STEP BY STEP GUIDELINES FOR APPLICANTS SEEKING ADMISSION IN UG MERIT BASED COURSES OFFERED BY UNIVERSITY OF DELHI (2020-21)

Refer to the Bulletin of Information 2020 – 21 for ascertaining your eligibility to the course you are applying. Follow the schedule for UG merit-based Admission as notified by the University on the website www.du.ac.in

Steps to be followed for admissions

**Step I: Login to the UG portal**

Login to the UG portal using your Registered email address and Password. After successful login you will be able to see your Dashboard.

**Step II: Update Academic Section**

There will be two tabs on your dashboard: Admissions open for 1st Cut-off and Update Academic Details.

Incase you wish to update your marks or upload your mark-sheet you can do so by clicking on Update Academic Section.
The academic details can be updated by clicking the update tab. In case you had selected OTHER it will show in red and you can select your main subject.

You can upload your mark-sheet again in this section.

**Step III: Check your Eligibility**

Check the cut-offs and your eligibility very carefully.
You can check the cutoff by clicking the Tab “Cutoff” and selecting the College and Course from the dropdown list.
Your dashboard will show you a suggestive best 3/4 calculator. You are advised to also recheck the calculations manually, keeping in consideration the eligibility criterion mentioned in the Bulletin of Information.

<table>
<thead>
<tr>
<th>% calculation as per course criteria</th>
<th>Subjects</th>
<th>Eligibility Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sr.</td>
<td>Course Name</td>
<td>Suggestive Percentage(%)</td>
</tr>
<tr>
<td>1</td>
<td>B.A. [Hons.] English</td>
<td>72.20</td>
</tr>
</tbody>
</table>

Check if your marks in best 3/4 subjects are as per the eligibility criteria. Remember, rounding off of marks/percentage is not allowed.
Look at the additional riders (if any) imposed by the College like advantage for female applicants, etc.

**Step IV: Applying for Admission**

After verifying the Cutoff for the Course in a College, go to the tab “Apply now” and click on it. **Once you click on the Apply Now tab you will not be allowed to update the academic section.**

Select the Course and College
Remember, you will be allowed to choose only one course in one College provided you satisfy the cut-off of the respective college for the selected courses. Multiple simultaneous admissions are not permitted. You may check the status of your application at any time.

Step IV: Payment of Fees
If you meet the required eligibility and if the College finds your documents in order, the College will “Approve” your admission. After the approval is done by the College you are required to pay the fee through your dashboard.

Once the payment is successfully done you will receive a confirmation email. Congratulations! You have provisionally secured admission at University of Delhi.

However, if the documents uploaded by you are not legible/wrong/incomplete then the reason for the same shall be updated on your dashboard. You are advised to contact the respective college through the email (as mentioned on the College website).

You are advised to keep checking your dashboard/email and contact the College as soon as possible so that your admission can be approved.
If you do not meet the eligibility then your candidature will be “Declined” and the reason for decline shall be mentioned along with it. In such case you can select some other course/college in the same cut-off (if time is left) or in the subsequent cut-offs.

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Admission in Subsequent Cut-offs

If you wish to change the course/college in subsequent cut-off, then you need to first “Withdraw” the previously secured admission by logging into your dashboard. A nominal fee of Rs. 1000.00 would be levied for each withdrawal.

Once you have withdrawn the admission, the fee paid by you minus Rs1000.00 would be credited in your wallet and same would be adjusted in the subsequent course/college where you are seeking admission. The admission fee will be adjusted automatically and the applicant will have to pay only the balance fee if it is more than the fees already paid at the previous college. If the fee in the latter college is less, the balance will be refunded to the applicant’s account or to an account declared by the applicant as per the College/University rules after the admissions are closed.

Repeat the process starting from Step I to IV.

Canceling the admission from University of Delhi

In case you want to cancel the admission from University of Delhi, just go to your dashboard and click on “Cancel”. Fee paid by you minus Rs 1000 would be refunded to the applicant’s account or to an account declared by the applicant as per the College/University rules after the admission process of University of Delhi for this year is over.

Some Important Points

1. You need not visit the College at any time during the admissions. The entire process will be done through online mode.

2. The procedure for choosing the course and the college by the applicant must be completed within the stipulated time interval as notified in the Cut-off schedule of the University. Failing which you will lose your opportunity to apply for admissions in the University of Delhi.

3. **Within a prevailing cut-off the applicant will not be allowed to change his/her choice of course and college unless declined by the college.**

4. In case a college rejects declines your application you can apply again for a course and a college.

5. It is extremely important that applicants pay the fee within the timeframe allocated, failing which it will be concluded that the applicant is not interested in the course of study at that college and the admission will be automatically cancelled.
6. If at any stage it is found that the information given by the applicant is incorrect or is not supported by the required document, the admission will be immediately cancelled. No fees will be refunded in such cases.

7. Applicants are advised to exercise extreme care to ensure that they meet the requirements for the course/college. The applicants themselves will be solely responsible for ensuring their eligibility by carefully examining the eligibility requirements within a cut-off.

8. In case of change in course/college in subsequent cut-off, only when the applicant is certain that s/he meets the requirements should s/he withdraw the admission from a course/college they had initially gained admission to. Withdrawal from an earlier chosen Course/College will not be restored at any stage.

9. The total number of withdrawals will be restricted to \((n-1)\) where "\(n\)" is the total number of Cut-off Lists.

10. The merit list for admission against ECA, Sports and CW will be declared in the first/ second week of November.