

## PROCEDURE TO FILL ONLINE APPLICATION FORM

- i. Visit [www.gadvasu.in](http://www.gadvasu.in), click on Admission 2022-23. Download prospectus and click on “Apply Now” for admission in Diploma course.
- ii. Online application must be submitted on or before the specified date and time notified in the prospectus for diploma programme. After this, online application form will not be available at the university website.
- iii. Read the Prospectus and eligibility criteria and other important instructions, carefully.
- iv. Upload scanned photograph of the candidate, signature, left thumb impression and 10+2 Detailed Marks Certificate in the online application form. Photograph should be less than **1Mb**. Signature and left thumb impression should be less than **500 kb**.
- v. The photograph (taken not before **01.01.2022**) should show complete face. Photograph with goggles/ coloured glasses/cap etc. is not allowed. The candidate should have 4 copies of the same passport sized photograph that has been uploaded because these will be required at the time of counselling.
- vi. Only one application is to be submitted per candidate for the Diploma programme.
- vii. After filling online application, deposit requisite application fee through net banking or debit/credit card.
- viii. Fee once deposited will neither be refunded nor adjusted in any case.
- ix. Candidates should fill their/parents’ valid mobile number and email address for registration to avoid complication at later stage. Information regarding successful submission of application will be sent as SMS and/or email. URL, User name and password will also be sent on the given email address.

### The following steps are to be followed for filling the online form:

1. **Registration of the candidate** shall be the first step of online application. Once the registration is done, candidate can login to the portal using his/her email and password.
2. **Select the Programme (Diploma)**, the category to which candidate belongs (General/SC/ST/BC) and the name of diploma programme he/she wants to apply.
3. **Personal information:** Fill in the personal information and contact details. Name and date of birth should be exactly the same as written in the qualifying examination and matriculation certificate, respectively.
4. **Upload section:** This section contains the provision to upload the images required for filling the online application. You need to have the scanned copy of your passport size photograph, signature, left thumb impression and 10+2 detailed marks certificate (preferably jpeg format).
5. **Present Address:** Enter the complete address and ensure that no part of the address is missing. Enter a valid PIN/postal code.
6. **Permanent Address:** If permanent address is the same as correspondence address, check the box. Otherwise, candidate should fill permanent address in the space provided.
7. **Educational Information:** Fill in academic qualifications as per the detail in this section.
8. Kindly ensure that details filled in the application form are correct. Once submitted, no request for change will be entertained.
9. **Payment:** Click on the payment mode. Choose the mode of payment that is Net banking, Credit Card or Debit Card.
10. **Submitting application:** After the payment is made and the application is submitted, student would be provided with a “**Dashboard**” to view the application status, print application etc