

**INSTRUCTIONS & TERMS & CONDITIONS FOR FILLING UP THE ON LINE
APPLICATION FORM**

1. Online registration details are available on the University websites <https://ausexamination.ac.in/admission> .
2. Applicants willing to apply online for admission to various courses of Assam University are required to first register online and read the guidelines below carefully.
3. Download the instructions, read them carefully and save them for ready reference. Follow the guidelines during online filling of the application form. Click on **“I have read the Instructions”** button to proceed further.
4. On the landing Page (the webpage which opens after you click on the Admission link <https://ausexamination.ac.in/admission>), please click on **“Applicant Login”** button.
5. New Applicants should click on the blue button indicating **“New Applicant? Create a New Account”**.
6. All the pieces of information required during registration of the **new candidates** ARE COMPULSORY and will have to be given.
7. Password of the candidate will have to be entered by the candidate as per the following rules:
 - (a) Password should be minimum 6 characters and maximum 13 characters.
 - (b) There should be at least one UPPER CASE character.
 - (c) There should be at least one LOWER CASE character.
 - (d) There should be at least one NUMBER
 - (e) There should be at least one SPECIAL CHARACTER (!;@;#;\$:%)
 - (f) Example of Password: “Shukla@2020”
8. For submission of the form, filling up of **“Captcha”** is a must.
9. After filling up the form and clicking on the **“Register”** button, the candidate will receive an email with all the credentials for login:
 - (a) User Name, which will be also the Application Number
 - (b) Password, and
 - (c) OTP
10. The candidate will be taken to the OTP Page where the Candidate will have to enter the OTP. After entering OTP, the candidate will be taken to the main Application Form.
11. Please remember your APPLICATION NUMBER & PASSWORD. These will be required for logging in to the Application Portal. If you forget the Application Number & Password, the same can be retrieved from the email sent to you from admin@ausexamination.ac.in.
12. Before filling up the form, it is suggested to the applicants that they should scan clearly the following documents (for uploading later) as per the size given below:
 - (a) Candidate’s Passport-size photograph – Size Max 50 Kb
 - (b) Candidate’s Signature – Size Max 30 Kb

- (c) Copies of other Testimonials – Size Max 100 Kb each
13. In the ‘ mandatory upload’ section, the applicant has to upload the following clearly readable documents:
 - (a) Passport-size photograph of the applicant.
 - (b) Scanned signature of the applicant.
 - (c) Scanned copy of both sides of all original testimonials (Mark sheet/ Caste Certificate/Gap Certificate/NOC from Employer, etc.)
(Candidates are advised to scan the Original Testimonials for uploading. Scanned copies of photocopied documents should not be uploaded).
 14. Please note that it is not compulsory to fill up the entire Application at one go. The application can be saved in the draft mode by clicking on **“Save As Draft”** button. Doing so will allow the information already entered to be saved. Applicants can save the forms in draft mode and can log in again for completing and submitting it.
 15. All (*) marked field on the application form are compulsory. The compulsory information will have to be given before Final Submission.
 16. Applicants shall choose the Course in which she/he wishes to apply, based on the eligibility. The applicants are advised to check the eligibility criteria of the Courses before making a choice.
 17. An applicant can apply to a maximum of Two (2) Departments/Courses by giving his/her preferences. However, once admitted in a Course, only one chance will be given to the student to leave the Department and to take the admission in his/her preferred course, in case she/he gets selected in merit/selection list later.
 18. Applicants can take admission to only one course. **There is no provision for getting admission to multiple courses.**
 19. User/Applicant can change or edit information in the Application as long as the Application is not submitted. Once the application is submitted, the applicant cannot change or edit or modify the information. For any correction in the application form, the applicant will have to visit the respective College/ Department of the University. **Therefore, candidates are advised to fill up and check the application form carefully before final submission.**
 20. Before the submission of the Application form, the applicant has to pay the requisite fees through Payment Gateway System using Net Banking/UPI/RuPay Debit Card .
 21. Only Paid Applications will be accepted for further processing after verification by college/university.
 22. Applicants are requested to verify the Bank Account Details carefully before making payment. The University/Colleges will not be responsible for any wrong payment made by the applicant.
 23. **Application Fee once paid is non-refundable.**

24. Applicants will be provisionally registered for admission, subject to the eligibility criteria and verification of Certificates, mark sheets and other credentials.
25. Applicants shall take the printout of the admission form and keep it with them for future reference.
26. The applicant will be solely responsible for providing correct and relevant information in the application form. In case of any discrepancy found during verification or at any later stage, the application will be rejected by the University/College and the admission of the applicant will be cancelled. Furnishing of incorrect information/suppression of information may lead to legal action against the applicant.
- 27. For P.G./Diploma Courses**
 - (a) The candidates who have cleared upto 5th semester examination of 3 years degree course may apply for PG/ DIPLOMA courses for provisional admission in that course.
 - (b) The candidates shall have to submit the final Semester Marksheet (clearly indicating that the Bachelors Degree have been awarded) by 30th November, 2021, failing of which his / her admission will be rejected and the concerned student will have no claim on the said admission.
 - (c) Refund of Fees: For refund of fees, if any, in respect of the admission process shall be guided by the Assam University rule in case of the candidate admitted provisionally and have failed to clear the Three Years Degree Course .
- 28.** For any query, please, e-mail to: helpdesk@ausexamination.ac.in