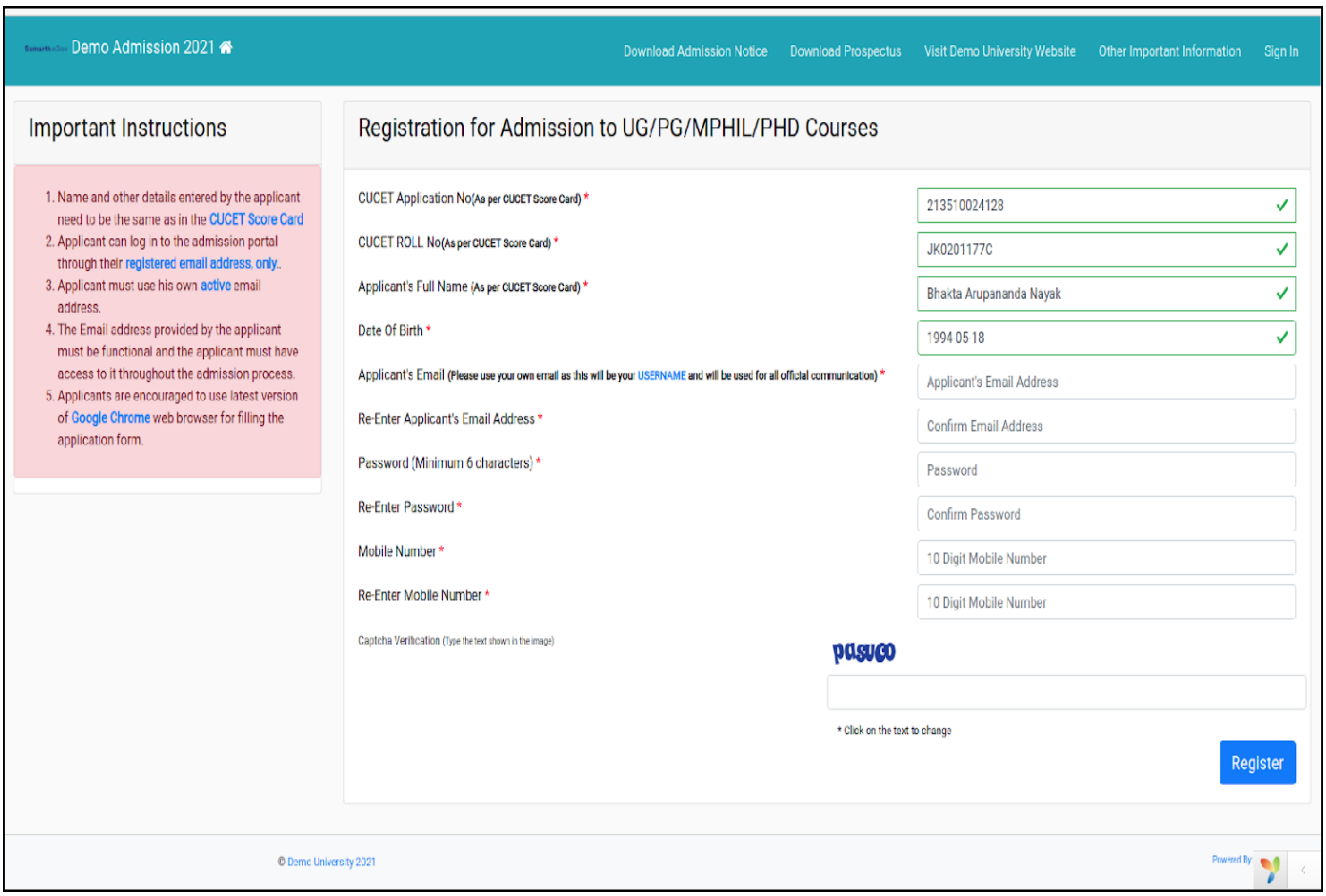
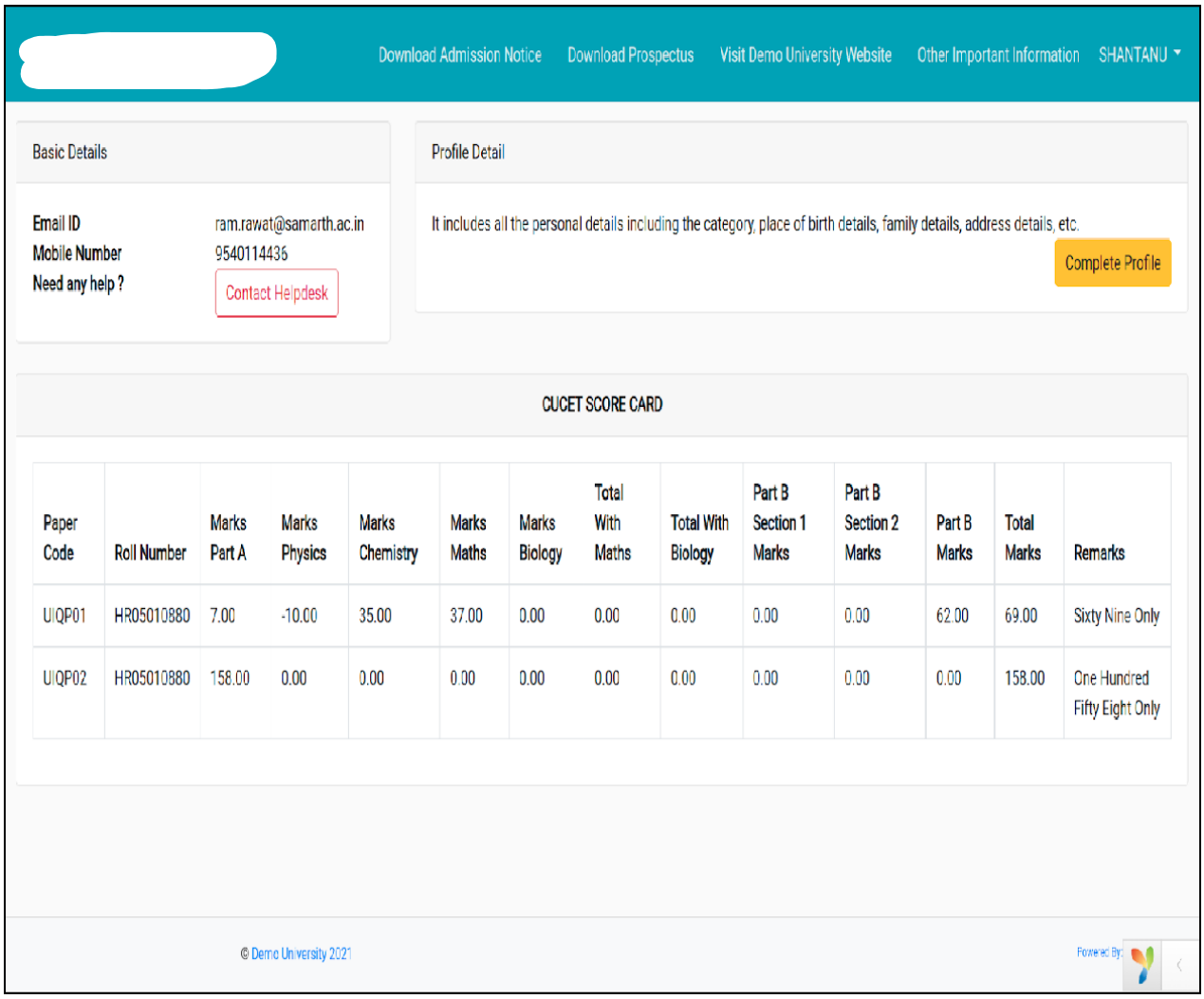
# User Manual for Admission Counseling for UG and PG Programmes in CUAP, 2024-25

