

## **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.



The screenshot shows the top navigation bar with a 'SIGN IN' button. Below it is the University of Jammu logo and name. A blue banner reads 'Welcome to University of Jammu'. The main content area is titled 'QUICK TIPS' and is divided into two columns. The left column is titled 'IMPORTANT INSTRUCTIONS FOR CANDIDATES BEFORE APPLYING ONLINE' and contains a 'Bachelors' link and a 'HELPOESK' section with 'Phone:' and 'Email:' labels. The right column is titled 'APPLICANT LOGIN' and features a user icon, 'Existing user?' text, a 'Sign In' button, a 'Forgot Password? Click Here' link, a 'New Registration' button, and an 'Activate Your Account' button.

**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.



## QUICK TIPS

**IMPORTANT INSTRUCTIONS FOR CANDIDATES BEFORE APPLYING ONLINE**

Bachelors

**HELPOESK**

Phone:  
Email:

**APPLICANT LOGIN**



Existing user?

[Sign In](#)

[Forgot Password? Click Here](#)

[New Registration](#)

[Activate Your Account](#)

**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.



**REGISTRATION**

Email ID \*   
Please note that all communication related to your Application-2017 including this registration for activation etc. will be sent to this email ID.

Password \*   
 Confirm Password   
Your password should contain minimum of 6 alpha numeric characters.

Name of Applicant \*

Date of Birth \*

Sex \*

Father's name \*   
Don't add any salutation like Mr./Dr. etc. before the Name.

Mother's name \*   
Don't add any salutation like Mr./Mrs./Dr. etc. before the Name.

Address \*

Mobile No. of the Applicant \*

[Sign Up](#)

[Already registered? Back to Login](#)

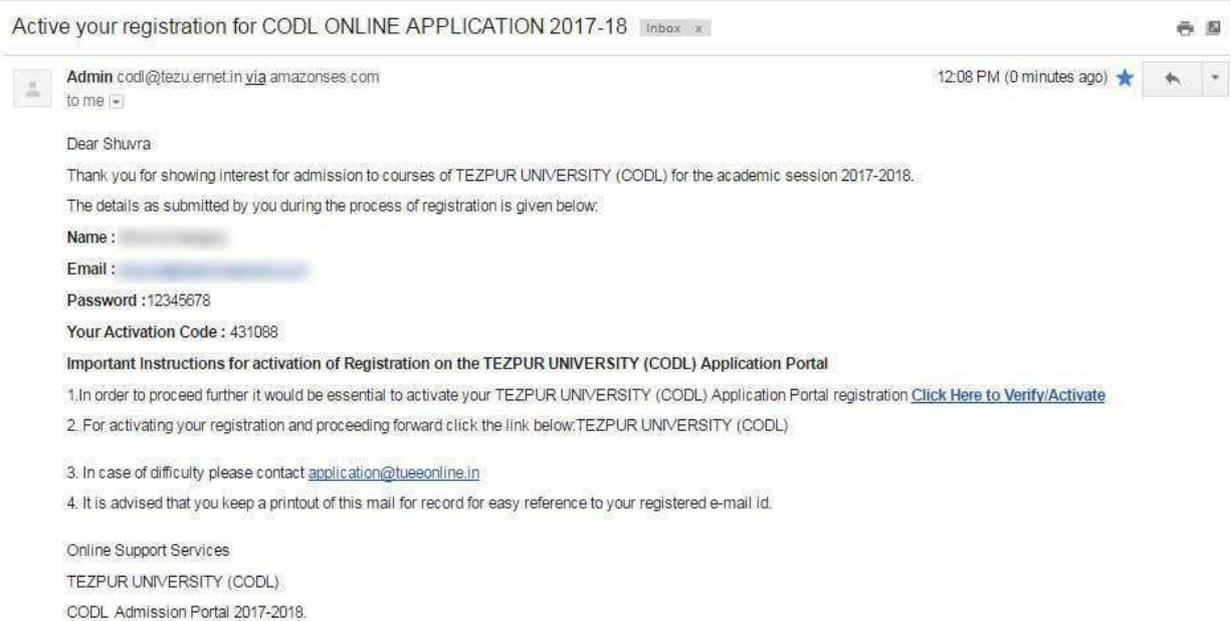
**NOTE:** PLEASE NOTE THAT DETAILS SUBMITTED DURING REGISTRATION CANNOT BE CHANGED LATER. SO MAKE SURE YOU DO NOT MAKE ERRORS IN THE INFORMATION YOU FILL IN THIS FORM.

