

<u>User Manual for Admission Counseling for UG and PG</u> <u>Programmes in CUAP, 2024-25</u>

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.**

🚥 Demo Admission 2021 🏠	Download Admission Notice Download Pi	Prospectus	Visit Demo University Website	Other Important Information	
Important Instructions	Registration for Admission to UG/PG/MPHIL/PHD Course	ses			
 Name and other datails entered by the applicant need to be the same as in the CUCET Score Card Applicant can log in to the admission portal through their registrance and address only. 	CUCET Application No(As per OUCET Score Card) * CUCET RDLL No(As per CUCET Score Card) *		213510024128 JK0201177C		✓ ✓
 Applicant must use his own active email address. 	Applicant's Full Name (As per CUCET Score Card) *		Bhakta Arupananda Nayak		~
 The Email address provided by the applicant must be functional and the applicant must have access to it throughout the admission process. 	Dete Of Eirth * Applicant's Email (Please use your own email as this will be your USERNAME and will be used for all official communic	lcation) *	1994 05 18		~
 Appl cants are encouraged to use latest version of Google Chrome web browser for filling the application form. 	Re-Enter Applicant's Email Address *		Confirm Email Address		
	Password (Minimum 6 characters) *		Password		
	Re-Enter Password *		Confirm Password		
	Mobile Number *		10 Digit Mobile Number		
	Re-Enter Mobile Number *		10 Digit Mobile Number		
	Capitcha Verification (liye the test shown in the image)	ilsuco			
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Step 2: After Login, a **Dashboard** will appear which looks like the screenshot below. Completeyour profile by clicking on the **Complete Profile** button.

				Download	l Admission	Notice D	ownload Pro	spectus Visi	it Demo Univer	sity Website	Other Impor	tant Informa	ition SHANTAN
Basic Detail	ŝ				Profile Detai								
Email ID Mobile Nurr Need any he	nber elp ?	ram.rawa 9540114 Contac	at@samarth.a 1436 ot Helpdesk	c.in I	lt includes al	I the persona	al details inclu	uding the catego	ory, place of bir	th details, famiļ	y details, add	ress details,	etc. Complete Profile
						CUCE	T SCORE CAI	RD					
Paper Code	Roll Number	Marks Part A	Marks Physics	Marks Chemist ry	Marks Maths	Marks Biology	Total With Maths	Total With Biology	Part B Section 1 Marks	Part B Section 2 Marks	Part B Marks	Total Marks	Remarks
UIQP01	HR05010880	7.00	-10.00	35.00	37.00	0.00	0.00	0.00	0.00	0.00	62.00	69.00	Sixty Nine Only
UIQP02	HR05010880	158.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	158.00	One Hundred Fifty Eight Only
		© De	m <mark>o University</mark> 201	21									Powered By:

