USER MANUAL

Flow Chart of Registration Process for PG Spot admission in CUAP through Samarth Portal for the year 2024

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 M.A. 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 M.Sc. (Applied Psychology) and M.Sc. (Clinical Psychology) 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.

B) For M.Sc. Space Science and Technology, he/she must have at least 50% marks in the Bachelor's degree with Mathematics and Physics as compulsory subjects or B.E/B.Tech in any Branch with 50% aggregate. Otherwise they are not eligible for M.Sc. Space Science and Technology in CUAP.

C) CUAP will conduct an online test for non-CUET candidates. Only those who qualify in the test are eligible for PG admission.

PG Programmes

1. M.A. English.	2. M.Com (Commerce).
3. M.A. Telugu.	4. M.A. Governance and Public Policy.
5. M.A. Political Science.	6. M.A. Hindi (Professional & Literature).
7. M.Sc. Applied Psychology.	8. M.Sc. Clinical Psychology.
9. M.Sc. Economics.	10. M.Sc. Computational Social Science.
11. M.Sc. Mathematics and Computing.	12. M.Sc. Economics and Data Analytics.
13. M.Sc. Artificial Intelligence & Data Science.	14. M.Sc. Geography and Geoinformatics.
15. M.Sc. Molecular Biology.	16. M.Sc. Space Science Technology.
17. MBA (Business Administration).	

CUET and Non-CUET Candidates should register for PG Spot Admissions in CUAP through Samarth Portal using following link
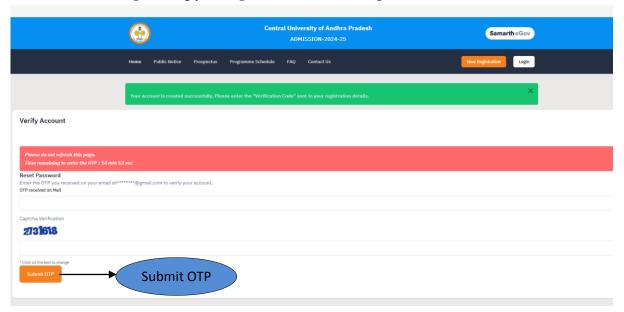
URL: https://cuapadm.samarth.edu.in/2024/test.php

STEP 1: Register in the samarth portal by clicking on **New Registration.**

STEP 2:

1. After completing the registration process, you will receive a **One-Time Password (OTP)** sent to your **registered email address**.
2. Enter the **OTP** as instructed on the page.
3. Once the OTP is successfully verified, you will be redirected back to the **homepage**.
4. You can now **log in** using your **registered email ID and password.**

