



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.

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Important Instructions

- Name and other details entered by the applicant need to be the same as in the [CUJET Score Card](#)
- Applicant can log in to the admission portal through their [registered email address only](#).
- Applicant must use his own [active](#) email address.
- The Email address provided by the applicant must be functional and the applicant must have access to it throughout the admission process.
- Applicants are encouraged to use latest version of [Google Chrome](#) web browser for filling the application form.

Registration for Admission to UG/PG/MPHIL/PHD Courses

CUCET Application No(As per CUCET Score Card) *	<input type="text" value="213510024123"/>
CUCET ROLL No(As per CUCET Score Card) *	<input type="text" value="JK0201177C"/>
Applicant's Full Name (As per CUCET Score Card) *	<input type="text" value="Bhakta Arupananda Nayak"/>
Date Of Birth *	<input type="text" value="1994 05 18"/>
Applicant's Email (Please use your own email as this will be your USERNAME and will be used for all official communication) *	<input type="text" value="Applicant's Email Address"/>
Re-Enter Applicant's Email Address *	<input type="text" value="Confirm Email Address"/>
Password (Minimum 6 characters) *	<input type="text" value="Password"/>
Re-Enter Password *	<input type="text" value="Confirm Password"/>
Mobile Number *	<input type="text" value="10 Digit Mobile Number"/>
Re-Enter Mobile Number *	<input type="text" value="10 Digit Mobile Number"/>
Capitcha Verification (Type the text shown in the image)	<input type="text" value="p45u60"/>

* Click on the text to change

[Register](#)

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

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Basic Details

Email ID: ram.rawat@samarth.ac.in
Mobile Number: 9540114436
Need any help? [Contact Helpdesk](#)

Profile Detail

It includes all the personal details including the category, place of birth details, family details, address details, etc.

[Complete Profile](#)

CUCET SCORE CARD

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
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

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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**.

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Profile Detail **1** Other Detail **2** Upload **3**

Personal Details

First Name *	Middle Name	Last Name	Applicant's Gender *
SHANTANU		SHANTANU	Male
Applicant's Date of Birth *		Age as on Jul 1, 2021 *	Category *
17 March 2003		18 Years 3 Month 15 Days	General
Applicant's Email *	Alternate Email	Mobile Number *	Alternate Mobile Number (Parent's/Guardian's)
ram.rawat@samarth.ac.in		9540114436	
Applicant's Aadhar Card Number	Blood Group *	Are you citizen of India ? *	Religion *
	A-	Yes	Hinduism

Place of Birth Details

Village/Town/City *	Country *	State *	District *

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Address

Correspondence Address				Permanent Address <input checked="" type="checkbox"/> Click if Same As Correspondence Address			
Address *	District *	Address *	District *	Address *	District *	Address *	District *
mayapuri phase2	north west delhi	mayapuri phase2	north west delhi	mayapuri phase2	north west delhi	mayapuri phase2	north west delhi
Country *	State *	City *	Pincode *	Country *	State *	City *	Pin Code *
India x	Delhi x	delhi	110058	India x	Delhi x	delhi	110058

Bank details for refund (if applicable)

If you don't have your own bank account, please provide details of your parent/guardian's bank account where you would like to receive the refund if any.

Name of the Account Holder *	Account Number *	Confirm Account Number *	Name of the Bank *
SHANTANU	*****	9876543210	kotak
IFSC *			
FUS12211121			

Save and Next

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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.

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Profile Detail 1 **Other Detail 2** Upload 3

Other Details

I have you participated in National Service Scheme (NSS) Camp *

No

I have you participated in Sports/Extra Curricular Activities *

No

Do you have Staff Quota? *

No

Do you have NCC Certificate *

No

Belong to Hyderabad/Karnataka Region *

No

Language	Proficiency (Reading/Writing/Speaking)
English	<input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Speaking
Hindi	<input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Speaking

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No

Do you have NCC Certificate *

No

Belong to Hyderabad/Karnataka Region *

No

Language	Proficiency (Reading/Writing/Speaking)
English	<input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Speaking
Hindi	<input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Speaking
Other Language 1	<input type="checkbox"/> Reading <input type="checkbox"/> Writing <input type="checkbox"/> Speaking
Other Language 2	<input type="checkbox"/> Reading <input type="checkbox"/> Writing <input type="checkbox"/> 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 the documents, click on the **Submit** button.

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Profile Detail 1 Other Detail 2 Upload 3

Instruction for Uploading Image/Photo of Document, Certificate, Marksheet and Signature --

Digital Photo and Signature are required in .jpg or .jpeg image format.
File size of digital photo must be within 10kb to 3MB limit.
Document/Certificate/Marksheet related size of digital photo must be within 10kb to 3MB limit.