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.**

Profile Detail		Other	etail 2			
		Uther L	vetail		obiogg 📀	
Personal Details						
iirst Name *	Middle Name		Last Name		Applicant's Gender *	
SHANTANU			SHANTANU		Male	~
pplicant's Date of Birth			Age as on Jul 1, 2021 *		Category *	
17 v March	~ 2003	~	18 Years 3 Month 1	5 Davs	General	~
oplicant's Email *	Alternate Email		Mobile Number *		Alternate Mobile Numbar (Parant's/G	iuardian's)
ram.rawat@samarth.ac.in			9540114436			
opplicant's Aadhar Card Number	Blood Group *		Are you citizen of India ?*		Religion *	
	A-	~	Yes	v	Hinduism	~
Place of Birth Details						
lillena/Town (Pity *	Country		State *		District *	
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ddress						
Address Correspondence Address			Permanent Address	Gick if Same As Corres	pondence Address	
Address Correspondence Address ddress *	District*		Permanent Address	Click if Same As Corres	pondence Address District*	
Address Correspondence Address ddress * mayapuri phase2	District* north west delhi	nonde *	Permanent Address Address * Address * mayapuri phase2 Country *	Click if Same As Corres	pondence Address District* north west delhi	de *
Address Correspondence Address uddress mayapuri phase2 iountry* State* India x * Delhi x *	District*	neode * 110058	Permanent Address Address * mayapuri phase2 Country * India x *	Click if Same As Corres	pondence Address District* north west delhi City * Pin Co delhi 110	de *
Address Correspondence Address Address Address* mayapuri phase2 country* State* India x * Delh x *	District*	ncode * 110058	Permanent Address Address * mayapuri phase2 Country * India x *	Click if Same As Corres	pondence Address District* north west delhi City* Pin Go delhi 110	de * 1058
Address Correspondence Address ddress* mayapuri phase2 country* State* India x * Delhi x * Bank details for refund (if applicable) frou don't have your own bank account plea	District *	ncode * 110058	Permanent Address Address * Mayapuri phase2 Country * India x *	Click if Same As Corres State * Dethi x * Hike to receive the refund	pondence Address District* north west delhi City* Pin Co delhi 110	de * 1058
Address Correspondence Address cddress* mayapuri phase2 country* State* India x * Delhi x * Bank details for refund (if applicable) f you don't have your own bank account, plea	District*	ncode * 110058 ent/guardian's bank	Permanent Address A Address * mayapuri phase2 Country * India x * account where you would	Click if Same As Corres State * Delhi x * d like to receive the refund	pondence Address District* north west delhi City* Pin Co delhi 110 if any.	de * 1058
Address Correspondence Address ddress * mayapuri phase2 country * India x * Dethi x * Bank details for refund (if applicable) f you don't have your own bank account, plea lame of the Account Holder *	District *	ncode * 110058 ent/guardian's bank	Permanent Address I Address * mayapuri phase2 Country * India × * account where you would Confirm Account Number *	Click if Same As Corres State * Delhi x *	pondence Address District* north west delhi City * Pin Co delhi 110 if any. Name of the Bank *	de * 1058
Address Correspondence Address Kddress* mayapuri phase2 Country* State* India x * Delhi x * Bank details for refund (if applicable) f you don't have your own bank account, plea Kame of the Account Holder * SHANTANU	District*	ncode * 110058 ent/guardian's bank	Permanent Address Address * Mayapuri phase2 Country * India x * account where you would Confirm Account Number * 9876543210	Click if Same As Corres State * Delhi x * d like to receive the refund	pondence Address District* north west delhi City* Pin Co delhi 110 if any. Name of the Bank* kotak	de*)058
Address Correspondence Address Country * State * India x * Country * Delhi x * Country * State * Country * Count	District*	ncode * 110058 ent/guardian's bank	Permanent Address Address * Mayapuri phase2 Country * India x * account where you would Confirm Account Number * 9876543210	Click if Same As Corres State * Delhi x * d like to receive the refund	pondence Address District* Orly * Pin Co delhi 110 if any. Name of the Bank * kotak	de*)058
Address Correspondence Address ddress* mayapuri phase2 country* State* India x * Delhi x * Bank details for refund (if applicable) f you don't have your own bank account, plea lame of the Account Holder * SHANTANU SSC * FU512211121	District *	neode * 110058 ent/guardian's bank	Permanent Address	Click if Same As Corres	pondence Address District* north west delhi City * Pin Co delhi 110 if any. Name of the Bank * kotak	de * 1058
Address Correspondence Address Kddress* mayapuri phase2 Sountry* State* India x * Delhi x * Bank details for refund (if applicable) fyou don't have your own bank account, plea Kame of the Account Holder * SHANTANU FSC* FU512211121	District*	ncode * 110058 ent/guardian's bank	Permanent Address	Click if Same As Corres	pondence Address District* north west delhi City* Pin Go delhi 110 if any. Name of the Bank* kotak	de * 1058

Step 4: Other Sections

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

	Download Admission Notice	Download Prospectus	Visit Demo U	niversity Website	Other Important Information	SHANTANU -
Profile Detail	Ot	her Detail (2)			Upload 3	
Other Details						
Have you participated in National Service Scheme (NSS) Camp *		Have you participa	ited in Sports/Extra (Curricular Activities *		
No		∽ No				~
Do you have Staff Quota? *						
No		~				
Do you have NCC Certificate *						
No		~				
Belong to Hyderabad Kamataka Region *						
No		~				
Language	P	roficiency (Reading/W	iting/Speaking)			
English	E	Reading 🗹 Writing 🗹 🕅	Speaking			
Hindi		Reading 🗹 Writing 🗹 🕅	Speaking			
					Ho	wered By:

NO	~
Do you have NCC Certificate *	
No	v
Belong to Hyderabad Kamataka Region *	
No	v
Language	Proficiency (Reading/Writing/Speaking)
English	🖾 Reading 🖾 Writing 🖾 Speaking
Hindi	🖾 Reading 🖾 Writing 🖾 Speaking
Other Language 1	C Reading C Writing C Speaking
Other Language 2	Reading Writing Speaking
Profile	Save and Next
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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.