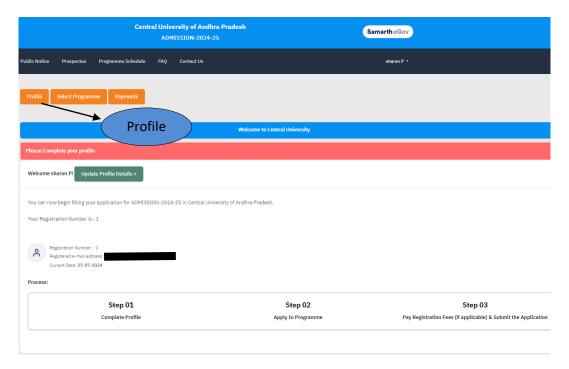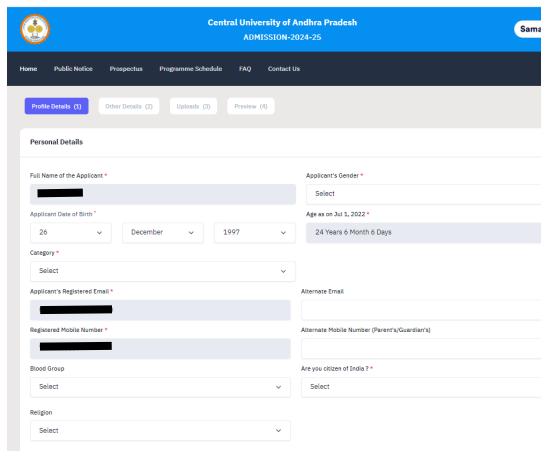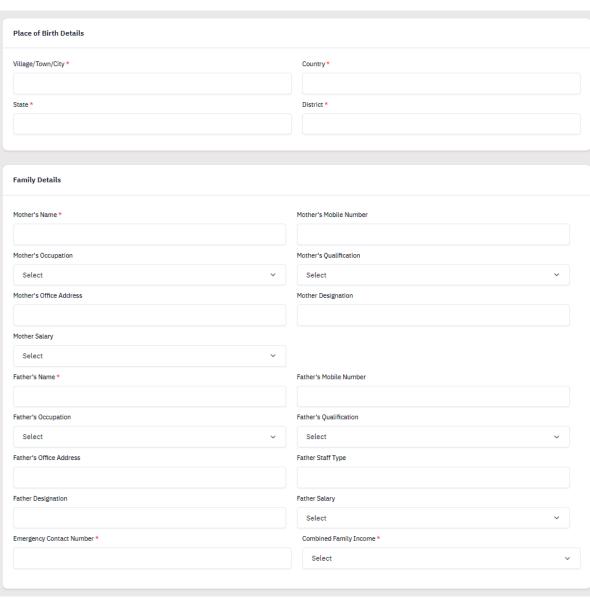## STEP 3:

1. After logging in, you will be directed to your Dashboard, which should resemble the screenshot provided below.
2. Click on the **"Profile"** option.
3. Fill in the required profile details.
4. Click the **"Save and Next"** button to save your information.

Note: If you are a CUET candidate who has opted for CUAP, please select 'Yes' and fill in the registration details.

Place of Birth Details

Village/Town/City *

Country *

State *

District *

Family Details

Mother's Name *

Mother's Mobile Number

Mother's Occupation

Select

Mother's Qualification

Select

Mother's Office Address

Mother Designation

Mother Salary

Select

Father's Name *

Father's Mobile Number

Father's Occupation

Select

Father's Qualification

Select

Father's Office Address

Father Staff Type

Father Designation

Father Salary

Select

Emergency Contact Number *

Combined Family Income *

Select

CUAP registration details (if applicable)

Have you enrolled in CUAP before? *

Select

Other Category/Quota

Person with Benchmark Disabilities (PwBD) Category *

Select

Kashmiri Migrant *

Select

Prime Minister's Special Scholarship Scheme for J&K Students *

Select

Children/ Widows of Armed Forces Personnel *

Select

Single Girl Child Quota *

Select

Cultural Activities Quota(CCA Quota) *

Select

Sports Quota *

Select

Address

Correspondence Address

Address *

Address Line 2 *

Country *

Select

State *

Select State

District *

Select District

City *

Pincode *

Permanent Address ☐ **Click if Same As Correspondence Address**

Address *

Address Line 2 *

Country *

Select

State *

Select State

District *

Select District

City *

Pin Code *

Save and Next → Save and Next

STEP 5:

