GUIDELINES TO FILL UP THE APPLICATION FORM ONLINE

What all do you need to complete the Online application process for University of Jammu ?

As an applicant, you would need the following:
1. An E-mail ID for registration and for receiving all future correspondence till the admission process is over and subsequently, if admitted.
2. A Mobile Number to receive SMS based notifications/communications related to the online application, Admit card etc till the admission process is over and subsequently, if admitted.
3. Facility with internet connectivity.
4. A recent scanned passport sized colour photograph (for scanning and uploading in "jpeg" format only. File size of scanned photograph should not be more than 100KB).
5. Your scanned signature using **Blue/Black** pen on white sheet (for scanning and uploading in "jpeg" format only. File size of scanned photograph should not be more than 100KB).
6. Access to an online payment facility / service such as
   1. Net Banking
   2. Credit card
   3. ATM-cum-Debit card

Important Notes for all applicants:

1. A printout of the submitted complete Application form is to be retained with the candidate, which is to be submitted at the time of admission, if selected.
2. Original certificates issued by the competent authority supporting your filled in details will be asked from you ONLY at the time of admission. If data provided in the online application is not supported by appropriate documents then your application/ claim for admission shall be summarily rejected.

Steps to be followed for filling the online application:

Before proceeding to fill up the online application form, please ensure that you have the required details and scanned image files of your (i) recent passport size colour photograph and (ii) signature [as specified at para 4 & 5 above], which will be needed at different stages of process. The entire process of filling online application form can be completed in six stages. The six stages are:

1. Register yourself for the online application process at the University of Jammu Application Portal

2. Select the Programme (Entrance Test Academic session July (Autumn) session 2020) of your choice [check eligibility etc].

3. Next, application form will appear on the screen. Fill up the details in the application form which will have the following sections:
   a) Applicant Details
   b) Upload Photo and Signature
   c) Academic Details
   d) Document Details
   e) Preview and Confirm

Please SAVE your application before proceeding to the next section.

4. In the "Preview and Confirm" section, a preview of all data entered by you in the application process will appear on the screen. Check the correctness of the previewed data. If no corrections are required then **'Confirm'** the submission. Otherwise, edit the details before confirming submission.

   Please note that you cannot Edit/Modify your application once you click Confirm & Submit button. Go for Fee Payment and Final Submission/Apply for a new Programme at the Dashboard.

5. For subsequent applications (of new Programmes), 'Applicant Details', 'Upload Photo and Signature', 'Academic Details', 'Document Details' will be automatically copied from details of the first application. If you choose to pay after selecting all the Programme of your choice, a combined payment of Admission Test Fee for all courses you have applied for can be done.

How to complete Registration on the University of Jammu Admission Portal for Online Application Process?

Step 1: Please click on **"Apply for Admission"** button given on the home page of the Jammu University Application Portal.

Step 2: On clicking the link, you will be directed to a new page having an Applicant Login Box. Below the login fields there is a link **"Make Registration"**. Please click on this link.

Step 3: When you click the link you will be shown a Registration Form asking for various details. Fields for information which is mandatory is marked with "Red coloured bullets" and is to be essentially filled up. These fields cannot be left blank. Once you fill the details, you can click on the **"Sign up"** button at the bottom for completing the registration process.

NOTE: PLEASE NOTE THAT DETAILS SUBMITTED DURING REGISTRATION CANNOT BE CHANGED LATER. SO MAKE SURE YOU DO NOT MAKE ERRORS IN THE INFORMATION YOU FILL IN THIS FORM.

Step 4: Activation and validation of Registration

1. On successful submission of registration details, you would be shown a confirmation message on the screen. You will also receive an e-mail on the e-mail ID provided by you in the Registration Form and a validation code on your registered mobile number. This email will contain an activation link. You need to click on this activation link to confirm and complete your registration process.