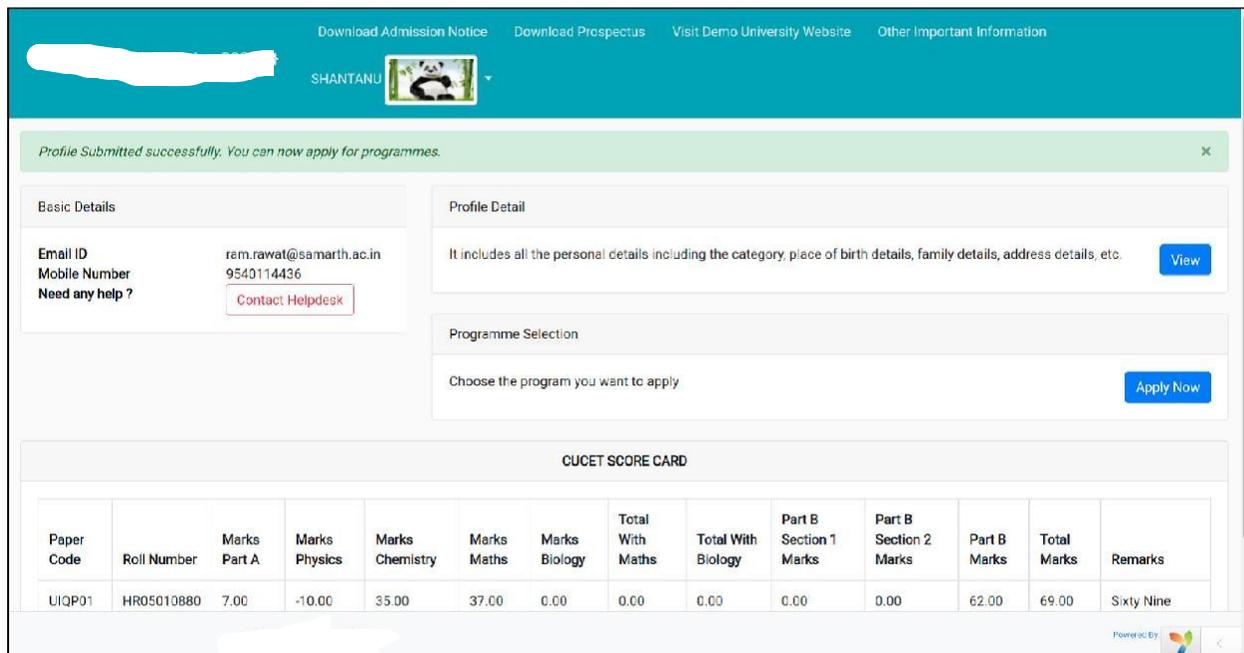
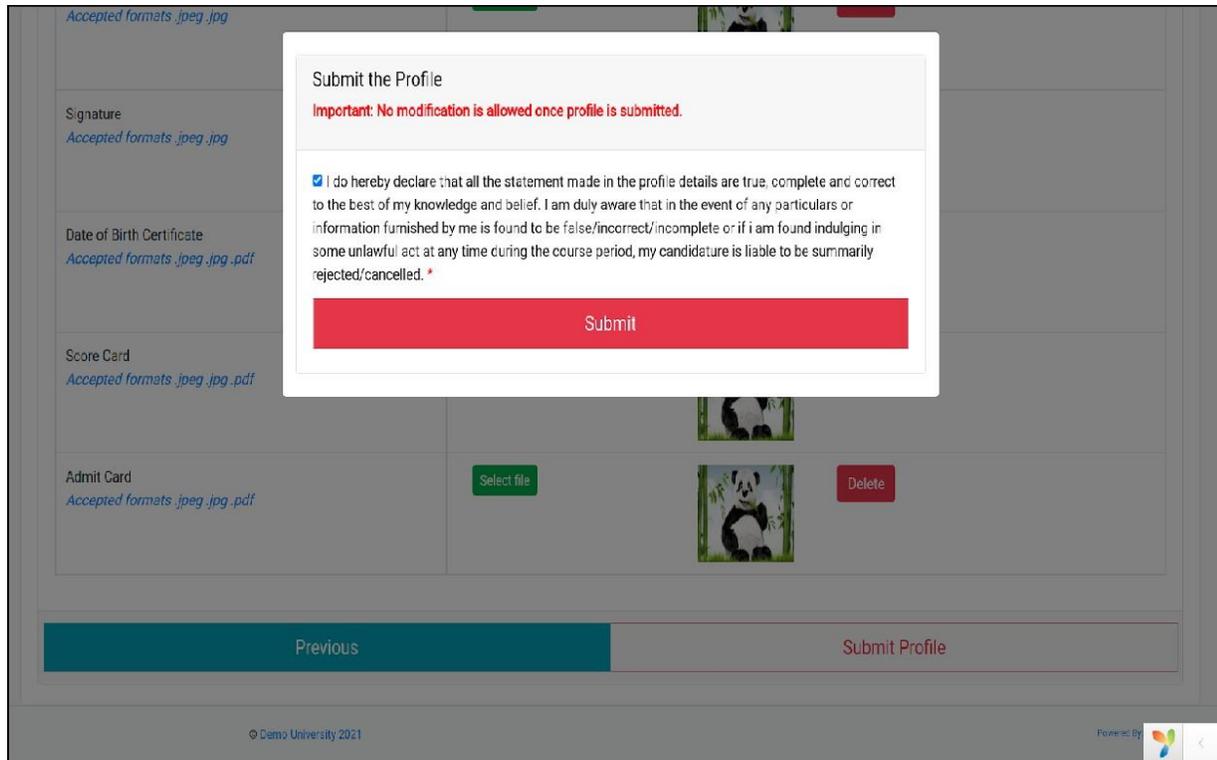
Photo <i>Accepted formats .jpeg .jpg</i>	Select file		Delete
Signature <i>Accepted formats .jpeg .jpg</i>	Select file		Delete
Date of Birth Certificate	Select file		Delete
Score Card <i>Accepted formats .jpeg .jpg .pdf</i>	Select file		Delete
Admit Card <i>Accepted formats .jpeg .jpg .pdf</i>	Select file		Delete