Other Details fill in details like participation in NSS Camp or any extracurricular activities and then click on the **Save and Next** button.
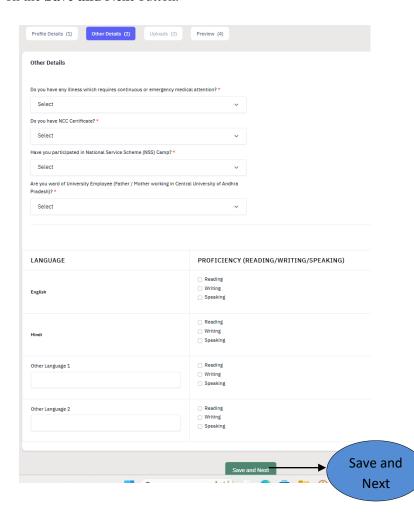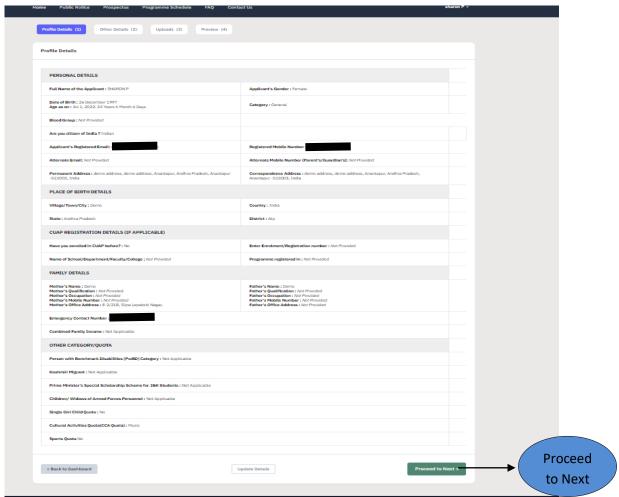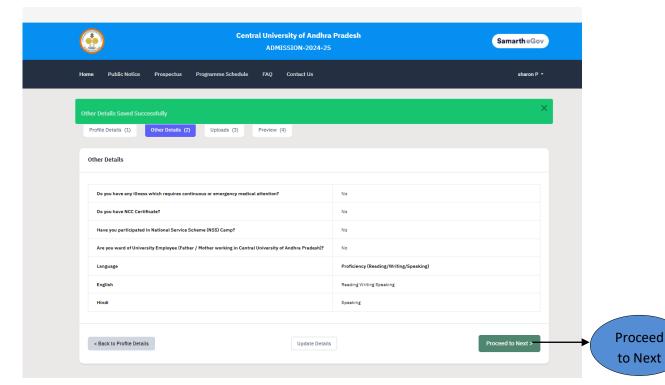
Profile Details (1)   Other Details (2)   Uploads (3)   Preview (4)

Other Details

Do you have any illness which requires continuous or emergency medical attention? *

Select

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 Central University of Andhra Pradesh)? *

Select

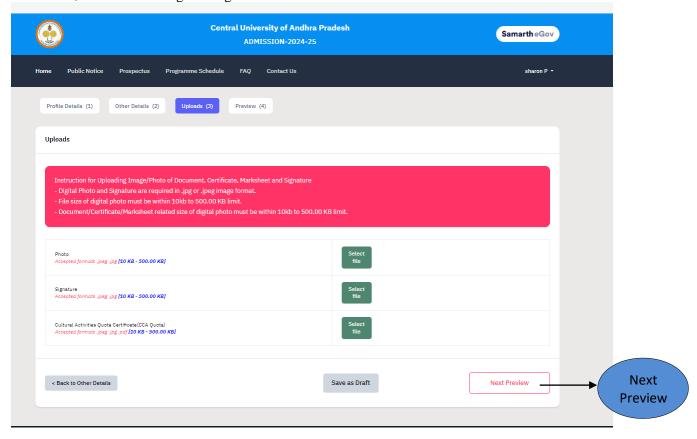| LANGUAGE	PROFICIENCY (READING/WRITING/SPEAKING)
English	☐ Reading ☐ Writing ☐ Speaking
Hindi	☐ Reading ☐ Writing ☐ Speaking
Other Language 1	☐ Reading ☐ Writing ☐ Speaking
Other Language 2	☐ Reading ☐ Writing ☐ Speaking

Save and Next → Save and Next

STEP 6:

1. After filling all the details, **Update details** button will appear at the bottom.
2. If everything is correct or no changes to be made, then click on **Proceed to Next** button.
3. If any details have to be modified, then click on **Updatedetails** and fill correct details and click onUpdate and it leads to **other details**. Then click on **Proceed to next.**