**Students can follow the mentioned steps to register themselves on Samarth CUET**

**Portal: Step 1: Register** on the Samarth Portal with the login credentials as per the **CUET Score Card.**

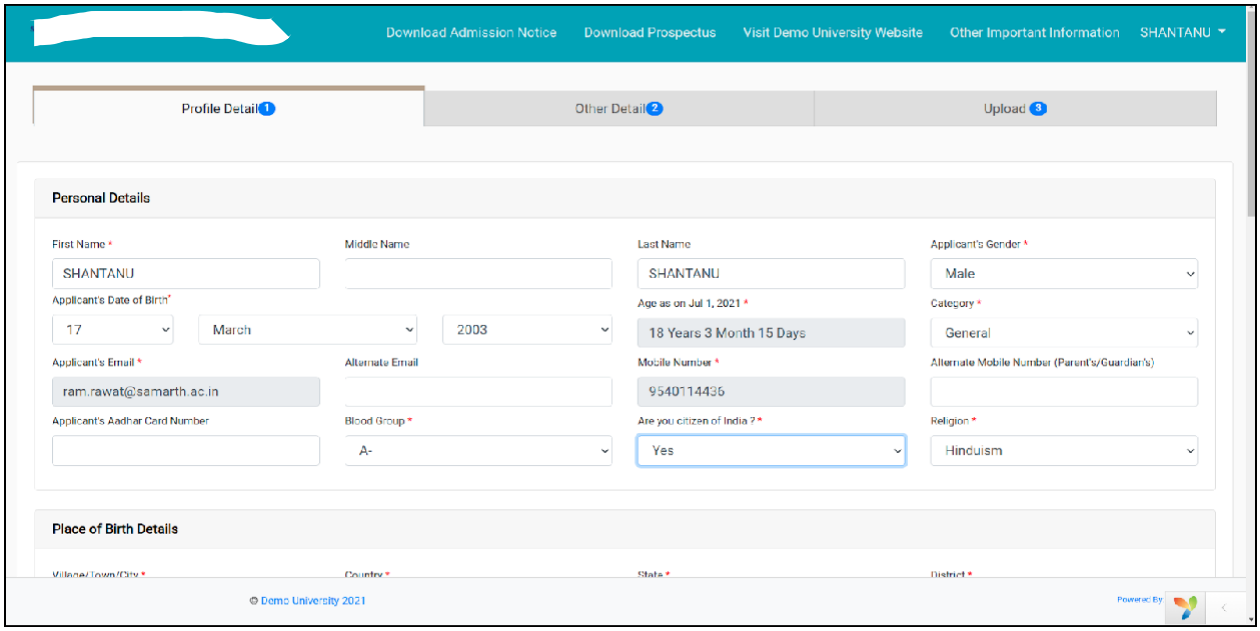


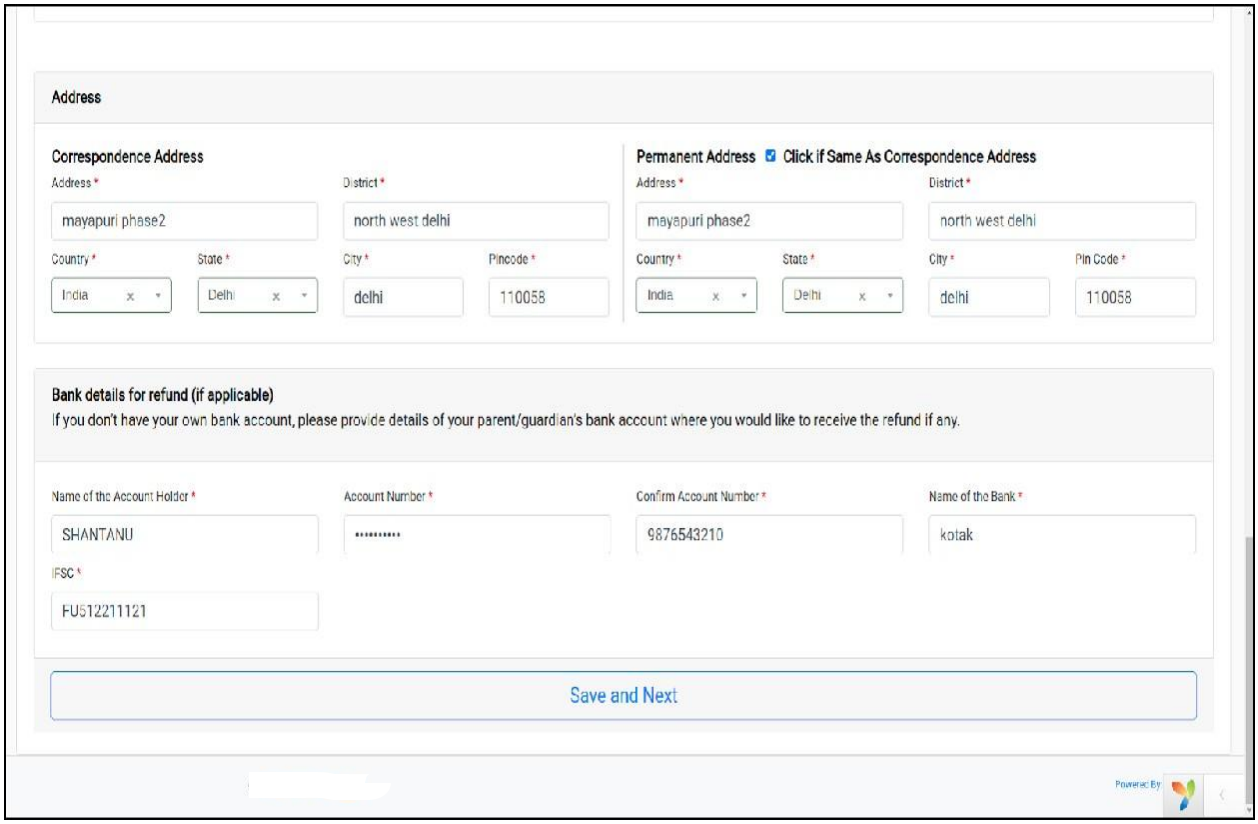
**Step 2:** After Login, a **Dashboard** will appear which looks like the screenshot below. Completeyour profile by clicking on the **Complete Profile** button.



## Step 3: Personal Details

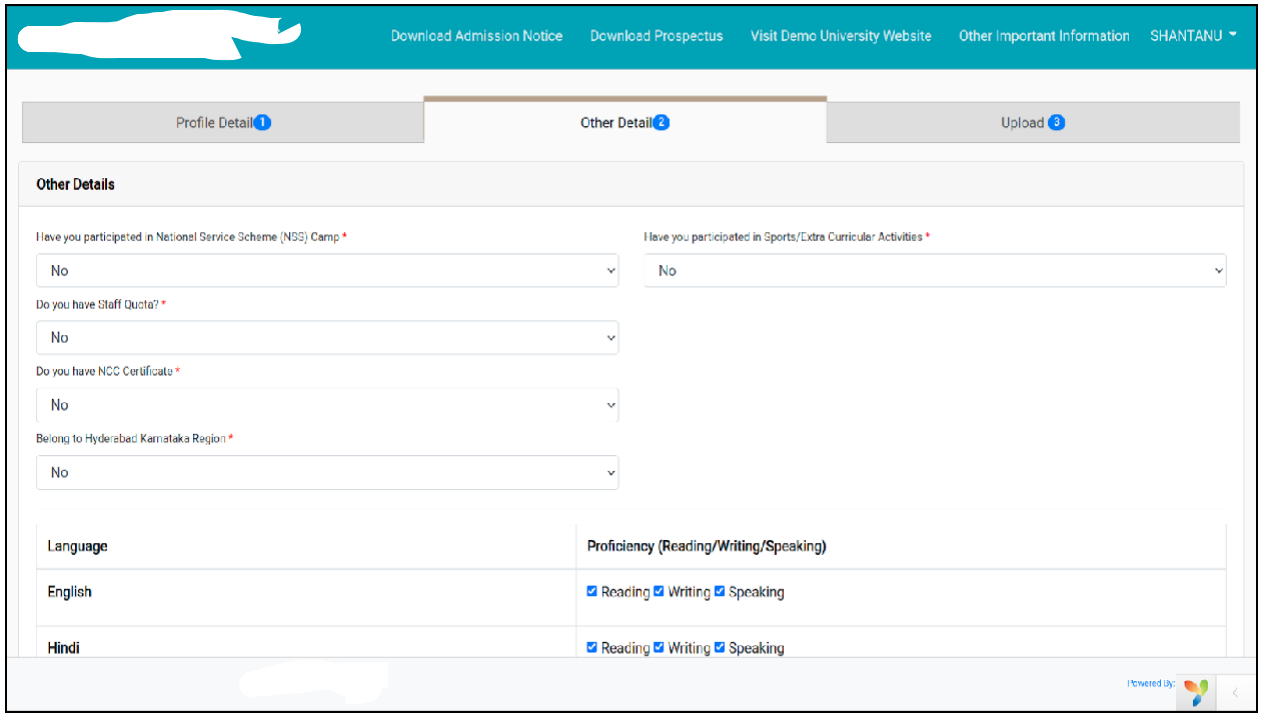
In this section, fill in your personal details. Once done, click on Save & Next to proceed to next section, **other details.**

