

# Uttar Pradesh Rajarshi Tandon Open University, Allahabad

## A) Procedure for filling the Applications for Online Admission 2015-16

### A.1) For 1<sup>st</sup> year Students

- Open the website [www.uprtou.ac.in](http://www.uprtou.ac.in) and then click on the link **Online Admission System 2015-16**.
- On the Admission Home Page that opens click on the link **“Common Admission in all the Degree, Diploma & Certificate Courses”**
- On the next page that opens click on the link **“New Admission in all the Degree, Diploma & Certificate Courses”**
- The Complete Admission System is divided into following 2 steps

## **Step1: Registration & Fee Submission**

- a) By default the **Step 1 Tab** will be open
- b) On the **Step 1 Tab** click on the button **“Click to Proceed”**
- c) A Registration Form will open where you have to enter the required details.
- d) After filling the details select the **Payment Mode** and then select the **Bank for Fee Payment**
- e) You can make the payment by following two modes :
  1. **Cash** (E-Challan)
  2. **Online Deposit** (Net Banking, Credit / Debit Card)
- f) Once you have selected the Payment Mode and the Bank, check all the entries and if satisfied, click the **“Save”** button
- g) Your **Registration** details will be displayed on the next screen.
- h) Check all the entries, if you are satisfied with the displayed details click on the **“Submit”** button else to edit the details click on the link **“Edit Details”**.
- i) Your Registration details will be saved and displayed. Now click on the button **“Proceed for Payment”**
- j) If you have selected **Cash (E-Challan)** mode of payment, your e-Challan will be generated. You have to take the printout after setting the **Page to Landscape** mode in the **Printer Properties**. After **24 hours** of generating the **e-Challan** you have to take the printout of **e-Challan** to the Bank you have selected and make the payment by **Cash**. After submitting the Fee at the Bank, the Bank will enter the Transaction ID, Transaction Date, Branch ID on the **e-Challan**. The

Bank will keep the Bank's Copy of the e-Challan and returns the Candidate's Copy & University Copy to you.

- k) If you have selected **Online Deposit (Net Banking, Credit / Debit Card)** mode of payment, you will be re-directed to the Bank's website where you have to make the payment.

## Step 2: Download Admission Form

- a) After **24 hours** of submission of Fee (by any mode) open the website ([www.uprtou.ac.in](http://www.uprtou.ac.in)) and click on the link **Online Admission System 2015-16**
- b) On the Admission Home Page that opens click on the link "**Common Admission in all the Degree, Diploma & Certificate Courses**"
- c) On the next page that opens click on the link "**New Admission in all the Degree, Diploma & Certificate Courses**"
- d) Now click on the STEP 2 Tab "**Download Admission Form**"
- e) On the Step 2 Tab click on the button "**Click to Proceed**"
- f) On the page that opens enter the following details :
  - Registration No.
  - Challan Number
  - Mobile Number (only 10 digits)
- g) After entering these fields click "**Submit**" button.
- h) When you click "**Submit**", if your payment has been verified by the Bank the **Admission Form** will open.
- i) Take the printout of the Admission Form
- j) Fill the printed form correctly with Ball PEN, stick your passport size photograph and sign the form.
- k) Submit the form to your Study Centre attached with required documents and original copy of e-challan.

## A.2) For 2<sup>nd</sup> Year and 3<sup>rd</sup> Year Students

- Open the website [www.uprtou.ac.in](http://www.uprtou.ac.in) and then click on the link **Online Admission System 2015-16**.
- On the Admission Home Page that opens click on the link “**Common Admission in all the Degree, Diploma & Certificate Courses**”
- On the next page that opens click on the link “**Admission in Second Year & Third Year for all courses**”
- The Complete Admission System is divided into following 2 steps

### Step1: Registration & Fee Submission

- a) By default the **Step 1 Tab** will be open
- b) On the **Step 1 Tab** click on the button “**Click to Proceed**”
- c) A Registration Form will open where you have to enter the required details.
- d) After filling the details select the **Payment Mode** and then select the **Bank for Fee Payment**
- e) You can make the payment by following two modes :
  - **Cash** (E-Challan)
  - **Online Deposit** (Net Banking, Credit / Debit Card)
- f) Once you have selected the Payment Mode and the Bank, check all the entries and if satisfied, click the “**Save**” button
- g) Your **Registration** details will be displayed on the next screen.
- h) Check all the entries, if you are satisfied with the displayed details click on the “**Submit**” button else to edit the details click on the link “**Edit Details**”.
- i) Your Registration details will be saved and displayed. Now click on the button “**Proceed for Payment**”
- j) If you have selected **Cash (E-Challan)** mode of payment, your e-Challan will be generated. You have to take the printout after setting the **Page to Landscape** mode in the **Printer Properties** After **24 hours** of generating the **e-Challan** you have to take the printout of **e-Challan** to the Bank you have selected and make the payment by **Cash**. After submission of the Fee at the Bank, the Bank will enter the Transaction ID, Transaction Date, Branch ID on the **e-Challan**. Bank will keep the Bank’s Copy of the **e-Challan** and returns the Candidate’s Copy & University Copy to you.
- k) If you have selected **Online Deposit (Net Banking, Credit / Debit Card)** mode of payment, you will be re-directed to the Bank’s website where you have to make the payment.

## Step 2: Download Admission Form

- a) After 24 hours(In case of **e-Challan**) of submission of Fee at Bank open the website of UPRTOU ([www.uprtou.ac.in](http://www.uprtou.ac.in)) and click on the link **Online Admission System 2015-16**
  - b) On the Admission Home Page that opens click on the link "**Common Admission in all the Degree, Diploma & Certificate Courses**"
  - c) On the next page that opens click on the link "**Admission in Second Year & Third Year for all courses**"
  - d) Now click on the STEP 2 Tab "**Download Admission Form**"
  - e) On the Step 2 Tab click on the button "**Click to Proceed**"
  - f) On the page that opens enter the:
    - Registration No.
    - Challan Number
    - Mobile Number (only 10 digits)
  - g) After entering these fields click "**Submit**" button.
  - h) When you click "**Submit**", the Admission Form will open.
  - i) Take the printout of the **Admission Form**
  - a) Fill the printed form correctly with Ball **PEN** and submit it to your study centre attached with required documents and original copy of e-challan.
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### Additional Links available for students :

- 1) **Re-Payment** : After registration the student can click on this link for re-printing (E-Challan) or making payment Online (Net Banking, Credit / Debit Card)
- 2) **Download Payment Receipt** : For downloading the payment receipt after making the payment through **Cash** (E-Challan) or **Online Deposit** (Net Banking, Credit / Debit Card)
- 3) **Download Admission Form** : For downloading the final Admission Form submitted by the Study Center.
- 4) **Admission Status** : For checking the Admission Status from time to time.