STEP 7:Upload Section
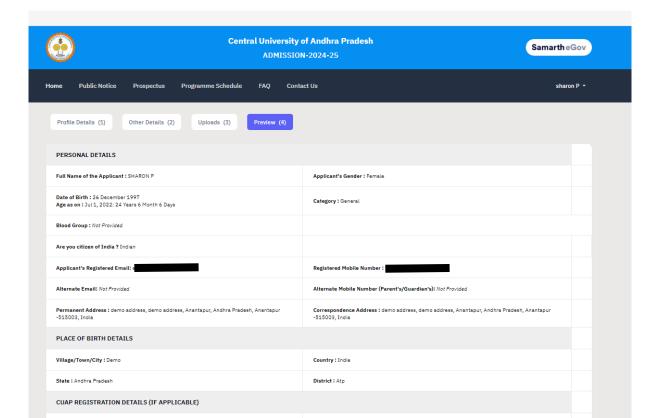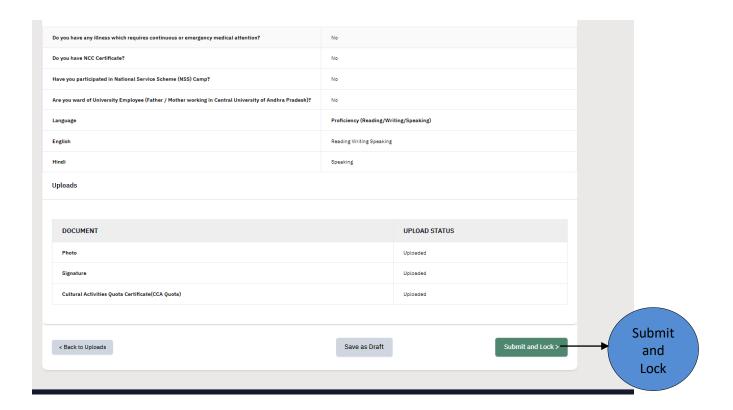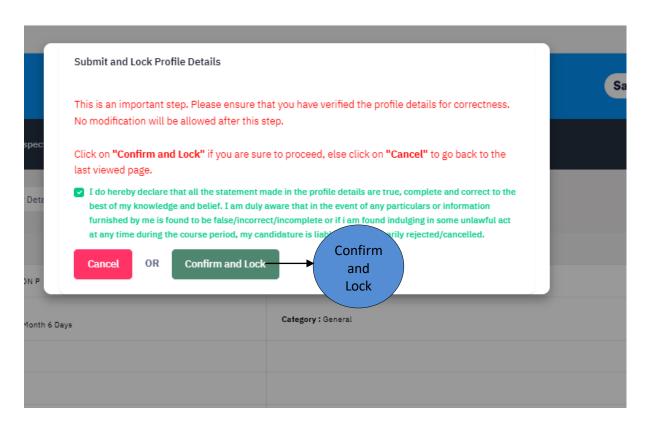
Upload the necessary documents like **Passport size Photo**, **Scanned Signature** and after uploading the documents, read the Warning Message and Check the box and click on **Next Preview.**
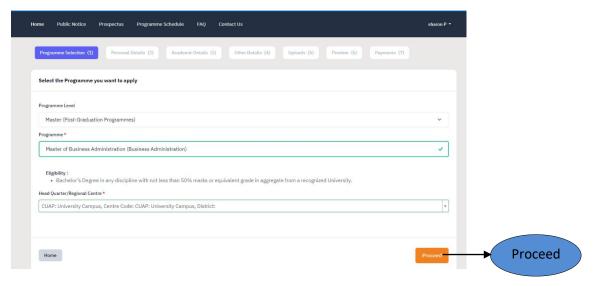