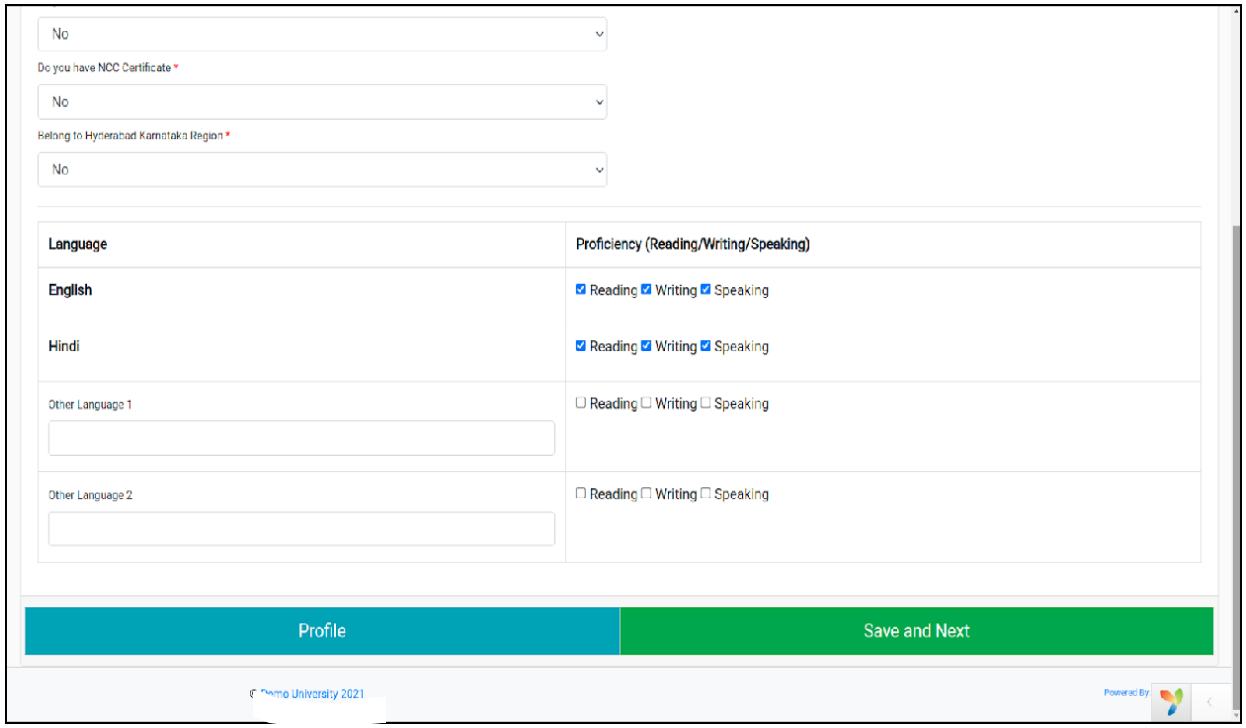


**Step 4: Other Sections**

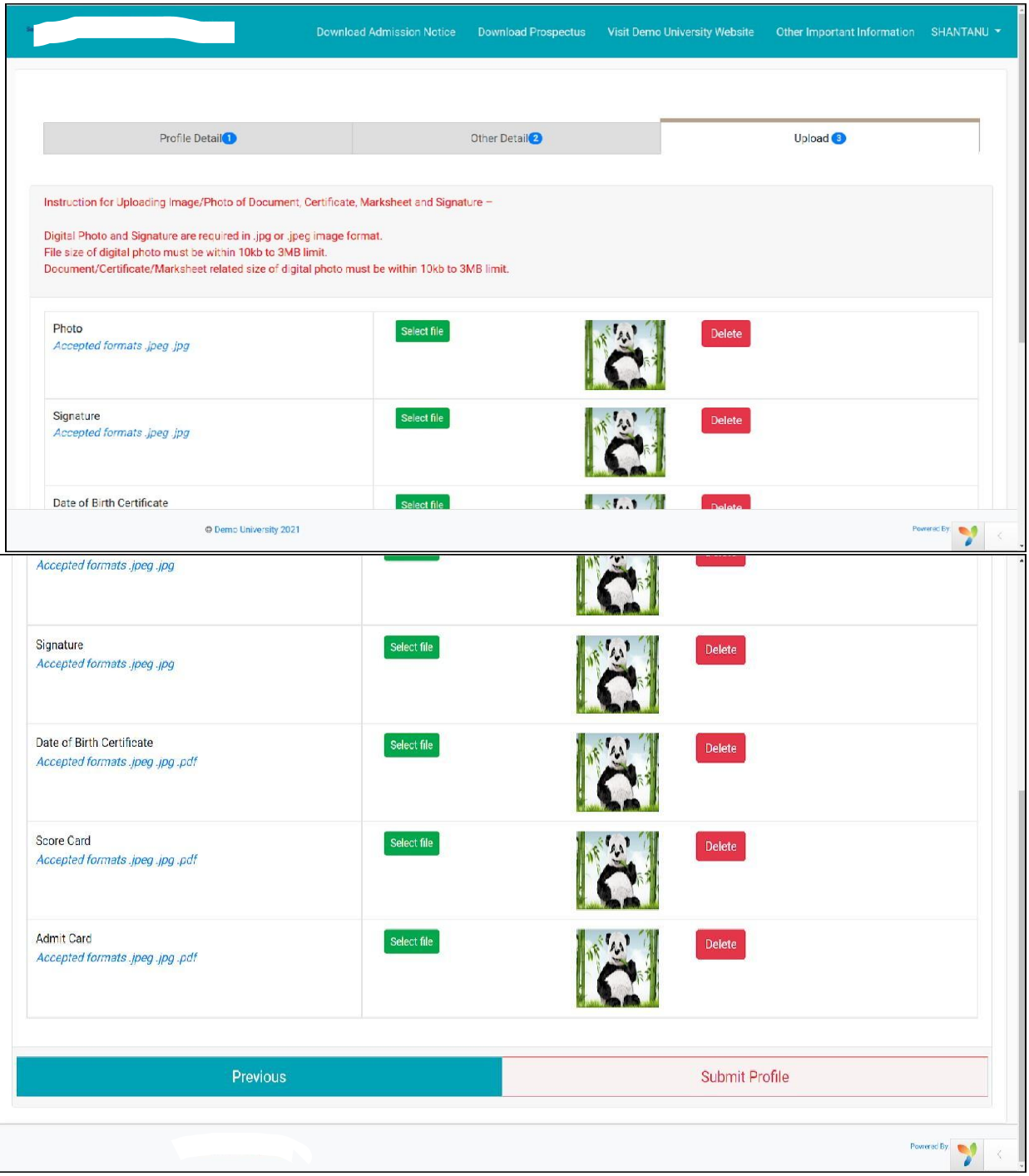
Fill in details like participation in NSS Camp or any extra curricular activities and then click onthe **Save & Next** button.



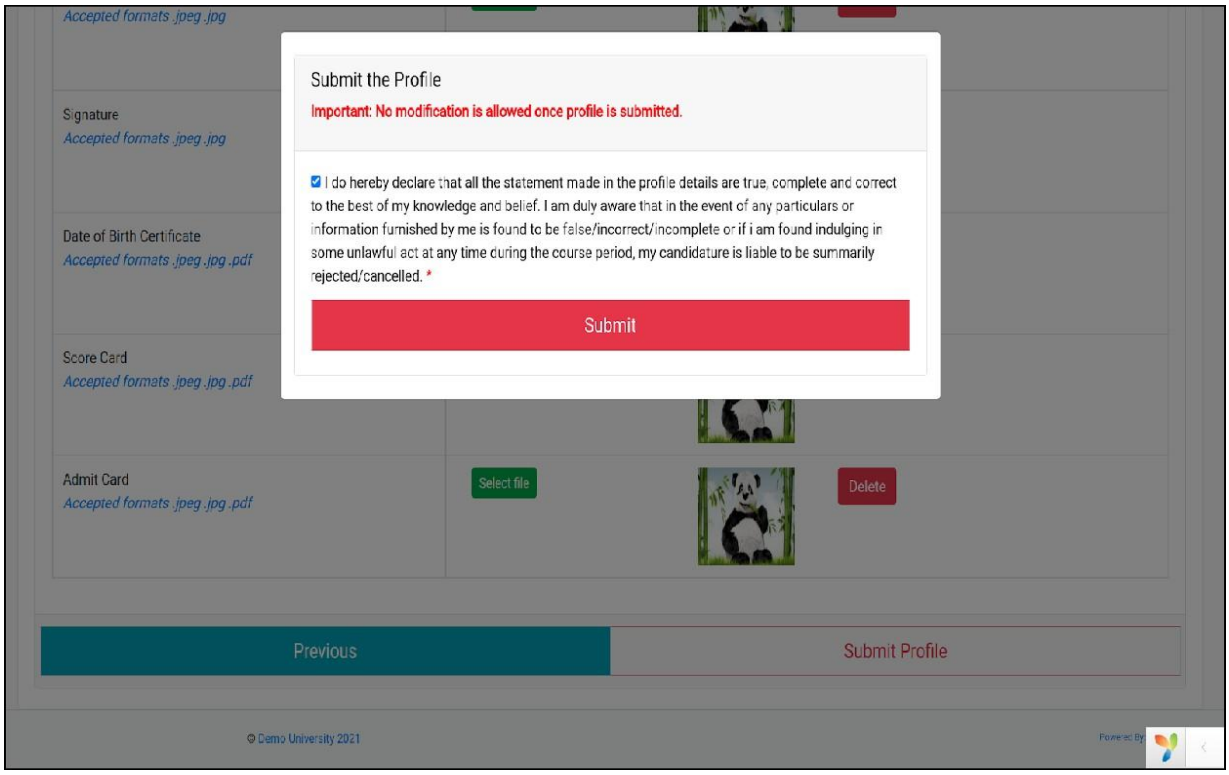



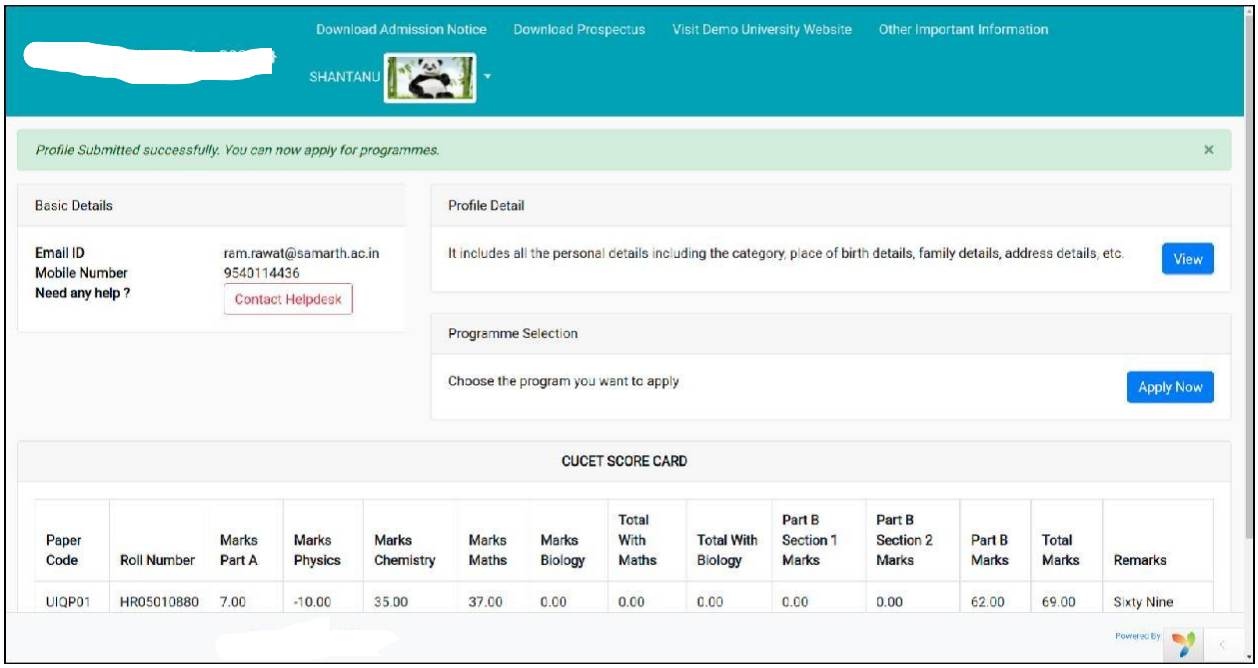
## Step 5: Upload Section

Upload the necessary documents like **Photo, Signature, and Date of Birth Certificate** in the prescribed format **(i.e. Jpeg, Jpg)** and in the prescribed size**( 10kb to 3MB)**. After uploading thedocuments, click on the **Submit** button.