   Note: This confirmation and activation link e-mail might land up in your "Spam Folder" or "Junk Folder'. So, in case you do not find the registration confirmation e-mail in your "Inbox", please check your "Spam Folder" or "Junk Folder'. If you find the e-mail from *DAA@tezu.ernet.in* in your "Spam Folder" or "Junk Folder', please report it as "Not Spam" and/or add the same to your contact list so that the subsequent e-mails from *DAA@tezu.ernet.in* always come in your Inbox. Always check your "Spam Folder" or "Junk Folder' for e-mails from the University of Jammu Admission Portal.

2. Click on this activation link received in the e-mail. You account will not be activated until you have clicked on this activation link, so, do not forget this important step.
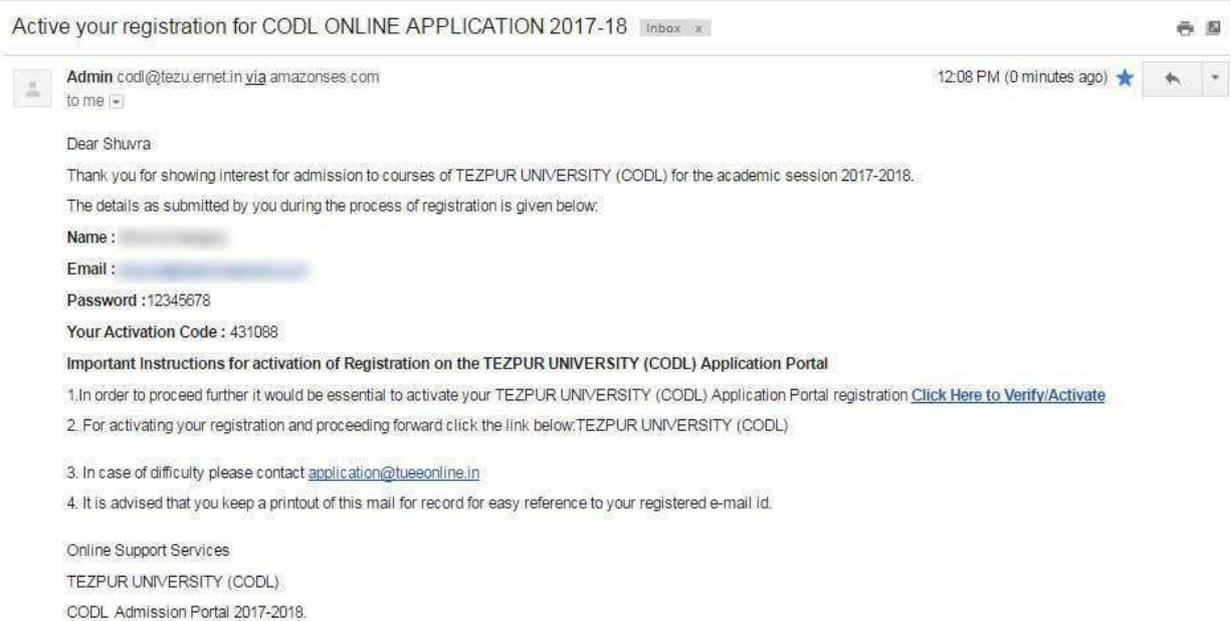
3. On clicking the activation link, you will be directed to the validation page in which you are required to give the validation code sent on your registered mobile number. Enter the validation code received on your registered mobile number to complete the registration process.

4. On successful validation, you will be allowed login and directed to My Application Section. Select the course of your choice and start filling up the application form online.

UNIVERSITY OF JAMMU

Welcome to University Of Jammu.

Hil Shovra, Your account has been activated. You can now login with your Email-id and Password. [Login]

How to select Course for which I want to apply?

Step 1: After activation and validation of your Registration on the University of Jammu Admission Portal, you can login into the programme.