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Previous Submit Profile

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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.

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SHANTANU 

You have applied for the programme B.A. (Hons.) English. You need to pay the fee for the successful submission of application. ×

B.A. (Hons.) English

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

Programme Selection

Programme	Status
B.A. (Hons.) English	Un-Paid

Home Next

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Programme Selection **1** Personal Details **2** Academic Details **3** NET/Equivalent Details **4** Other Details **5** Uploads **6** Preview **7** Payments **8**

Select the Programme you want to apply

Programme Level
BACHELOR'S DEGREE (HONS.) ▼

Programme *
B.A. (Hons.) English ▼

Home Next

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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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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		
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.**

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B.A. (Hons.) English

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

Select Applicable Eligibility Criteria (Read Information Bulletin for Eligibility Criteria)

Applicable Eligibility Criteria * 10+2 with 60%

Qualification Details - X or Equivalent

Class X Year of Passing * 2016

Class X Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale) * 70

Class X Name of the Institution * Govt san-2 Rohini

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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

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 No

Previous 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
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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
----------	--------	------

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Step 11: Other Details

Verify your other details.

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B.A. (Hons.) English

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

Other Details

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
Belong to Hyderabad Karnataka Region	No
Language	Proficiency (Reading/Writing/Speaking)

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Step 12: Uploads

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

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

Instruction for Uploading Image/Photo of Document, Certificate, Marksheet and Signature –

Digital Photo and Signature are required in .jpg or .jpeg image format.
File size of digital photo must be within 10kb to 3MB limit.
Document/Certificate/Marksheet related size of digital photo must be within 10kb to 3MB limit.

Photo
Accepted formats .jpg .jpeg .pdf



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Accepted formats <i>.jpeg .jpg .pdf</i>			
Class X Marksheet Accepted formats <i>.jpeg .jpg .pdf</i>	Select file		Delete
Class X Certificate (Note: If certificate is same as marksheet, please upload the marksheet.) Accepted formats <i>.jpeg .jpg .pdf</i>	Select file		Delete
Class XII Marksheet Accepted formats <i>.jpeg .jpg .pdf</i>	Select file		Delete
Class XII Certificate (Note: If certificate is same as marksheet, please upload the marksheet.) Accepted formats <i>.jpeg .jpg .pdf</i>	Select file		Delete

Previous
Preview

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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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[Redacted]

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B.A. (Hons.) English

Programme Selection 1

Personal Details 2

Academic Details 3

Other Details 4

Uploads 5

Preview 6

Payments 7



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B.A. (Hons.) English




TRANSACTION DETAILS					
Payment Status	Un-Paid	Payment Date	Transaction ID	Amount	
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

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DOCUMENT	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 upload the marksheet.)	View File

"I do hereby 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 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."



Previous
Pay Fee

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.

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 SHANTANU 

Basic Details

Email ID: ram.rawat@samarth.ac.in
 Mobile Number: 9540114436
 Need any help? [Contact Helpdesk](#)

Profile Detail

It includes all the personal details including the category, place of birth details, family details, address details, etc. [View](#)

Programme Selection

Choose the program you want to apply [Apply Now](#)

CUCET SCORE CARD

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

Choose the program you want to apply [Apply Now](#)

CUCET SCORE CARD

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	HR05C10880	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
UIQP02	HR05C10880	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

Applied Programmes

Form Number	Programme	Program Preference	Action	Admission Action
Not Yet Generated	B.A. (Hons.) English	PREFERENCE-1	Complete the form and Make Payment	

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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
CU0021001139	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

[Withdraw Application](#)

button.

Withdraw Application

Note: This is destructive operation. Once you click on Withdraw Application, your request will be forwarded to the admission unit. Once they approve 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

Cancel Your Admission

Note: This is destructive operation. Once you click on Cancel Application, your request will be forwarded to the admission unit. Once they approve it, your admission stands cancelled.

Cancel Requested Reason

[Cancel Admission](#)

Step 18 : You can print the acknowledgement slip by clicking on [Print Acknowledgement Slip](#) button.