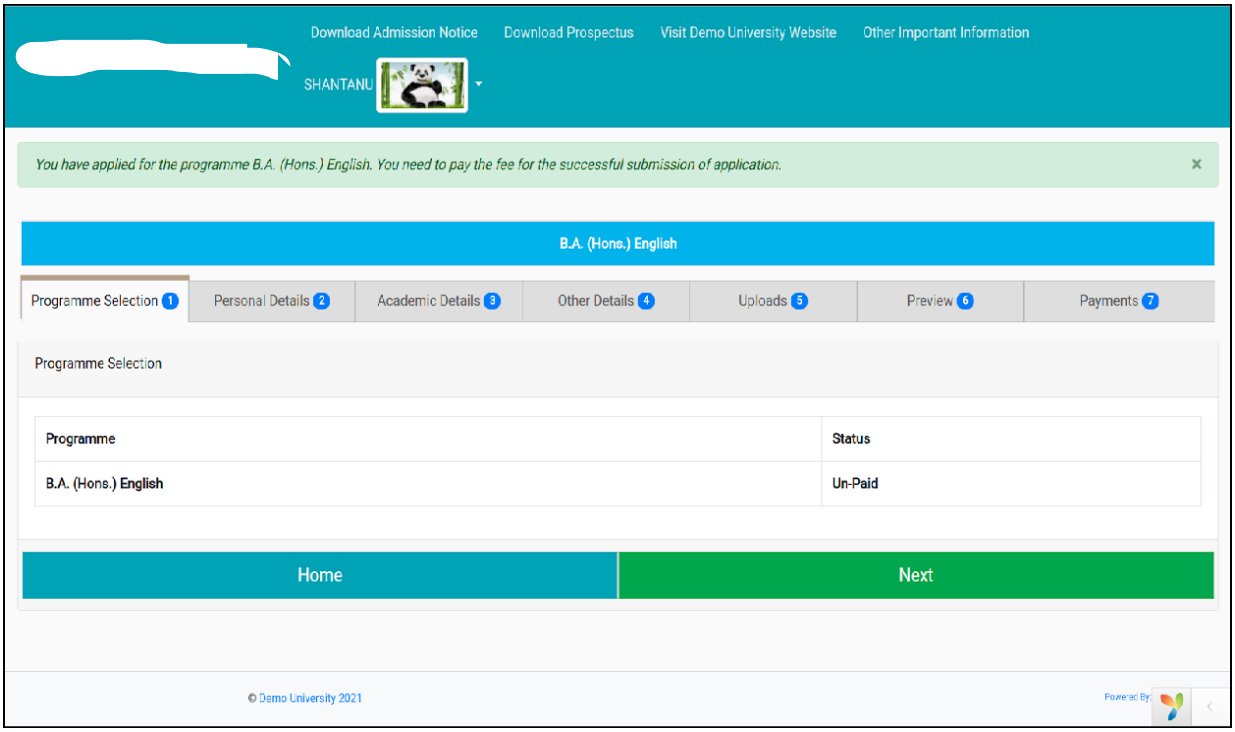


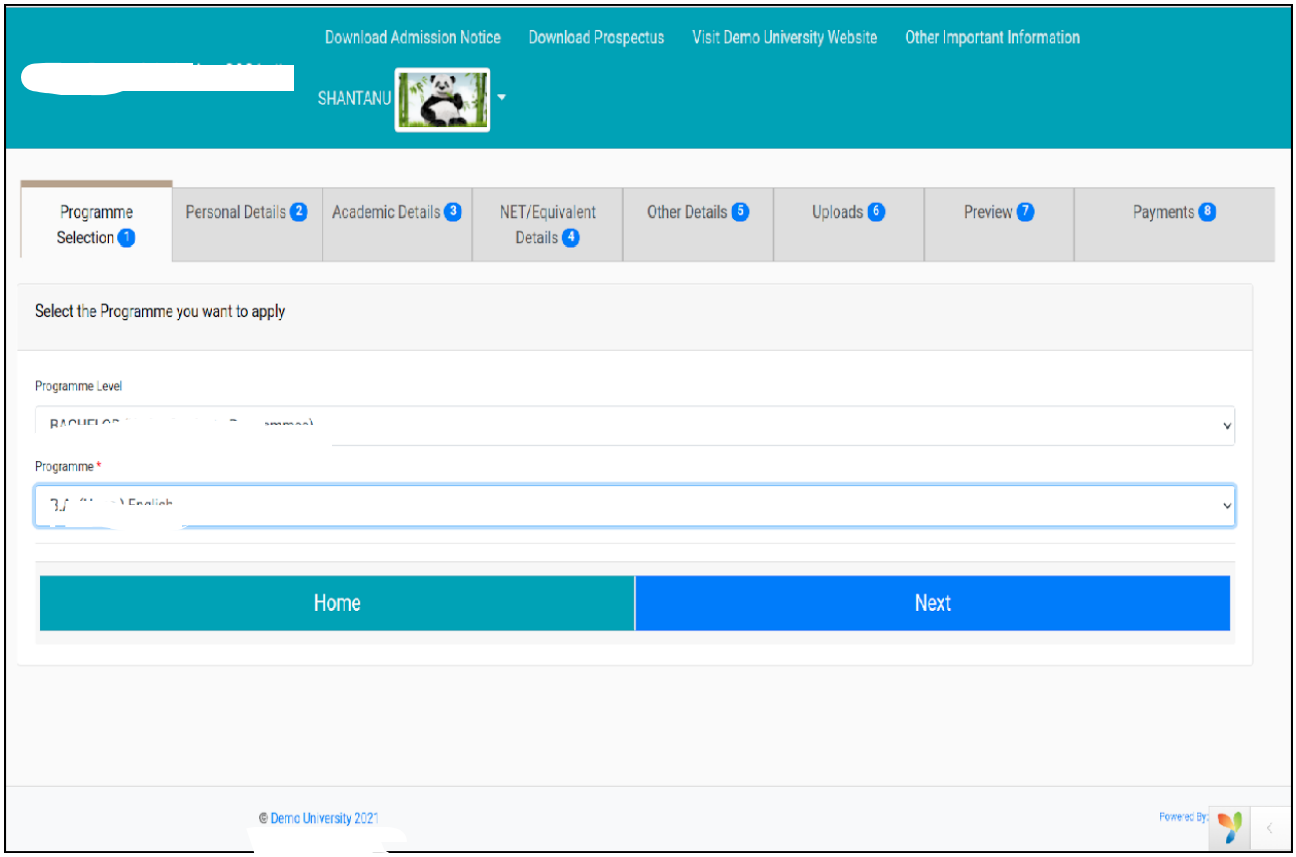
**Step 6:** Click on the **view** button to view your complete profile and then move to **Programme Selection** to select the desired Programme to apply.



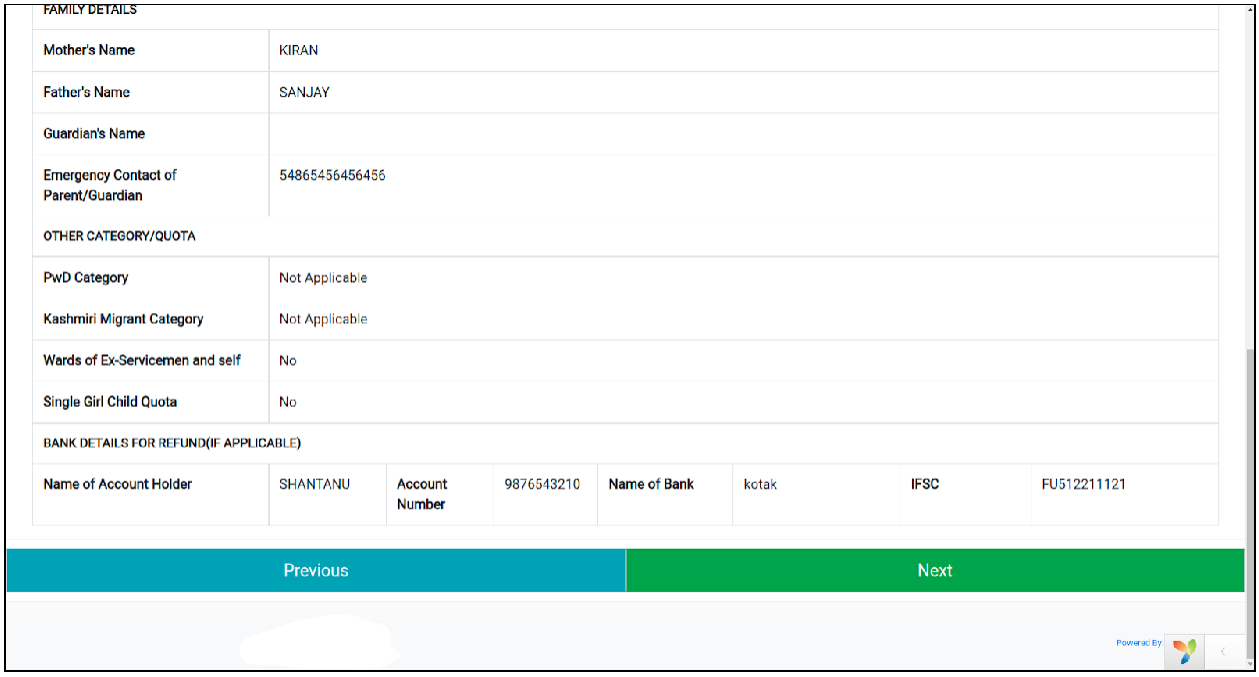



**Step 7:** Mention the Programme Name and level, and then click on the **Next** button.



**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.



FAMILY DETAILS

| | |
|---|---|
| Mother's Name | KIRAN |
| Father's Name | SANJAY |
| Guardian's Name | |
| Emergency Contact of Parent/Guardian | 54865456456456 |

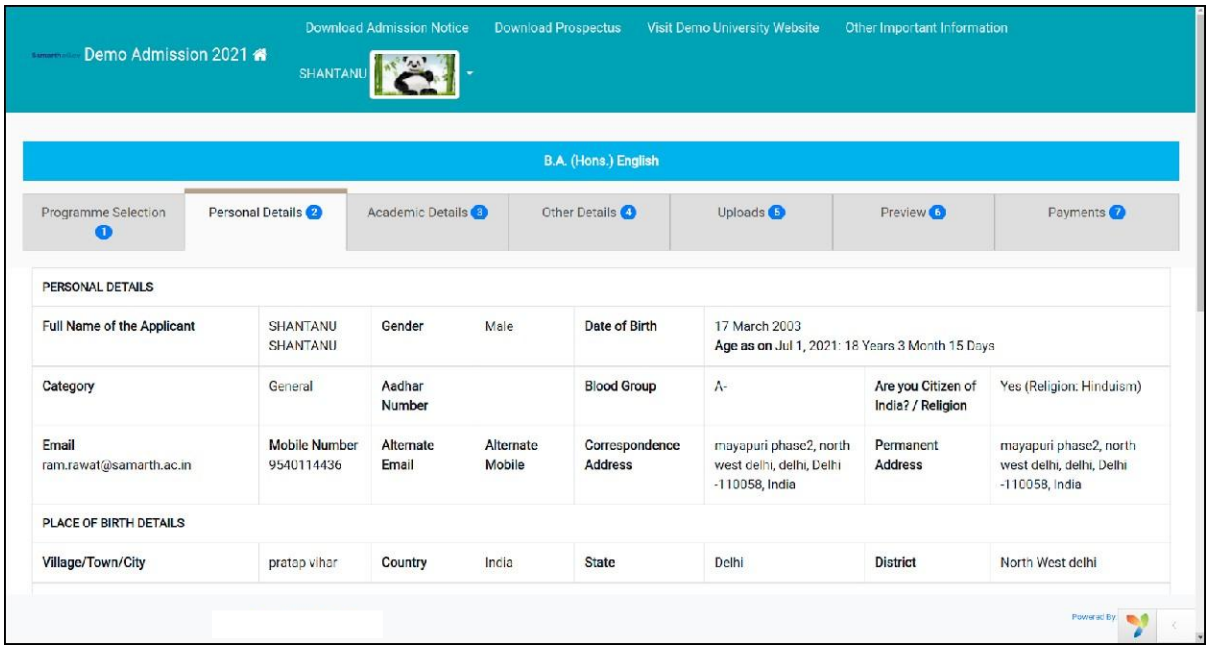
OTHER CATEGORY/QUOTA

| | |
|---|---|
| PwD Category | Not Applicable |
| Kashmiri Migrant Category | Not Applicable |
| Wards of Ex-Servicemen and self | No |
| Single Girl Child Quota | No |

