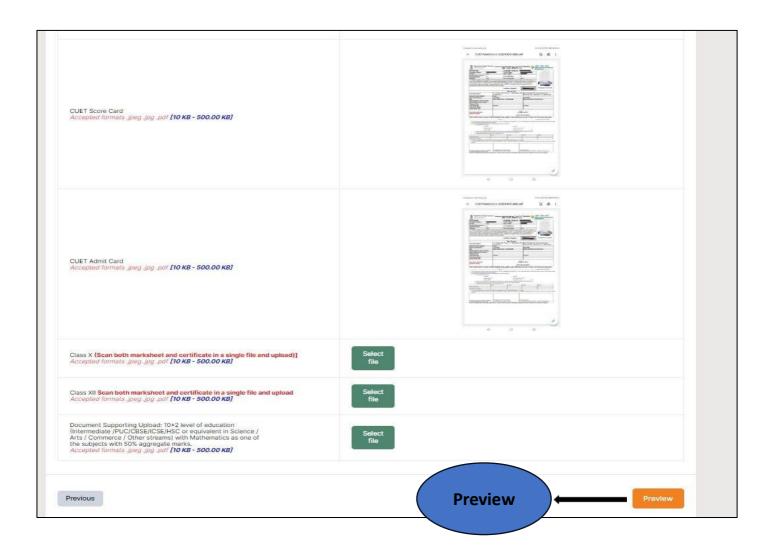
Fill your other details and click on Next Button. It leads to Uploads.



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, Defense Personnel Certificate, and Other documents, if any) and click on preview.

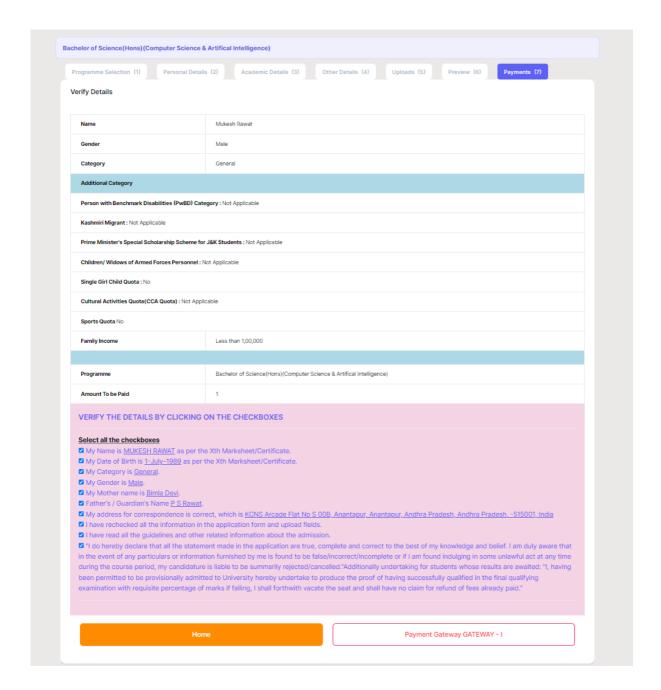




Step 13: Preview

In the Preview section you can see all the information filled by you. After the preview, if everything is alright in preview, then **Payment Gateway GATEWAY**—**Ioption** will be available to make the payment of Registration fee, as applicable. (**Refer to General instructions at the top**).





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

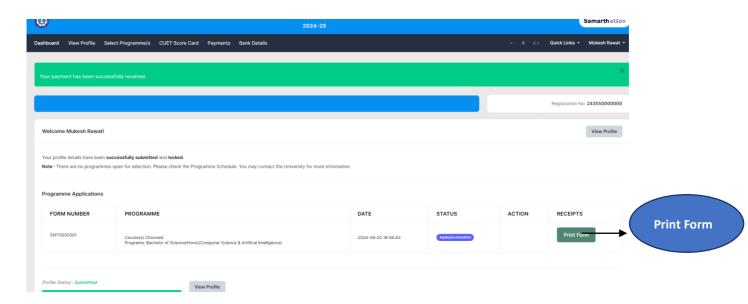
- After marking all the check boxes, if everything is correct it will turn into **green**colour.
- Then two options will appear one is 'Home' and second one is 'Payment Gateway-I'.
- If the Candidate wants to Pay Later, then chose option one.
- If the Candidate wants to Pay now choose option two (payment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





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 Application submitted in **Green**color.
- If the payment is **not made** then status will show as **Not Paid**in **Red** color.
- Candidate can Save the application form and take the printout of the same for future reference by clicking on **Print Form** option.



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