SIGN IN

UNIVERSITY OF JAMMU

Welcome to University Of Jammu

QUICK TIPS

IMPORTANT INSTRUCTIONS FOR CANDIDATES

Bachelors

HELPDESK
Phone:
Email:

SIGN IN   x

Email Address

Password

☐ Remember me   Forget Password

[Submit]

APPLICANT LOGIN

Existing user?
[Sign In]
Forgot Password? Click Here

[New Registration]

[Activate Your Account]
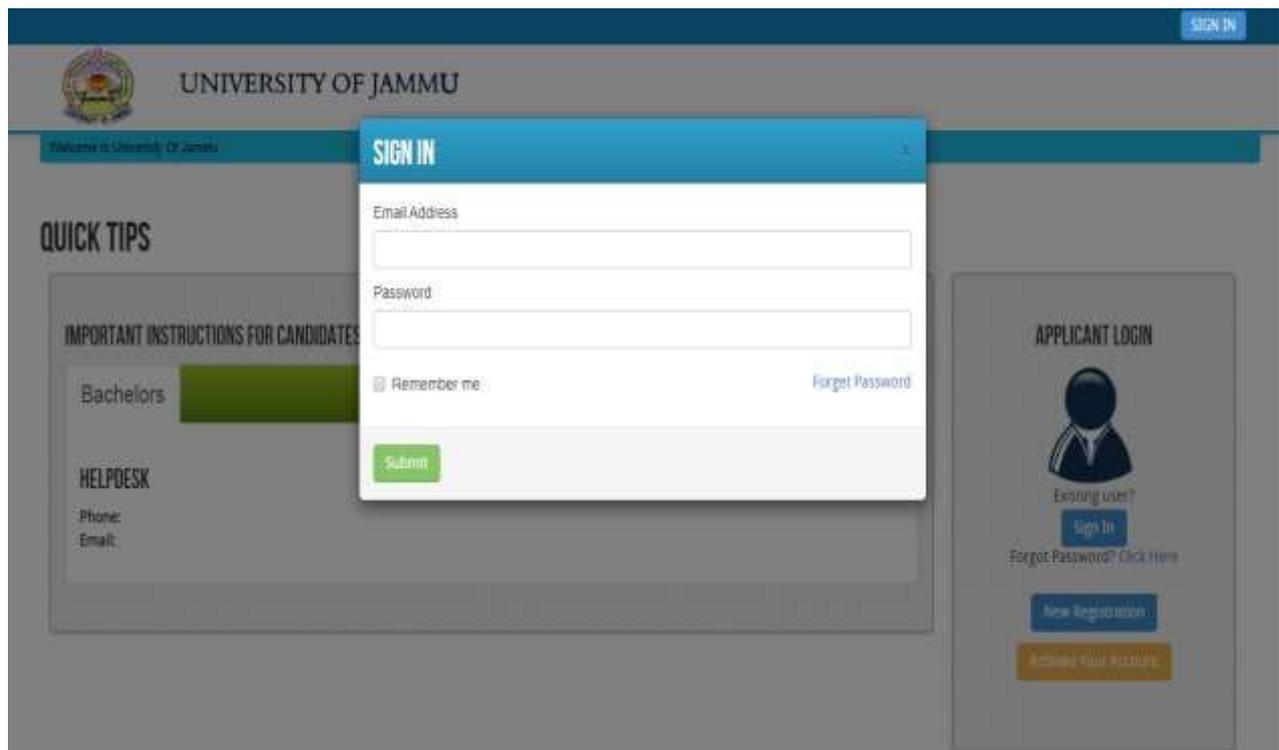
After login you will be able to see dashboard and click **"My Application"**

Then you will be able to see following page with the title **"Status of Applications"**.