STEP 8: If all the details are correct click on **Submit and Lock Button.** A pop-up window will appearread the Warning Message and **Check the box** and click on **the Confirm & Lock button**.
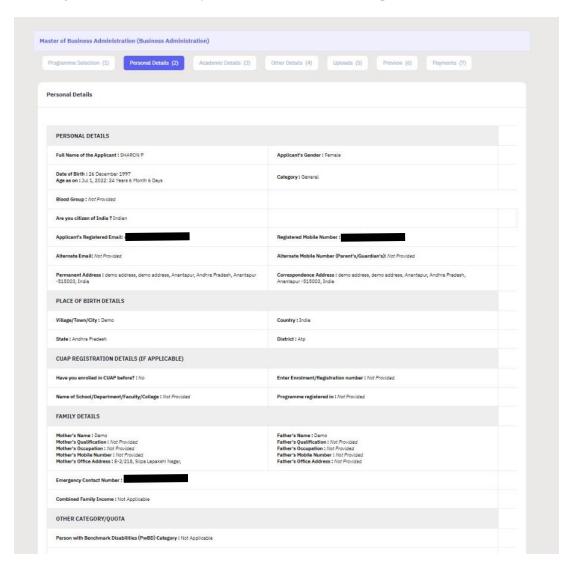
Do you have any illness which requires continuous or emergency medical attention?	No
Do you have NCC Certificate?	No
Have you participated in National Service Scheme (NSS) Camp?	No
Are you ward of University Employee (Father / Mother working in Central University of Andhra Pradesh)?	No
Language	Proficiency (Reading/Writing/Speaking)
English	Reading Writing Speaking
Hindi	Speaking

Uploads

DOCUMENT	UPLOAD STATUS
Photo	Uploaded
Signature	Uploaded
Cultural Activities Quota Certificate(CCA Quota)	Uploaded

< Back to Uploads   Save as Draft   Submit and Lock >

Submit and Lock

Submit and Lock Profile Details

This is an important step. Please ensure that you have verified the profile details for correctness. No modification will be allowed after this step.

Click on **"Confirm and Lock"** if you are sure to proceed, else click on **"Cancel"** to go back to the last viewed page.

☑ I do hereby declare that all the statement made in the profile details 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.

Cancel   OR   Confirm and Lock

Confirm and Lock

Month 6 Days   Category : General

STEP 9: Once profile is submitted. The dashboard will appear as below then select the Programme level and programme you want to apply and select **Head Quarter/Regional Centre** as **"CUAP: University Campus, Centre Code: CUAP; University Campus, District: "** and click on **Proceed.**
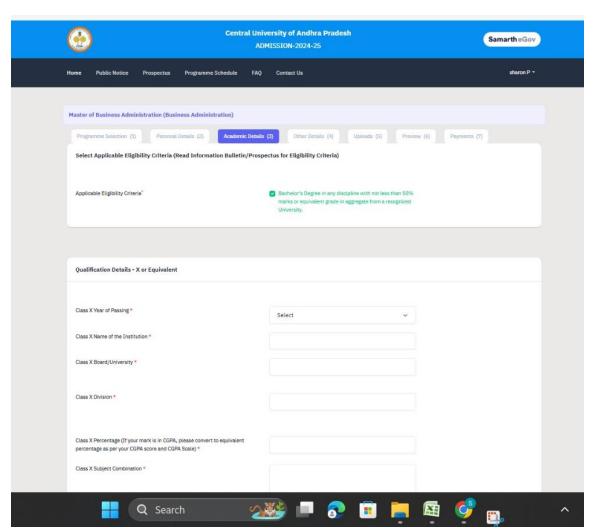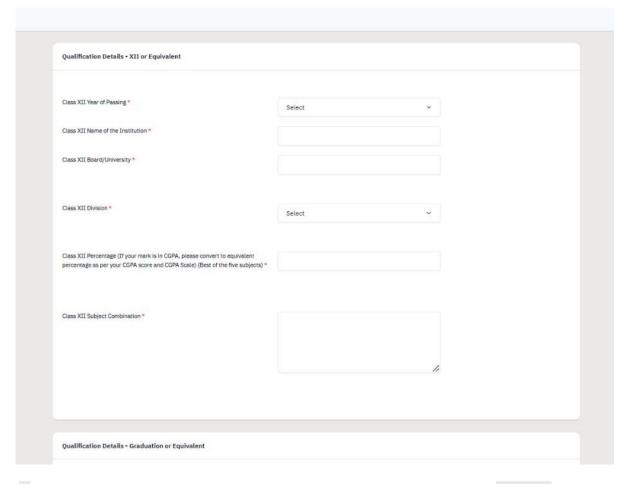