Profile Detail		Other Detail		Upload 📵	
Instruction for Uploading Image/Photo of Documen Digital Photo and Signature are recuired in .jpg or .jp File size of digital photo must be within 10kb to 3Mi Document/Certificate/Marksheet related size of dig	t, Certificate, Marksheet and Signa beg image format. 3 limit. Ital photo must be within 10kb to 3	ture – 3MB limit.			
Photo Accepted formats .jpeg .jpg	Select file	1	Delete		
Signature Accepted formats .jpeg .jpg	Select file	2	Delete	l,	
Date of Birth Certificate	Select file		Statt //	P	wwerec By:
Accepted formats .jpeg .jpg			Č.		
Signature Accepted formats .jpeg .jpg	Select file		Delete		
Date of Birth Certificate Accepted formats .jpeg .jpg .pdf	Select file		Delete		
Score Card Accepted formats .jpeg .jpg .pdf	Select file		Delete		
Admit Card Accepted formats .jpeg .jpg .pdf	Select file	H.	Delete		

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.

Accepted formats jpeg .jpg		
Signature Accepted formats jpeg .jpg	Submit the Profile Important: No modification is allowed once profile i	s submitted.
Date of Birth Certificate Accepted formats .jpgg.jpg.pdf	I do hereby declare that all the statement made in to the best of my knowledge and belief. I am duly av information furnished by me is found to be false/ind some unlawful act at any time during the course per rejected/cancelled.*	the profile details are true, complete and correct vare that in the event of any particulars or correct/incomplete or if i am found indulging in riod, my candidature is liable to be summarily
Score Card Accepted formats .jpeg .jpg .pdf	Sut	mit
Admit Card Accepted formats .jpeg .jpg .pdf	Select file	Delete
	Previous	Submit Profile
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					-		op cotab						
Profile Sub	mitted successfu	lly. You can	now apply foi	programmes.									
Basic Detai	ils				Profile Detai	L.							
Email ID Mobile Nur Need any h	nber elp ?	ram.raw 9540114 Contac	at@samarth.a 1436 st Helpdesk	ic.in	It includes a	ll the persona	I details incl	uding the catego	ory, place of bir	th details, famil	y details, ado	dress details	; etc. Viev
					Programme	Selection							
					Choose the	orogram you	want to appl						Apply Nov
						CUCE	SCORE CAN	RD					
Paper Code	Roll Number	Marks Part A	Marks Physics	Marks Chemistry	Marks Maths	Marks Biology	Total With Maths	Total With Biology	Part B Section 1 Marks	Part B Section 2 Marks	Part B Marks	Total Marks	Remarks
	HR05010880	7.00	-10.00	35.00	37.00	0.00	0.00	0.00	0.00	0.00	62.00	69.00	Sixty Nine

		Download Admissi	ion Notice Dow	vnload Prospectus Vis	t Demo University Wel	osite Oth	er Important Information	
You have applied	for the programme B.A.	(Hons.) English. You nee	ed to pay the fee fo	or the successful submiss	on of application.			×
				B.A. (Hons.) English				
Programme Select	tion 1 Personal D	etails 2 Acader	nic Details 3	Other Details 4	Uploads 5		Preview 6	Payments 7
Programme Selec	tion							
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B.A. (Hons.) Eng	jusn					Un-Paid		
		Home					Next	
	© Den	10 University 2021						Fowered By:
		Download Admission	Notice Down	load Prospectus Visi	Demo University Wel	bsite Otl	her Important Informatic	חי
Programme Selection 1	Personal Details 2	Academic Details 3	NET/Equiv Details	alent Other Detail 4 Image: Comparison of the sector of the sec	is 🙃 Uploa	ds 6	Preview 7	Payments 3
elect the Programme	you want to apply							
eramme Lovel								
	in a summari							~
ogramme *								
3.f (*) English	-							~
		Home				1	Next	

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.

FAMILT DETAILS								
Mother's Name	KIRAN							
Father's Name	SANJAY							
Guardian's Name								
Emergency Contact of Parent/Guardian	54865456456456	j						
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 APPLI	CABLE)							
Name of Account Holder	SHANTANU	Account Number	9876543210	Name of Bank	kotak	IFSC	FU512211121	
	Previous					Next		
							Powerad By	

Demo Admission 202	1 🐔		ownood r rospectus	Visit Denio Gimeraty Medalte		
	SHANTANU	C				
			B.A. (Hons.) En	glish		
Programme Selection Perso	onal Details 2	Academic Details	Other Details 🤇	Uploads 🕒	Preview 💧	Payments 🕗
PERSONAL DETAILS						
Full Name of the Applicant	SHANTANU SHANTANU	Gender Ma	le Date of	Birth 17 March 2003 Age as on Jul 1, 202	1: 18 Years 3 Month 15 Day	/S
Category	General	Aadhar Number	Blood G	roup A-	Are you Citizen of India? / Religion	Yes (Religion: Hinduism)
Email ram.rawat@samarth.ac.in	Mobile Number 9540114436	Alternate Alt Email Mo	ernate Corresp bile Address	ondence mayapuri phase2, ni west delhi, delhi, De -110058, India	orth Permanent Ihi Address	mayapuri phase2, north west delhi, delhi, Delhi -110058, India
PLACE OF BIRTH DETAILS						
/illage/Town/City	pratap vihar	Country Inc	ia 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.