Step 2: Please select your programme type, school and preferable first programme from the drop down boxes given at the bottom. Check the eligibility and in case you are eligible for the course click the checkbox given below regarding confirmation of the terms and conditions and the eligibility to proceed further for filling up the application form by clicking **"Add Programme"** button.
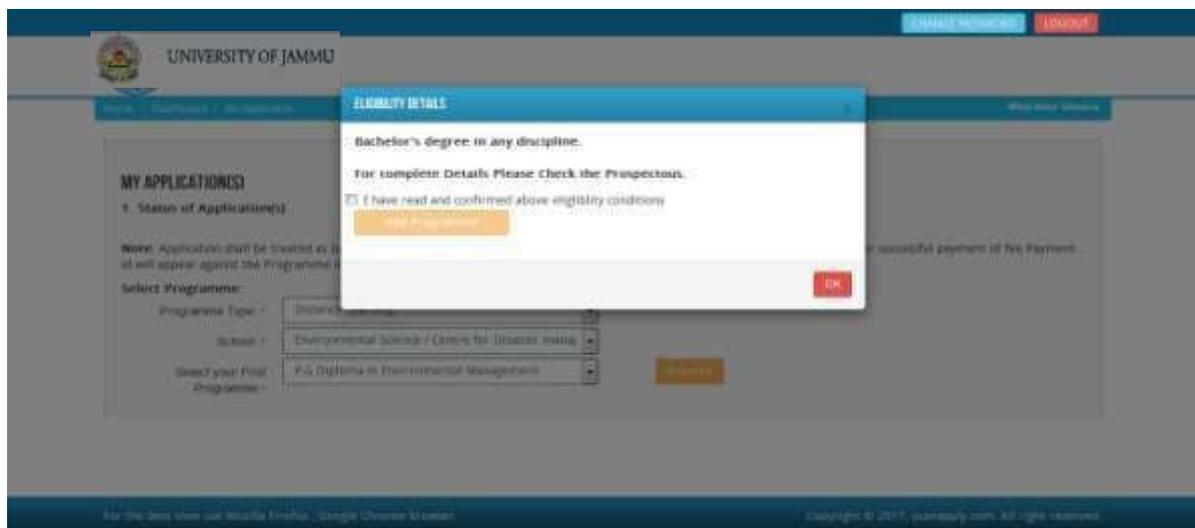
How to fill up the Application form after I have selected the Programme I wish to apply for?

Step 1: After you have added the first programme of your choice and come to the above screen, On clicking, following form will appear on the screen. Some of its fields would be pre-filled with the details you gave at the time of registration. Fill up other required details correctly.

NOTE: Mandatory fields have been marked with red asterix. They are to be essentially filled up before you will be allowed to 'Save' of the form.

UNIVERSITY OF JAMMU

Welcome SAMA

APPLICANT DETAILS FOR INTEGRATED M.SC. IN BIOSCIENCE AND BIOINFORMATICS - SCIENCES

Candidate Name:

Father's Name:

Mother's Name:

Category:

Physically Challenged:

Date of Birth:

Gender:

Nationality:

Employed:

Father's Occupation:

Mother's Occupation:

Religion:

State of Domicile:

Approximate yearly family income (Rs.):

Are you a extenseranic (Kashmir) Ex servicemen ?:

Are you belong to Minority:

Marital Status:

Are you a Kashmiri Migrant (KM):

Do you need hostel accommodation:

Rashtriya card No:

What is your Locality ?:

Academic distinction/ Medal/ Prize (if any):

Specialized academic Training (if any):

Other information worth mentioning includes publications (if any):

Debarred from any Examination(s)? :

Punished for Misconduct? :

Area Of Interest:

Do you have any gap period of 1 year or more between last qualifying examination and year admission (if yes gap certificate to be uploaded) :

PERMANENT ADDRESS

Address Line:

City/Town/Village:

Post Office:

District:

State:

PIN:

Father/Guardian Mobile No:

Landline Phone:

CORRESPONDENCE ADDRESS COPY THE PERMANENT ADDRESS

Address Line:

City/Town/Village:

Post Office:

District:

State:

PIN:

Father/Guardian Mobile No:

Landline Phone:

Email :

Step 2: After you have filled up all the required fields of the 'Applicant Details', Click on the 'Save & Continue' button given at the bottom of the page (as shown above).

Note: For details related to specific fields in the application form, eligibility condition, number of seats, fee etc please refer to the Information Bulletin available on the University of Jammu Admission Portal.

Step 3: After filling up application click the 'Save and Continue' Button given at the bottom.

How to Upload image file (in jpeg format; size limit 100kb) of my scanned photograph and signature?