BANK DETAILS FOR REFUND(IF APPLICABLE)

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Name of Account Holder | SHANTANU | Account Number | 9876543210 | Name of Bank | kotak | IFSC | FU512211121 |

Previous | Next



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Demo Admission 2021

SHANTANU

B.A. (Hons.) English

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

PERSONAL DETAILS

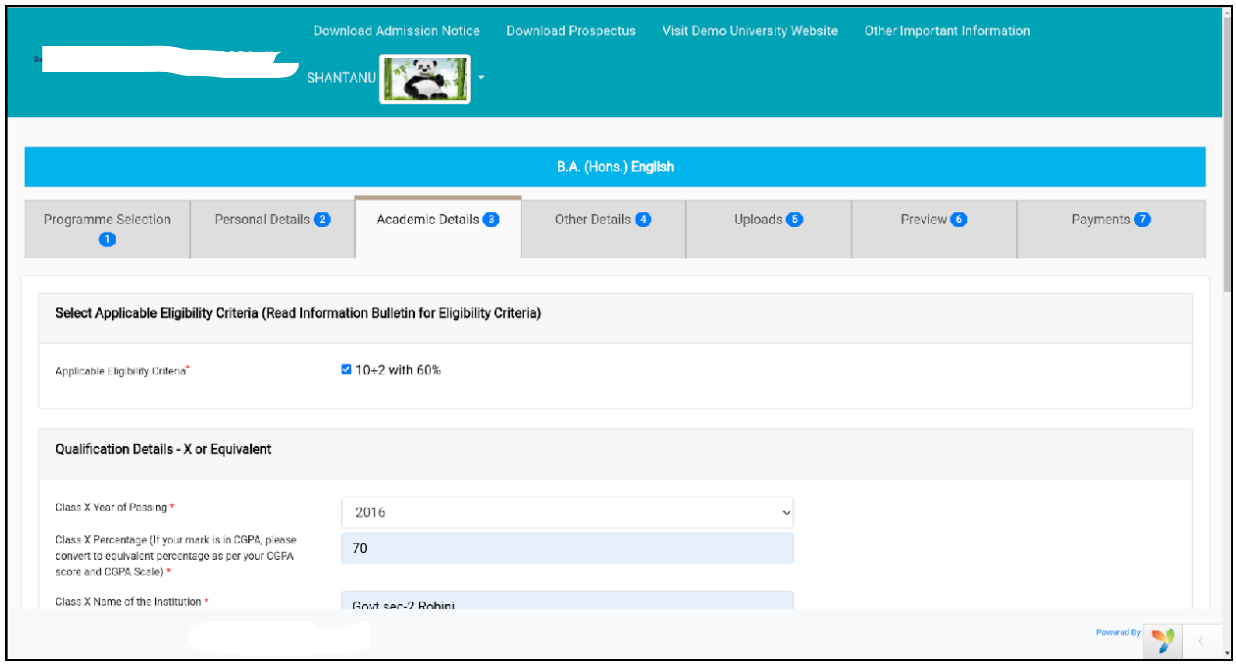
| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Full Name of the Applicant | SHANTANU SHANTANU | Gender | Male | Date of Birth | 17 March 2003 Age as on Jul 1, 2021: 18 Years 3 Month 15 Days | | |
| Category | General | Aadhar Number | | Blood Group | A- | Are you Citizen of India? / Religion | Yes (Religion: Hinduism) |
| Email ram.rawat@samarth.ac.in | Mobile Number 9540114436 | Alternate Email | Alternate Mobile | Correspondence Address | mayapuri phase2, north west delhi, delhi, Delhi -110058, India | Permanent Address | mayapuri phase2, north west delhi, delhi, Delhi -110058, India |

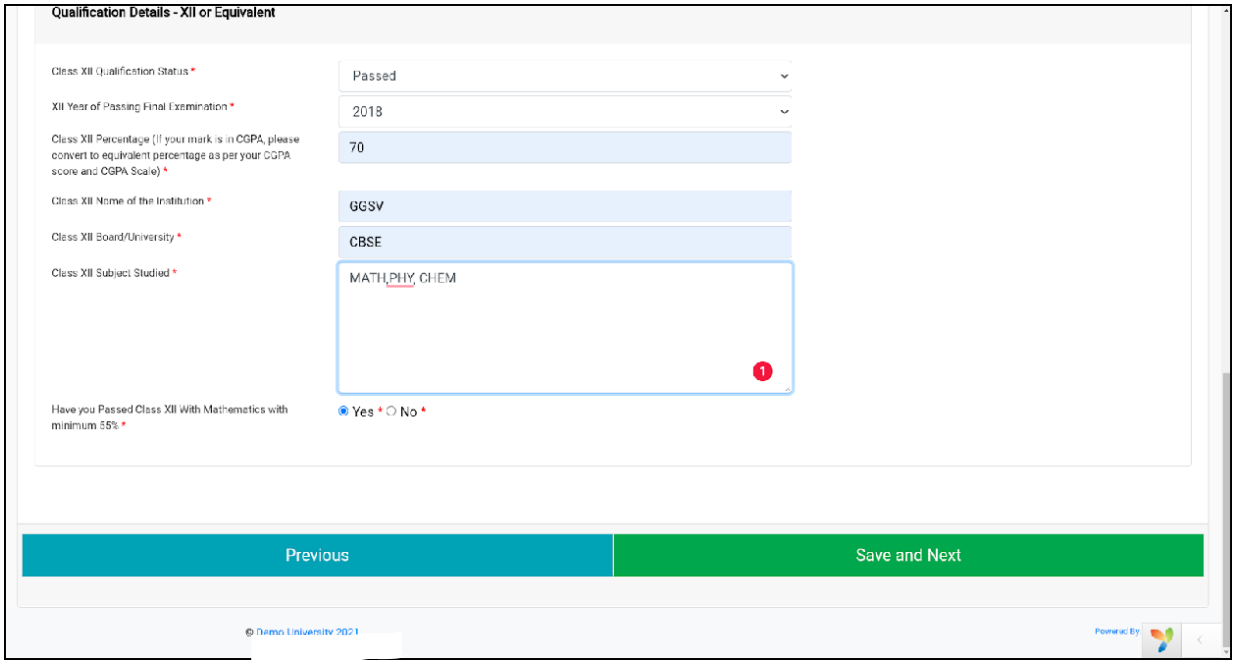
PLACE OF BIRTH DETAILS

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Village/Town/City | pratap vihar | Country | India | State | Delhi | District | North West delhi |