	Down	oad Admission Notice	Download Prospectus	Visit Demo University Website	Other Important Informatio	
	SHANT					
			B.A. (Hons.) Eng	jlish		
Programme Selection	Personal Details 2	Academic Details 💈	Other Details 4	Uploads 💿	Preview 6	Payments 💙
Select Applicable Eligibi	ility Criteria (Read Informat	ion Bulletin for Eligibility Cri	iteria)			
Applicable Eligibility Criteria*	Ø	10+2 with 60%				
Qualification Details - X	or Equivalent					
Class X Year of Passing *		2016		~		
Class X Percentage (If your m convert to equivalent percenta	ark is in CGPA, please age as per your CGPA	70				
score and CGPA Scale) * Class X Name of the Institutio	n *	Govt sec-2 Robini				
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Qualification Details - XII or Equivalent		
Cless XII Qualification Status *	Passed	~
XII Year of Passing Final Examination *	2018	~
Class XII Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale) *	70	
Closs XII Nome of the Institution *	GGSV	
Class XII Board/University *	CBSE	
Class XII Subject Studied *	MATH, PHY, CHEM	
		0
Have you Passed Class XII With Mathematics with minimum 55% *	● Yes * ○ No *	
Previ	pus	Save and Next
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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.

Class X Subject Studied	ENG, HINDI	
Qualification Details - XII or Equivalent		
Class XII Qualification Status	Passed	
XII Year of Passing Final Examination	2018	
Class XII Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale)	70.00	
Class XII Name of the Institution	GGSV	
Class XII Board/University	CBSE	
Class XII Subject Studied	MATH, PHY, CHEM	
Have you Passed Class XII With Mathematics with minimum 55%	Yes	
Previous	Update	Next
		Powers: Ey 💽

Class X Subject Studied	ENG, HINDI	
Qualification Details - XII or Equivalent		
Class XII Qualification Status	Passed	
XII Year of Passing Final Examination	2018	
Class XII Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale)	70.00	
Class XII Name of the Institution	GGSV	
Class XII Board/University	CBSE	
Class XII Subject Studied	MATH, PHY, CHEM	
Have you Passed Class XII With Mathematics with minimum 55%	Yes	
Previous	Update	Next
@ Demo University 2021		Powersci By

Step 11: Other Details

Verify your other details.

SHANT	ANU TANU -				
		B.A. (Hons.) English			
rogramme Selection Personal Details 2	Academic Details 3	Other Details 🕙	Uploads 5	Preview 6	Payments 7
Other Details					
Have you participated in National Service Sch (NSS) Camp	eme No				
Have you participated in Sports/Extra Curricu Activities	lar No				
Do you have Staff Quota?	No				
Do you have NCC Certificate	No				
Belong to Hyderabad Karnataka Region	No				
Language	Proficiency (Readin	g/Writing/Speaking)			

Step 12: Uploads

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

	Download	d Admission Notice	Download Prospectus	Visit Demo University Website	Other Important Inform	ation
	SHANTAN	u 🥰 -				
			B.A. (Hons.) Eng	lish		
Programme Selection	Personal Details 2	Academic Details (3	Other Details	Uploads (5)	Preview 6	Payments 🥑
Instruction for Uploading	Image/Photo of Documen	t, Certificate, Marksheet	t and Signature –			
Digital Photo and Signatu File size of digital photo (ire are required in .jpg or .jp must be within 10kb to 3M	oeg image format. B limit				
Document/Certificate/M	arksheet related size of dig	ital photo must be withi	in 10kb to 3MB limit.			
Photo					1000	
Accepted formats .jpeg	i jpg.pdf					
	© Demo University 2021					Powersci By

Accepted formats jpeg jpg.pdf	(C)
Class X Marksheet Accepted formats .jpeg .jpg .pdf	Select Delete
Class X Certificate (Note. If certificate is same as marksheet, please upload the marksheet.) Accepted formats .jpeg_ipg.pdf	Select file
Class XII Marksheet Accepted formats .jpeg .jpg .pdf	Select file Delete
Class XII Certificate (Note: If certificats is same as marksheet, please uplead the marksheet.) Accepted formats jpeg jpg.pdf	Select file
Previous	Preview
	Powersic By

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.