STEP 10: A preview of **personal details** is shown after selecting programme name and level. After reviewing all the details carefully, click on the **Next button** to proceed to Academic details.
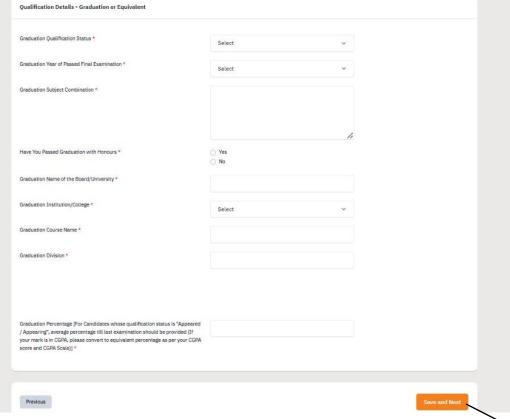
OTHER CATEGORY/QUOTA

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

Cultural Activities Quota(CCA Quota) : Music

Sports Quota No

Previous   Next

Next

STEP 10: Academic Details Fill your Academic details like Eligibility criteria, Class 10th and 12th and Graduate details, Year of passing &Percentage.
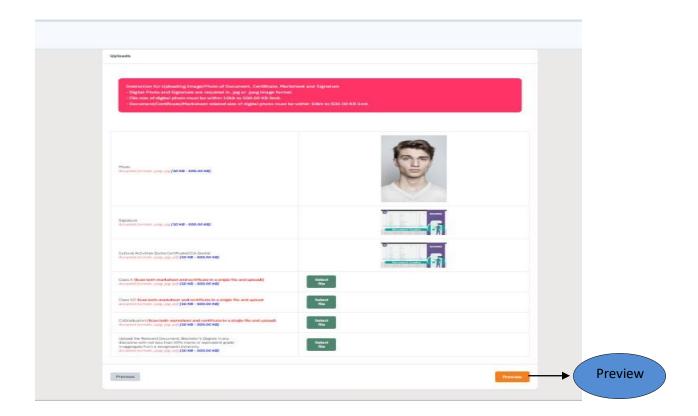
Qualification Details - XII or Equivalent

Class XII Year of Passing *   [Select ⌄]

Class XII Name of the Institution *   [   ]

Class XII Board/University *   [   ]

Class XII Division *   [Select ⌄]

Class XII Percentage (If your mark is in CGPA, please convert to equivalent   [   ]
percentage as per your CGPA score and CGPA Scale) (Best of the five subjects) *

Class XII Subject Combination *   [   ]
                                                                    [   ]
                                                                    [   ]

Qualification Details - Graduation or Equivalent

Qualification Details - Graduation or Equivalent

Graduation Qualification Status *   [Select ⌄]

Graduation Year of Passed Final Examination *   [Select ⌄]

Graduation Subject Combination *   [   ]
                                                          [   ]

Have You Passed Graduation with Honours *   ○ Yes
                                                          ○ No

Graduation Name of the Board/University *   [   ]

Graduation Institution/College *   [Select ⌄]

Graduation Course Name *   [   ]

Graduation Division *   [   ]

Graduation Percentage [For Candidates whose qualification status is "Appeared   [   ]
/ Appearing", average percentage till last examination should be provided (If
your mark is in CGPA, please convert to equivalent percentage as per your CGPA
score and CGPA Scale)] *