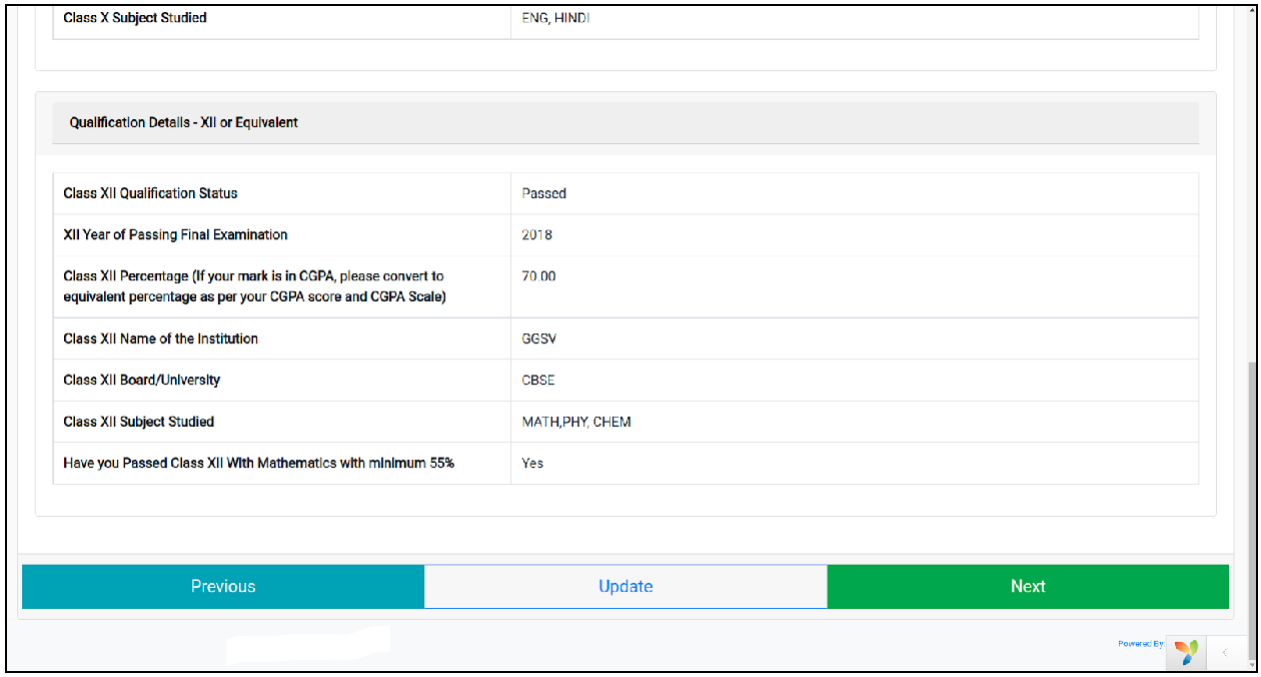
**Step 9: Academic Details**

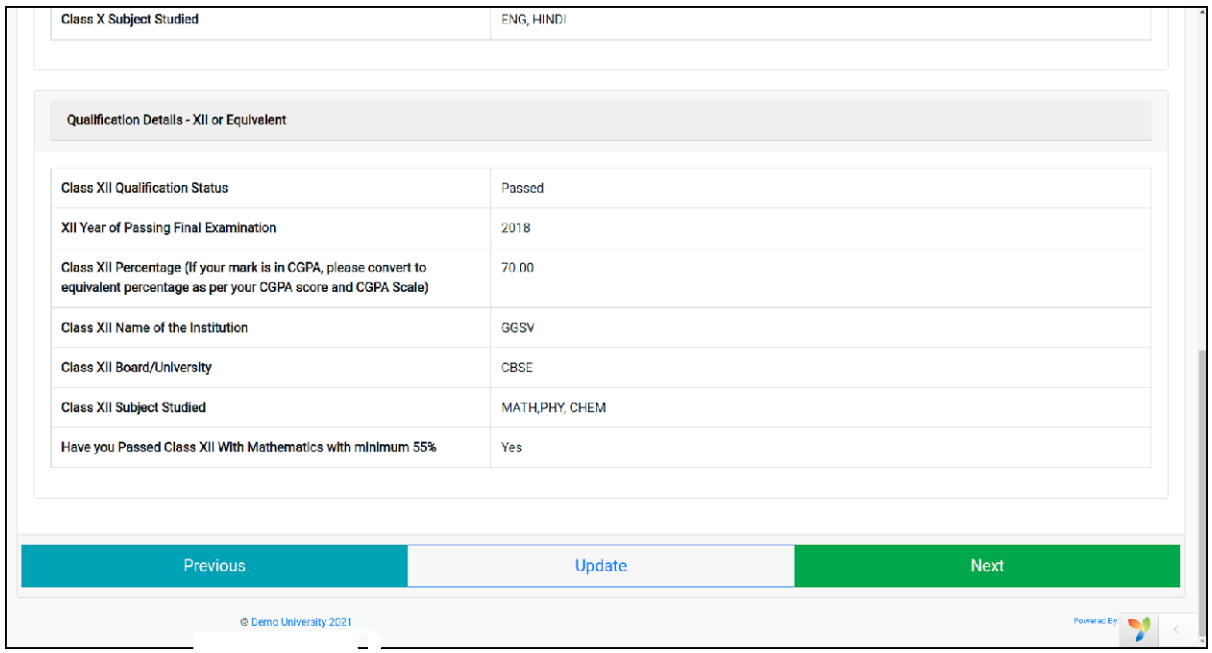
Fill your **Academic details** like **Eligibility criteria, Class 10th and 12th Year of passing &Percentage, Graduation marks etc.**



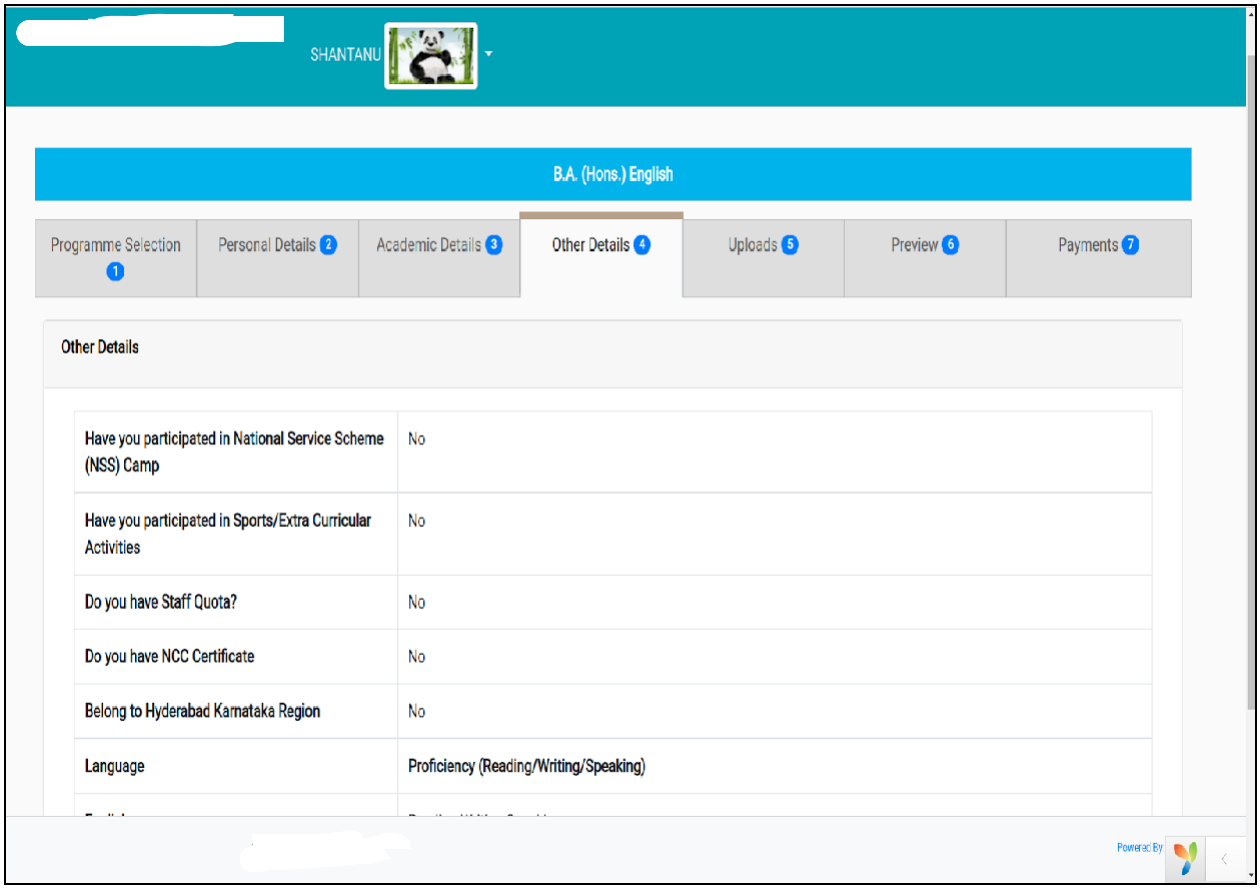
**Step 10**: After adding all the details, **an Update** button will appear at the bottom to update the details if required, otherwise students click on **Next** button.



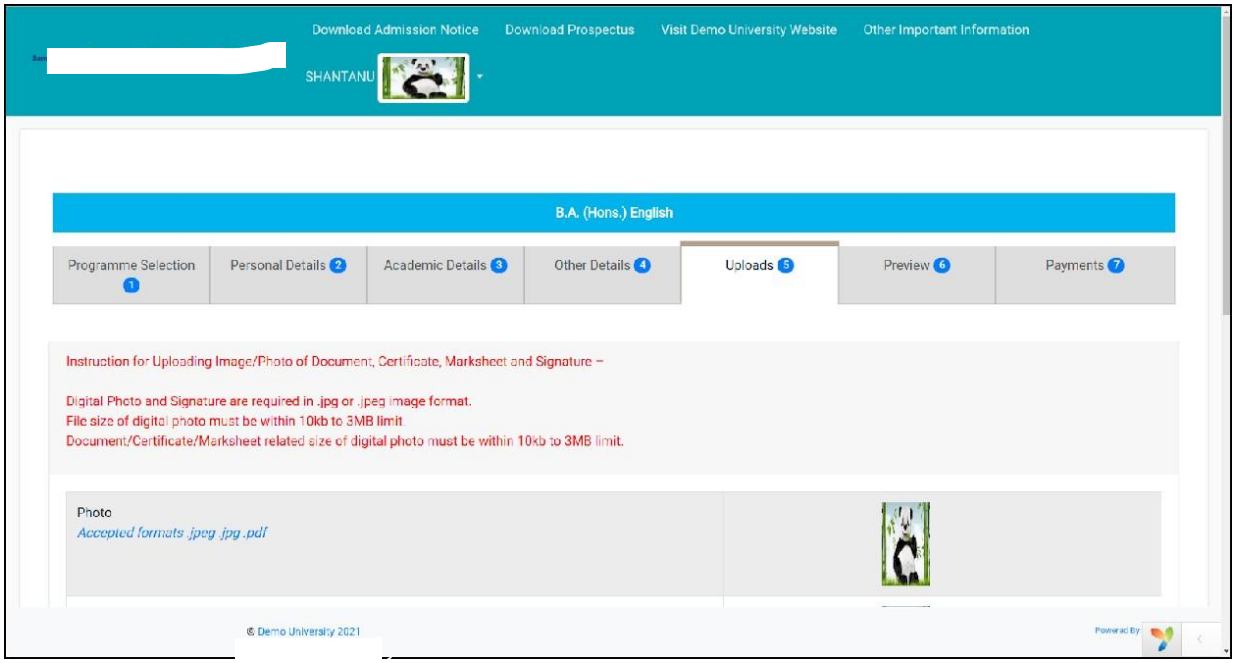
**Step 11: Other Details**

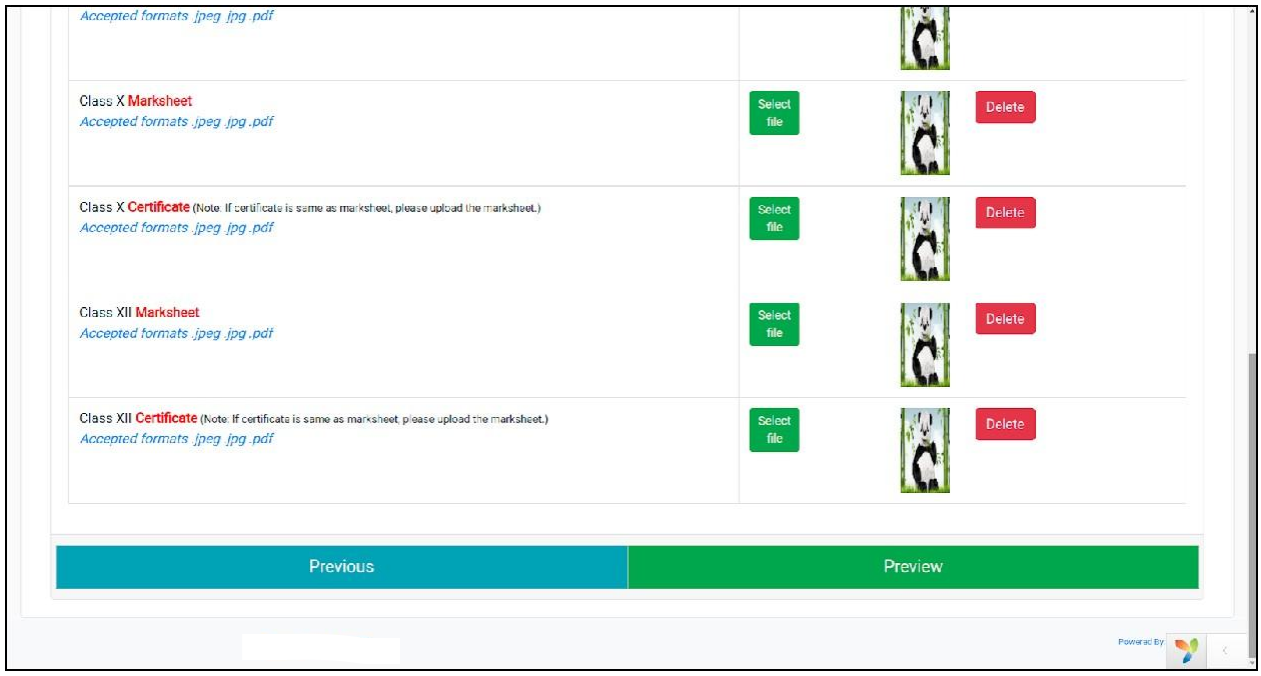
Verify your other details.