Step 1: To upload the image file of you scanned passport size colour photograph and signature, click the button 'Upload Photograph and Signature' button available on the left panel. On clicking, you will see the following screen:

(Your **scanned passport photo should be** within 3.5 x 4.5 cm in size, scanning resolution should be within 100 dpi & file size should be less than 100 KB.)
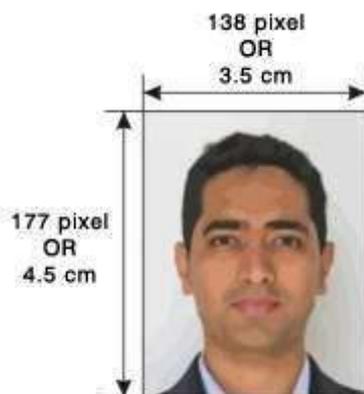
If you are facing any problem to upload your photo or rejected by the system then we are requested you to resize your photo as per the sample images shown here.
To Resize your scaned photo please follow the following steps:

    1. Right click on the scaned photo file → Open with → Microsoft Office Picture Manager
    2. Then look at the top menus, Click Picture → Resize
    3. Now look at the right pannel, Select the radio button Custom width x height, And write width = 138px, height = 177px. Then Click OK to complete.
    4. If you are not able to do this properly, then you can try 'Crop' feature for the 'Picture' menu
    5. The save the file.
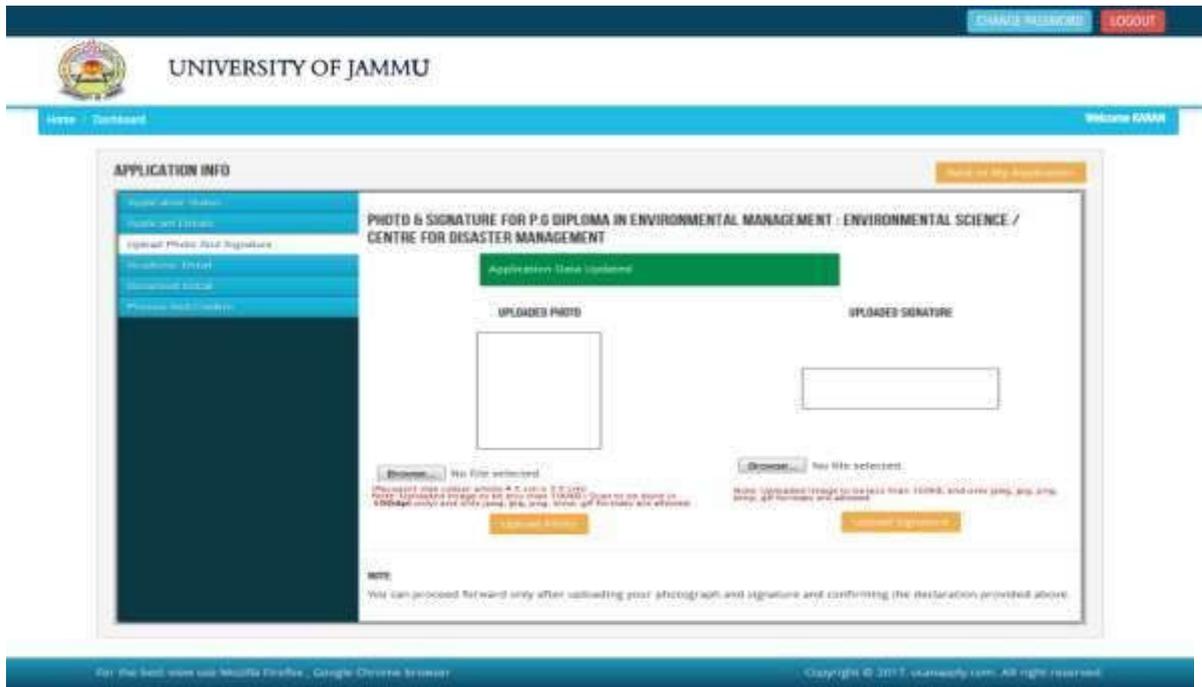
Step 4: Choose the image file (jpeg format; photo should be within 3.5 x 4.5 cm in size, scanning resolution should be within 100 dpi & file size not more than 100 kb) of your scanned passport size photograph and signature and click the button 'Upload Photo' and 'Upload Signature' button given below the Box. After you have successfully uploaded the photograph and signature, you will see the following page:
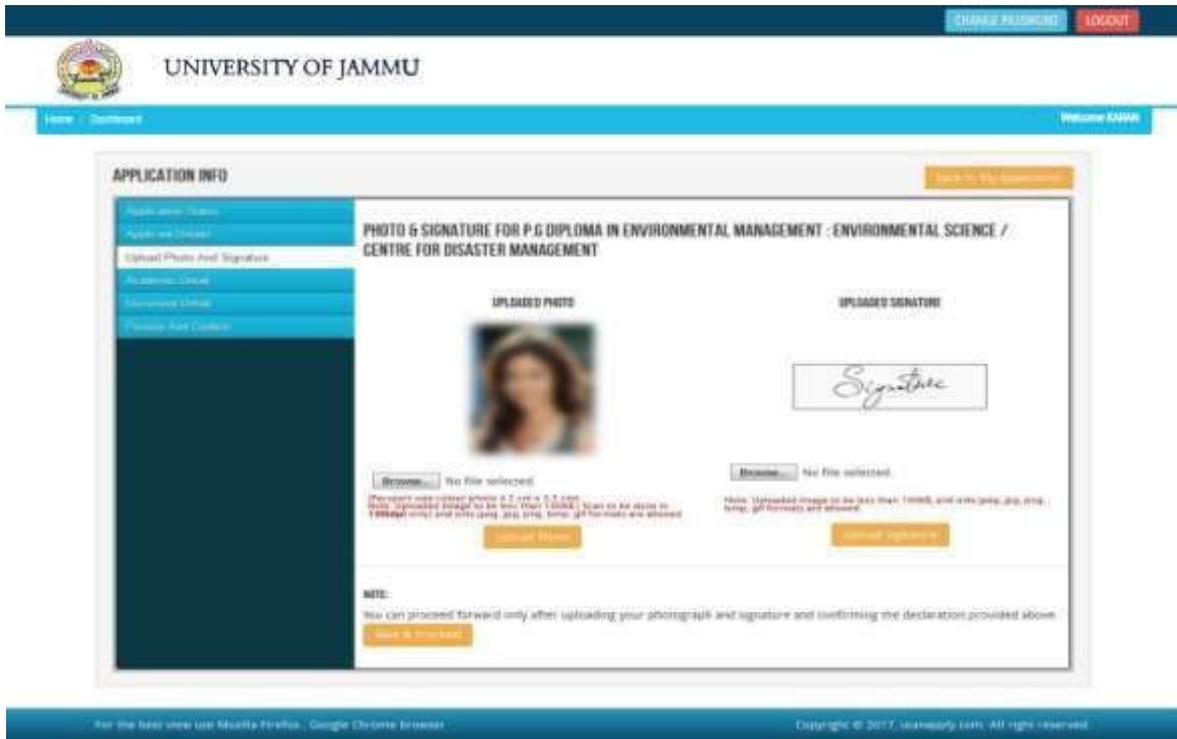
Step 5: After filling up application click the 'Save and Proceed' Button given at the bottom you have filled up all the required fields of the '**Academic Details**', here you add your passed examination details and Click on the 'Save' button.

Step 6: After filling up application click the 'Save' Button given at the bottom you have filled up all the required fields of the '**Document Details**', here you add your document details and Click on the 'Save & Continue' button.

Upto this stage, you have completed all stages of the Application Form. Now, click the „Save & Continue" button given at the bottom of the page. This will help you see entries made in various sections of the Application Form. In case you want to edit some details, you should do so before clicking **'I confirm the above'** checkbox and clicking the **'Confirm & Submit'** button because **once you confirm and submit an application form, it cannot be edited further.**

For the other subject system will go for **Applicant Form View** page. Here you can check all information which you have entered in your application process. If everything is ok then click the button **I CONFIRM THE ABOVE** & Click 'Confirm & Submit' button.

