

Uttar Pradesh Rajarshi Tandon Open University, Allahabad

A) Procedure for filling the Applications for Entrance Examination for Admission in 1st Year

- Open the website www.uprtou.ac.in and then click on the link **Online Admission System 2015**.
- On the Admission Home Page click on the link “**Entrance Exam**”
- The Application for Entrance Exam Submission is divided into following **2 steps**

Step1: Registration for Entrance & Fee Submission

- a) On the **Step 1 Tab** click on the button “**Click to Proceed**” to fill the Registration Form.
- b) After filling the details select the **Payment Mode** and then select the **Bank for Fee Payment**
- c) You can make the payment by following two modes :
 1. **Cash** (E-Challan)
 2. **Online Deposit** (Net Banking, Credit / Debit Card)
- d) Once you have selected the Payment Mode and the Bank, check all the entries and if satisfied, click the “**Submit**” button
- e) Your **Registration** details will be displayed on the next screen.
- f) Check all the entries, if you are satisfied with the displayed details click on the button “**Proceed for Payment**” else to edit the details click on the link “**Edit Details**”.
- g) 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.
- h) 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.

Step2: Submit the Entrance Form

- a) After **24 hours** of submission of Fee (by any mode) open the website of UPRTOU (www.uprtou.ac.in) and click on the link **Online Admission System 2015**
- b) On the Admission Home Page that opens click on the link **“Entrance Exam”**
- c) Now click on the STEP 2 Tab **“Submit the Entrance Form”**
- d) On the Step 2 Tab click on the button **“Click to Proceed”**
- e) On the page opens enter the following:
 - Registration No.
 - Challan Number
 - Date of Birth
 - Mobile Number (only 10 digits)
- f) After entering these fields click **“Submit”** button.
- g) When you click **“Submit”**, if your payment has been verified by the Bank, the **Entrance Examination Application Form** will open.
- h) Fill the Form online and click on the **“submit”** button to save the data. Take the printout of the submitted data online.

B) Procedure for filling the Applications for Online Admission 2015

B.1) For 1st year Students

- Open the website www.uprtou.ac.in and then click on the link **Online Admission System 2015**.
- On the Admission Home Page that opens click on the link "**Apply Online**" then select the dropdown "**1st Year Students**"
- 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 :
 3. **Cash** (E-Challan)
 4. **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) and click on the link **Online Admission System 2015**
- b) Now click on the STEP 2 Tab "**Download Admission Form**"
- c) On the Step 2 Tab click on the button "**Click to Proceed**"
- d) On the page that opens enter the following details :
 - Registration No.
 - Challan Number
 - Date of Birth
 - Mobile Number (only 10 digits): As given during Registration.
- e) After entering these fields click "**Submit**" button.
- f) When you click "**Submit**", if your payment has been verified by the Bank the **Admission Form** will open.
- g) Take the printout of the Admission Form
- h) Fill the printed form correctly with Ball PEN, stick your passport size photograph and sign the form.
- i) Submit the form to your Study Centre attached with required documents and original copy of e-challan.

B.2) For 2nd Year and Onward Students

- Open the Web Browser (IE, Mozilla, Chrome) available on the Computer
- On the address bar type www.uprtou.ac.in and then press **ENTER** key from the keyboard.
- Now on the home page, click on the link **Online Admission System 2015**.
- On the Admission Home Page that opens click on the link “**Apply Online**” then select the dropdown “**2nd Year and Onward Students**”
- The Complete Admission System is divided into following 2 steps

Step1: Registration & Fee Submission

- l) By default the **Step 1 Tab** will be open
- m) On the **Step 1 Tab** click on the button “**Click to Proceed**”
- n) A Registration Form will open where you have to enter the required details.
- o) After filling the details select the **Payment Mode** and then select the **Bank for Fee Payment**
- p) You can make the payment by following two modes :
 5. **Cash** (E-Challan)
 6. **Online Deposit** (Net Banking, Credit / Debit Card)
- q) Once you have selected the Payment Mode and the Bank, check all the entries and if satisfied, click the “**Save**” button
- r) Your **Registration** details will be displayed on the next screen.
- s) 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**”.
- t) Your Registration details will be saved and displayed. Now click on the button “**Proceed for Payment**”
- u) 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.
- v) 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

- j) After 24 hours(In case of **e**-Challan) of submission of Fee at Bank open the website of UPRTOU (www.uprtou.ac.in) and click on the link **Online Admission System 2015**
- k) Now click on the STEP 2 Tab "**Download Admission Form**"
- l) On the Step 2 Tab click on the button "**Click to Proceed**"
- m) On the page that opens enter the:
 - Registration No.
 - Challan Number
 - Date of Birth
 - Mobile Number (only 10 digits): As given during Registration.
- n) After entering these fields click "**Submit**" button.
- o) When you click "**Submit**", the Admission Form will open.
- p) 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.