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	SHANT	ANU KANU T					
			B.A. (Hon	s.) English			
rogramme Selection	Personal Details (2)	Academic Details	3 Other Det	ails 4	Uploads 5	Preview 6	Payments 🕖
att eGov			Demo Adm B.A. (Hon	ission 2021 s.) English			ć
TRANSACTION DETA	LS						
Payment Status	Un-Paid	Payment Date		Transaction ID		Amount	
PERSONAL DETAILS							
	olicant SHANTAI	NU Gender	Male	Date of Birth	17 March 2003		

JOCUMENT	FILE LINK	
Photo		View File
Signature		View File
Date of Birth Certificate		View File
Class X Marksheet		View File
Class X Certificate (Note: If certificate is same as marksheet, please upload	the marksheet.)	View File
Class XII Marksheet		View File
Class XII Certificate (Note: If certificate is same as marksheet, please uploa	d the marksheet.)	View File
nereby declare that all the statement made in the application are nation furnished by me is found to be false/incorrect/incomplet ed/cancelled."	true, complete and correct to the best of my knowledge and belief. I am duly aware that in the eve e or if i am found indulging in some unlawful act at any time during the course period, my candidat	ent of any particulars or ture is liable to be summarily

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.

				oad Admission	Notice D	ownload Pro	spectus	Visit Demo Univ	ersity Website	Other Impor	tant Informa		
nenthe Gov De	mo Admissioi	n 2021 👫	SHANT		- 1								
asic Detail	s				Profile Detai	I							
mail ID Iobile Num leed any he	nber elp ?	ram.rawa 9540114 Contact	t@samarth.a 136 t Helpdesk	c.in	It includes a	li the persona	al details incl	uding the categ	ory, place of bir	th details, famil	y details, ado	dress details	, etc. View
					Programme	Selection							
					Choose the	orogram you	want to appl	y					Apply Now
						CUCE	T SCORE CAI	RD					
Paper Code	Roll Number	Marks Part A	Marks Physics	Marks Chemistry	Marks Maths	Marks Biology	Total With Maths	Total With Biology	Part B Section 1 Marks	Part B Section 2 Marks	Part B Marks	Total Marks	Remarks
UIQP01	HR05010880	7.00	-10.00	35.00	37.00	0.00	0.00	0.00	0.00	0.00	62.00	69.00	Sixty Nine Only
UIOP02	HR05010880	158.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	158.00	One Hundred
		© Dan	iversity 201	21									Powered By

						CUCET	SCORE CAP	RD.					
Paper Code	Roll Number	Marks Part A	Marks Physics	Marks Chemistry	Marks Maths	Marks Biology	Total With Maths	Total With Biology	Part B Section 1 Marks	Part B Section 2 Marks	Part B Marks	Total Marks	Remarks
JIQP01	HR05010880	7.00	-10.00	35.00	37.00	0.00	0.00	0.00	0.00	0.00	52.00	69.00	Sixty Nine Only
JIQP02	HR05010880	158.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	158.00	One Hundred Fifty Eight Only
plied Pro	grammes	-											
orm Nun	nber	Progra	mme	,	Program Pref	erence	Actio	n				Admissio	n Action
Not Yet G	enerated	B.A. (H	ons.) English	F	REFERENCE	-1	Cor	nplete the form	and Make Pay	ment			

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

Applied Programmes				
Form Number	Programme	Program Preference	Action	Admission Action
CUOD21001139	Ayurvedacharya(Ayurveda)	PREFERENCE-1	Print Form	Pay Admission Fee Last date of Payment: 2022-04-01 00:00:59 Withdraw Application

Step16: Withdraw Application

If you want to withdraw the application then you request for withdrawal by clicking on the

Note: This is destructive operat	on. Once you click on Withdraw Application, your request will be forwarded to the
	and shoe you created that have approached, you request will be forwarded to the
admission unit. Once they appr	ove it, your application is withdrawn successfully and no more eligible for admission in this
respective course.	
Withdraw Requested Reason	
	/
	Withdraw Application

Step17 : Cancel Admission

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

Applied Programmes				
Form Number	Programme	Program Preference	Action	Admission Action
CUOD21001139	Ayurvedacharya(Ayurveda)	PREFERENCE-1	Print Form	Admission Granted Print Acknowledgement Slip Request For Cancellation of Admission

On clicking

Request For Cancellation of Admission

button, a popup window will appear

unit. Once they approve it, you	r admission stands cancelled.	
Cancel Requested Reason		1
	Cancel Admission	

Step 18 : You can print the acknowledgement slip by clicking on Print Acknowledgement Slip button.