After that system will show you the **Proceed to Payment** button to complete the payment.

How to pay the Application Fees?

Step 1: You will get dropdown for **'Payment Type'**, here you can get ONLINE Payment type. Click here to make payment. On clicking you will see the following screen.
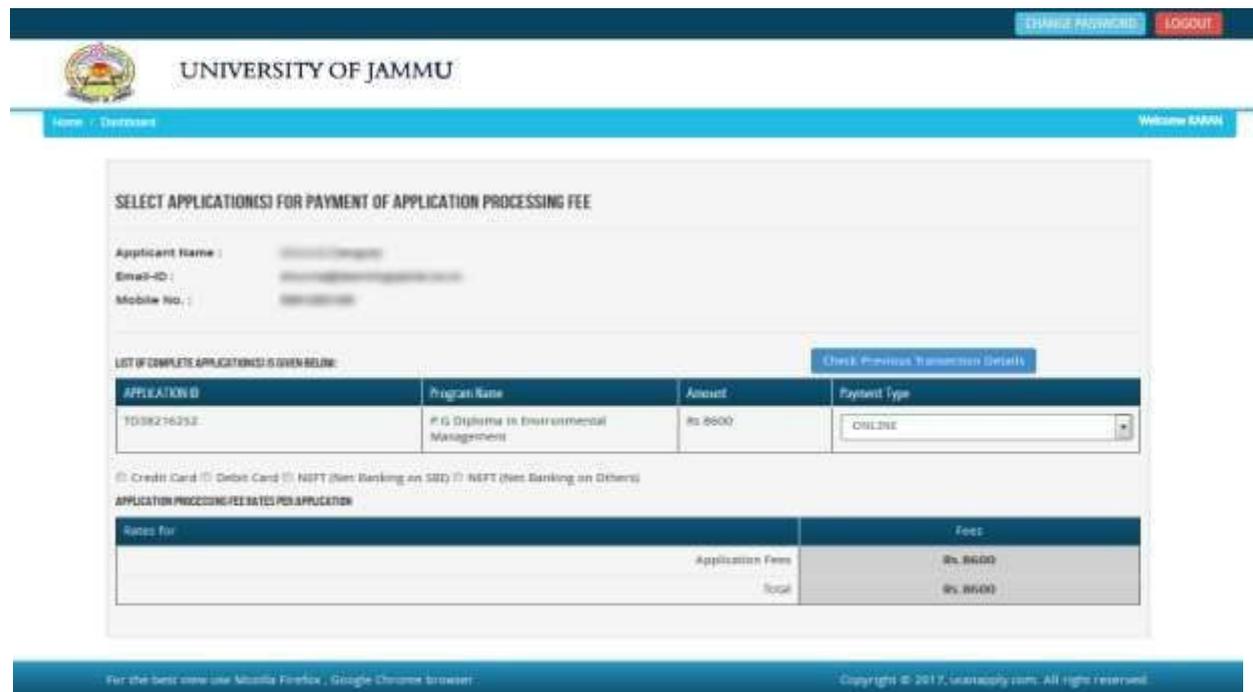
Step 2: You can select the applications for which you want to pay the University of Jammu Application Portal Online Fee by clicking 'ONLINE' the check box given in the bottom left for 'Select to Pay'. You have option of paying University of Jammu Online Fees [using Credit Card/ Debit Card/ NEFT (Net Banking on SBI)/ NEFT (Net Banking on Others)] through payment gateway available on the Portal [by clicking 'Proceed to Pay'].

Step 3: On clicking **'Proceed to Pay'**, following screen will appear. Here you can check your summary and payment amount etc. Once you click **Pay Now & Submit Application** button then system will go for payment to your banking website. After a successful payment you will get Payment Successful message. And your application process is complete.

After a successful payment you can take the Print of the form.

Online Support Services
UNIVERSITY OF JAMMU Online Admission Portal 2020-2021