**Step 12: Uploads**

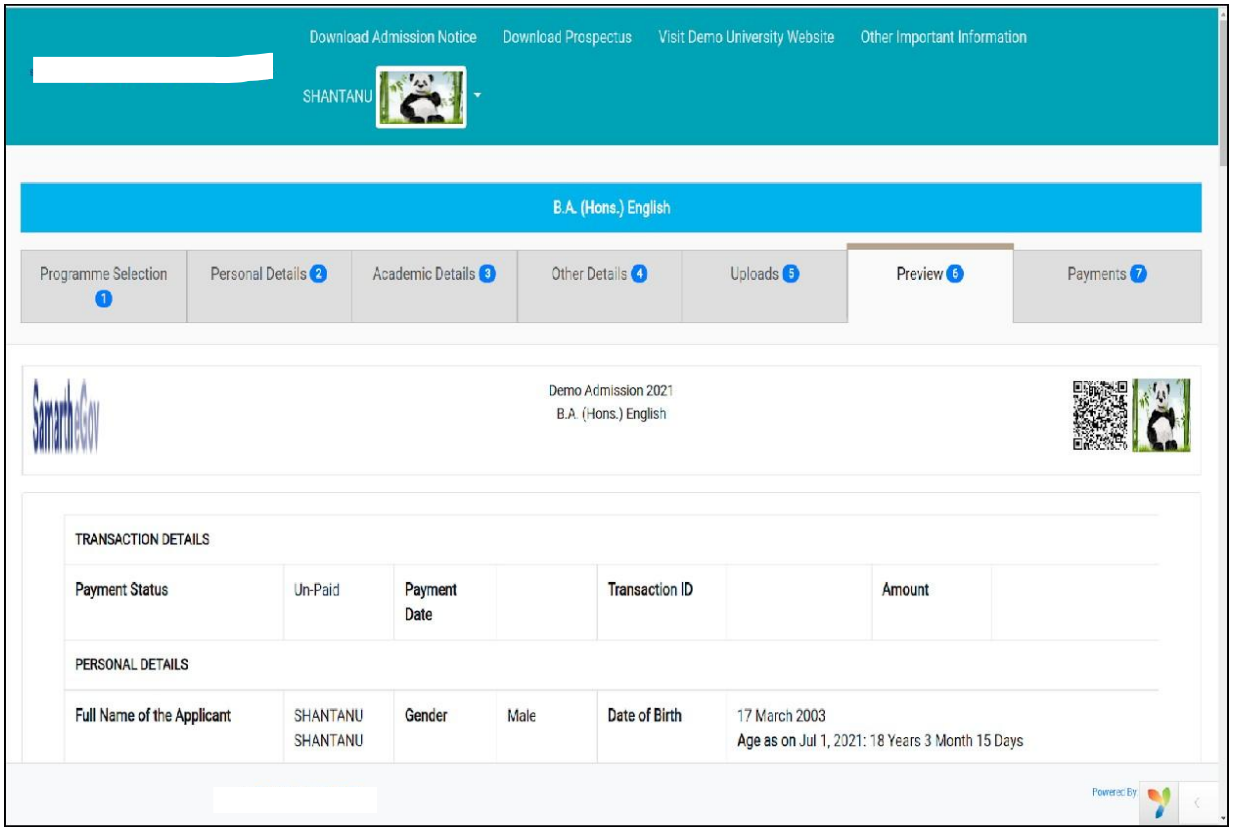
Upload essential documents like **10th marksheet, 12th marksheet and Graduation marksheet**.

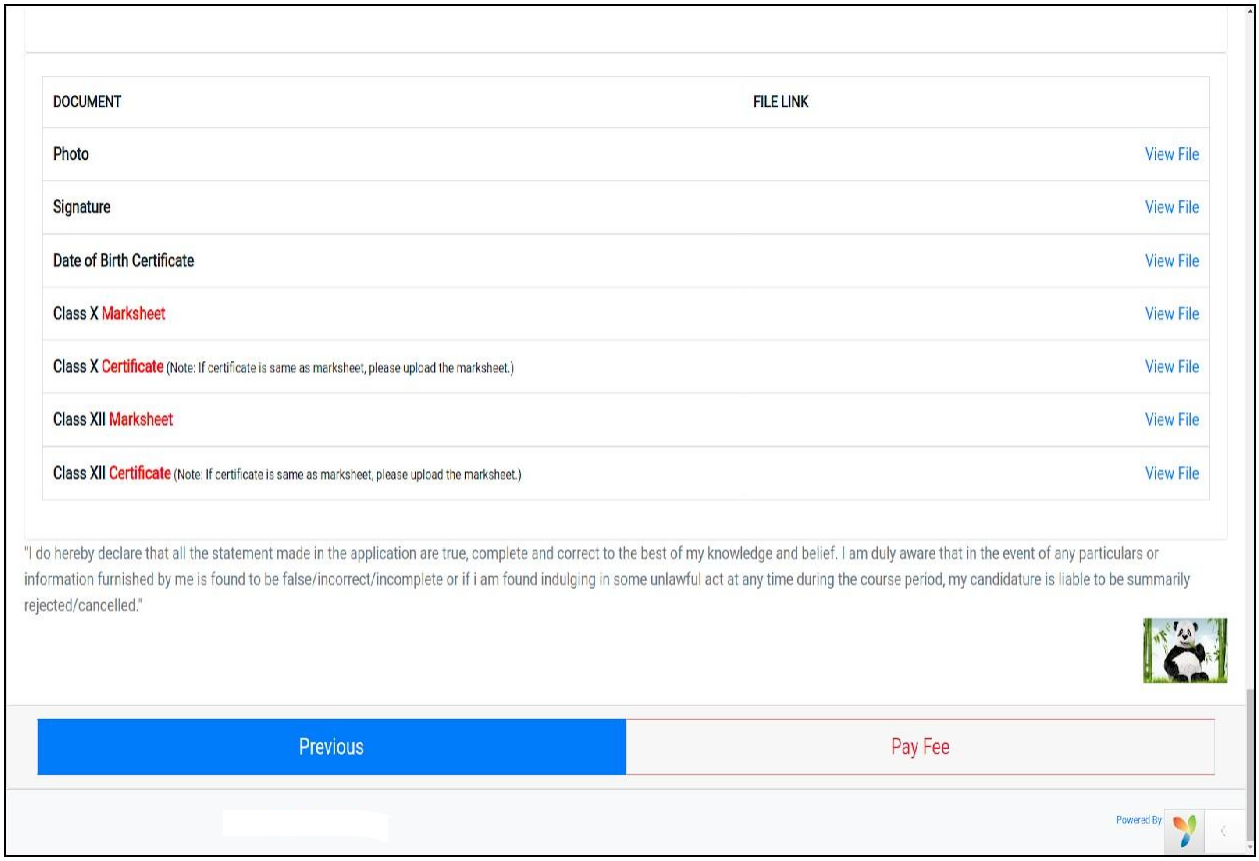





**Step 13: Preview**

Next **Preview** section will appear where you can view the pre-filled information. After the preview, **the Fee Pay** option will be available to make the payment of the fee, if applicable.