[Previous]   [Save and Next]

Save and Next

Note: For M.Sc. Space Science and Technology, he/she must have at least 50% marks in the Bachelor's degree with Mathematics and Physics as compulsory subjects or B.E/B.Tech in any Branch with 50% aggregate. Otherwise they are not eligible for M.Sc. Space Science and Technology in CUAP.
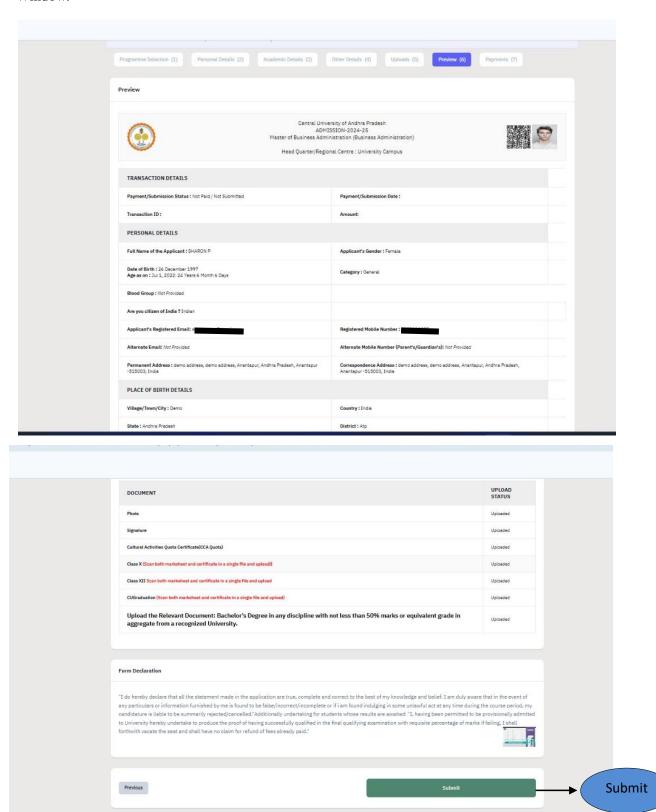
STEP 11: After filling all the academic details the preview of other details and uploads will appear then click on **Next and then on Preview**.

STEP 12:Preview

In the Preview section you can see all the information filled by you. After the preview, if everything is alright in preview click on **submit**, then**Payment gateway-1**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.
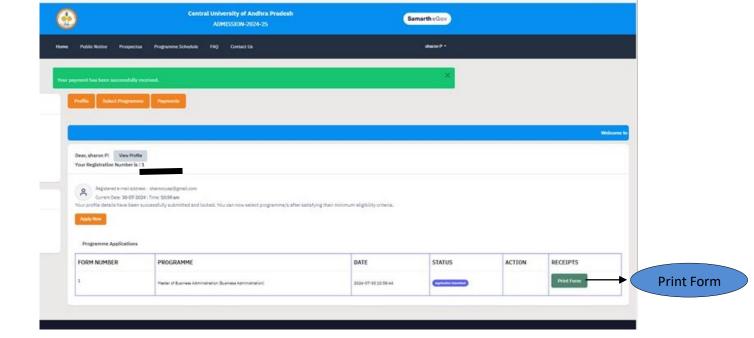
STEP 13: Read and Mark all checkboxes (Compulsory).

1. After marking all the check boxes, if everything is correct it will turn into **Green**colour.
2. Then two options will appear one is 'Home' and second one is 'Payment Gateway'.
3. If the Candidate wants to Pay Later, then chose option one (**Home**).
4. If the Candidate wants to Pay now, then choose option two (**payment Gateway**-1).

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.
- If the payment is **not made** then status will show as **Not Paid** in Red colour.
- Candidate can Save the application form and take the **printout** of the same for future reference.

Print Form

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