

Uttar Pradesh Rajarshi Tandon Open University, Allahabad

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

A.1) For 1st year Students

- Open the website 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) 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 2nd Year and 3rd Year Students

- Open the website 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) 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.
-

Additional Links available for students :

- **Common Prospectus** : Read the prospectus thoroughly before applying for admission.
- **Find Program / Study Center** : Search the Program and Program wise Study Center available
- **Instruction for Students** : Read the instructions carefully provided for Applying Online for Entrance & Admission
- **Fee & Eligibility** : Check the Fee & Eligibility for the Program you are applying.
- **View Payment Status** : View the status of fee payment done through Cash (E-Challan) or Online Deposit (Net Banking, Credit / Debit Card). If your internet was disconnected after making online payment through Payment Gateway and you were not able to download the receipt, you have to verify your payment again through this link and then download payment receipt.
- **Make Online Payment** : Incase your Online Payment transaction has failed, you can make re-payment through Net Banking, Credit / Debit Card using this link.

- **Re-Print e-Challan** : In case you have lost your e-Challan printout, you can take a second print of the same e-Challan through this link
- **Download Payment Receipt** : Download the payment receipt after making the payment successfully through Cash (e-Challan) or Online Deposit (Net Banking, Credit / Debit Card)
- **Download Admission Form** : For downloading the final Admission Form submitted by the Study Center.
- **Admission Status** : For checking the Admission Status from time to time after submitting your form in the Study Center.
- **Grievance** : After the Admission has been confirmed and you have received the Enrollment number. You can submit your Grievance / changes required in the data if any through this link. You can also view the status of the Grievance through the Grievance ID.