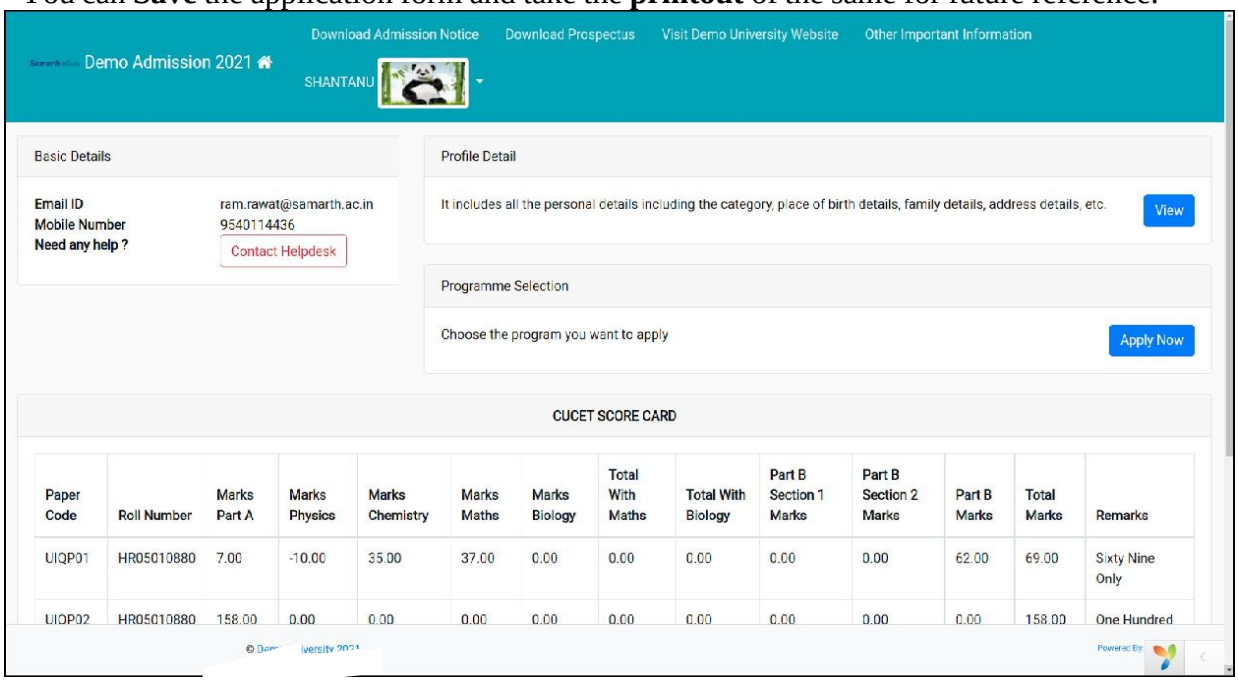


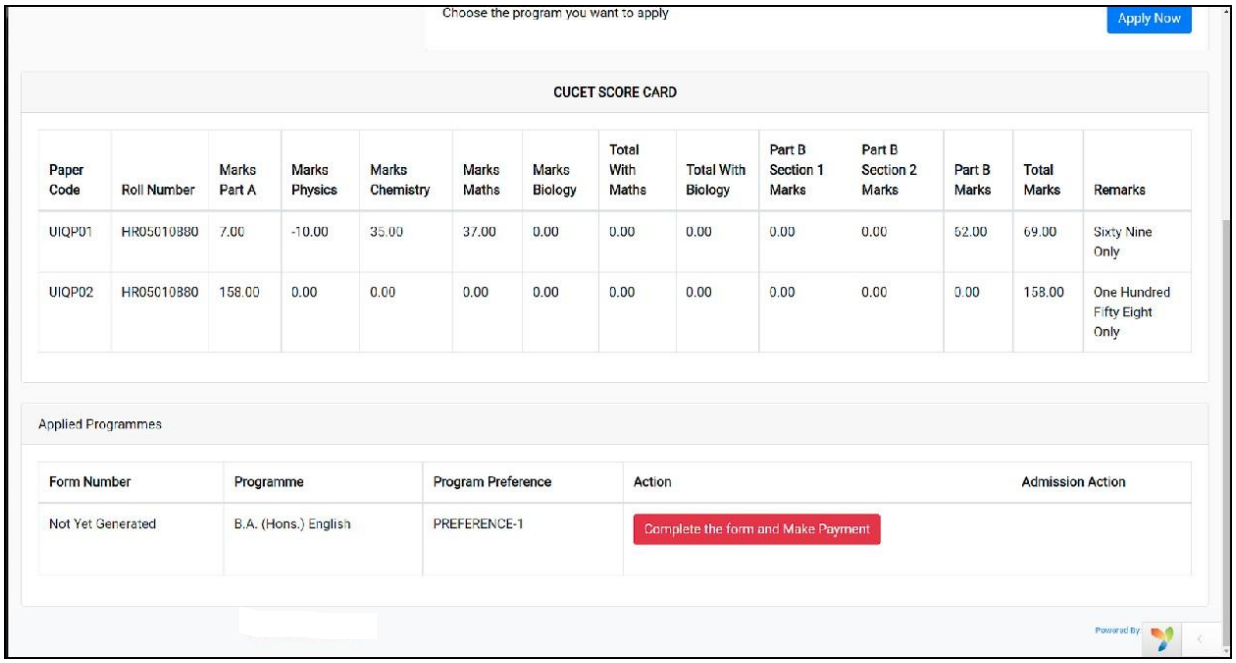

**Step 14: Payments**

In the **Payments** Section, you will be asked to confirm the details to **verify the identity** and then make payment, only if you are selected for admissions.

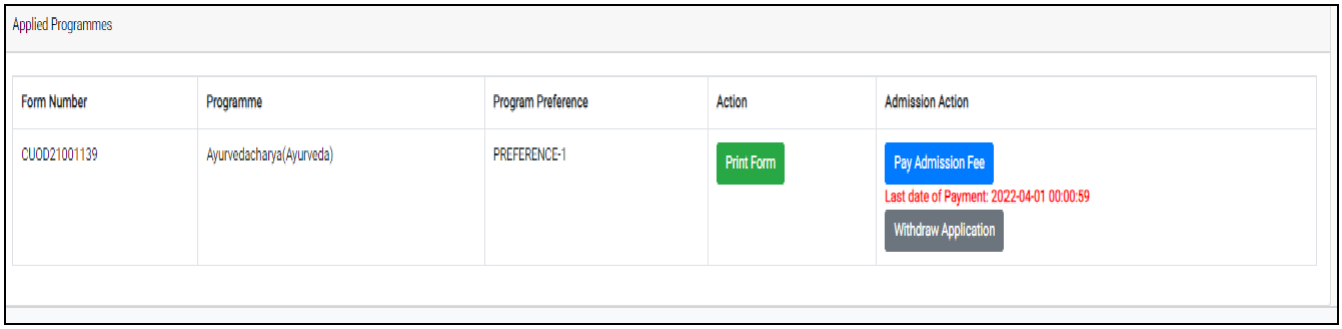
The form will be successfully completed only after submitting the application.

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



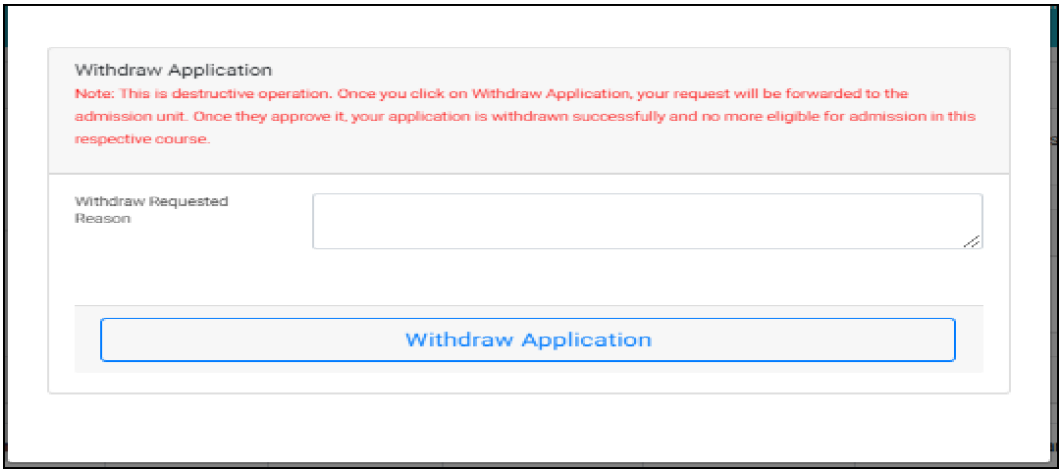



**Step15:** Once the university shortlists you for admission only then you will be eligible to make payments.



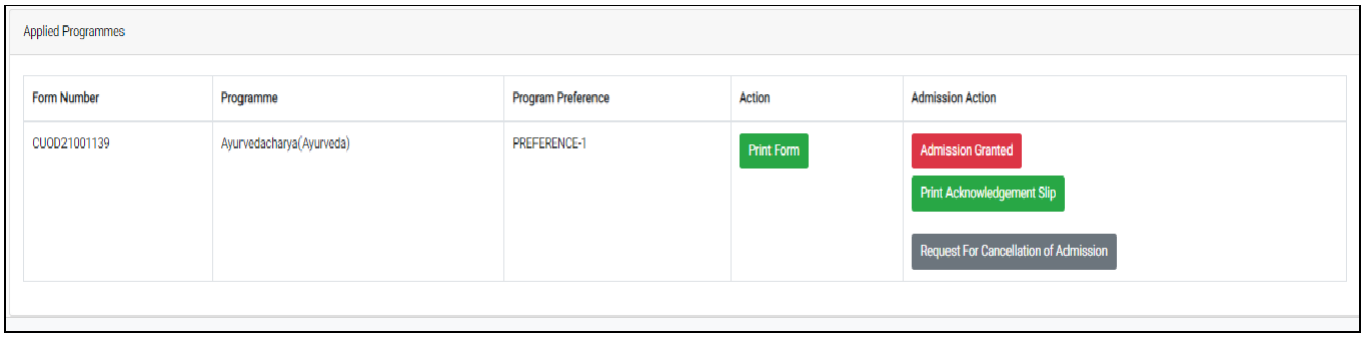

**Step16**: **Withdraw Application**

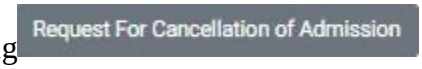
If you want to withdraw the application then you request for withdrawal by clicking on the Withdraw Application button.



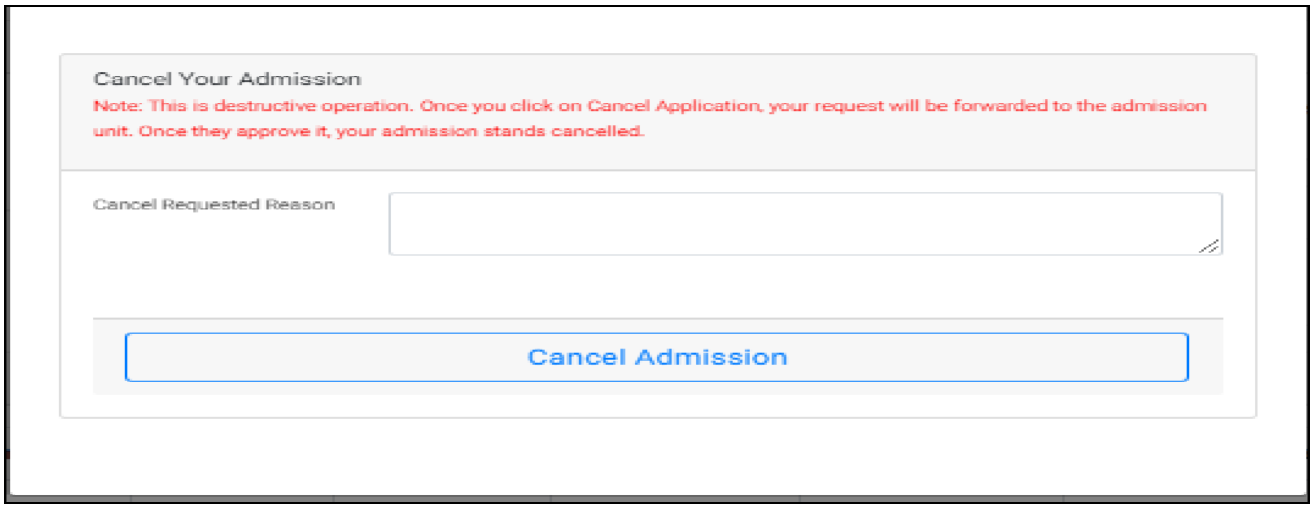
**Step17 : Cancel Admission**

Once the programme fee is paid you can cancel the admission by clicking on request for cancellation of admission.




On clicking 

button , a popup window will appear




**Step 18 :** You can print the acknowledgement slip by clicking on

button.