#### 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. Your 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.

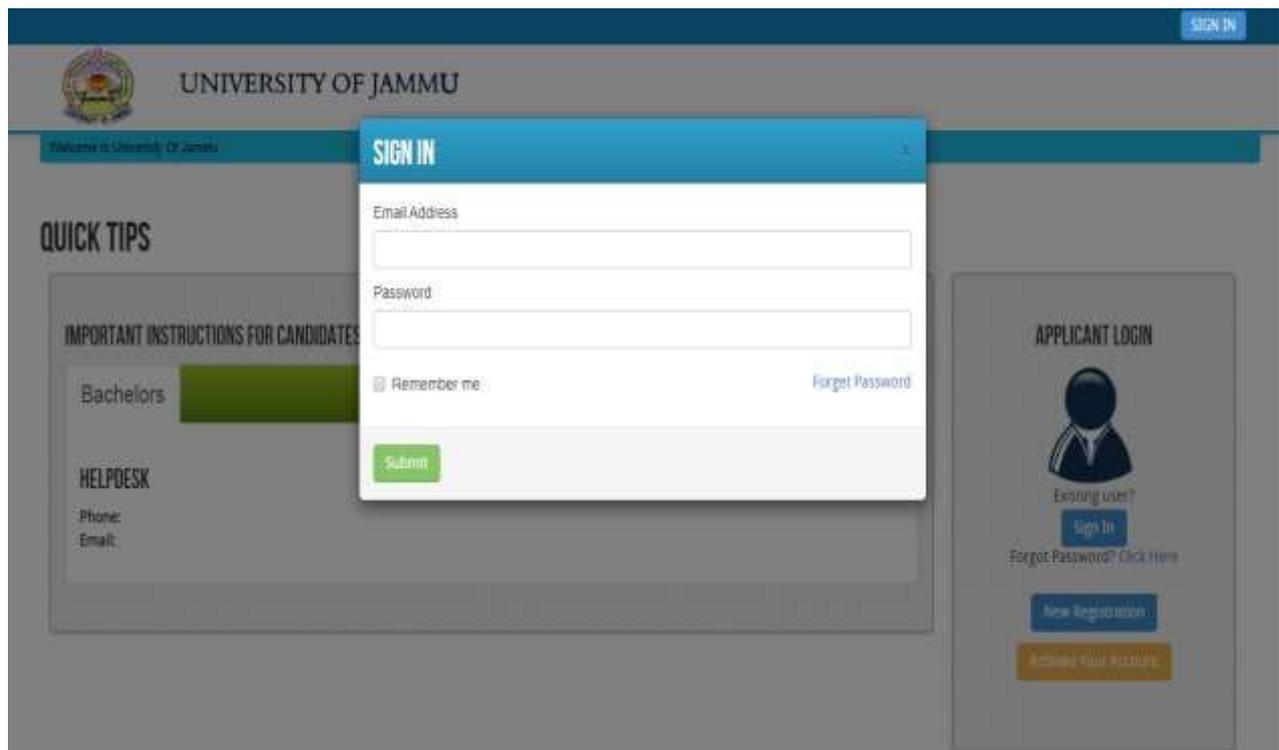


4. On successful validation, you will be allowed login and directed to My Application Section. Select the course of your choice and start filling up the application form online.



## 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.



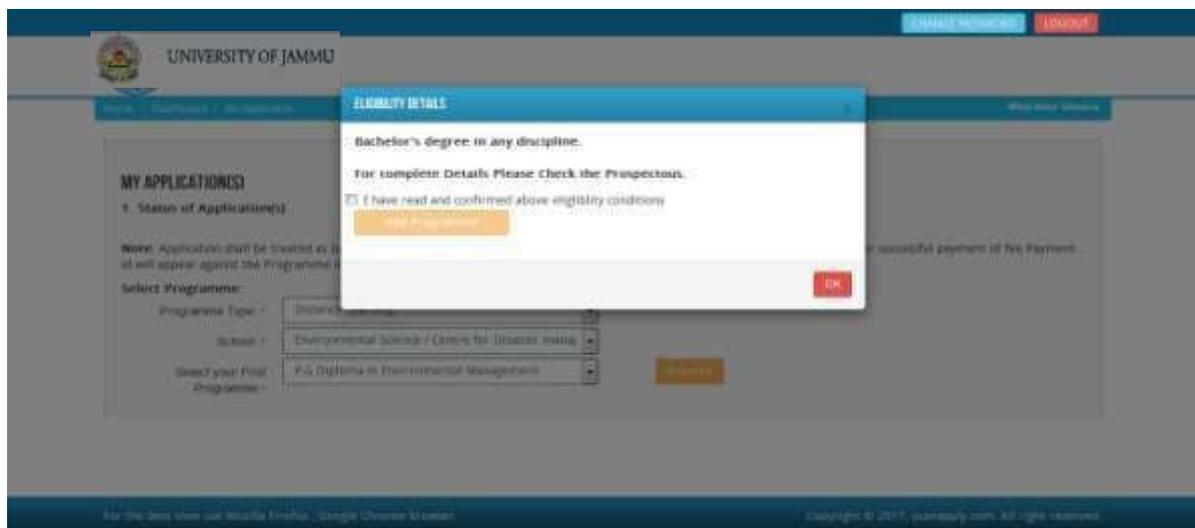
After login you will be able to see dashboard and click **“My Application”**



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

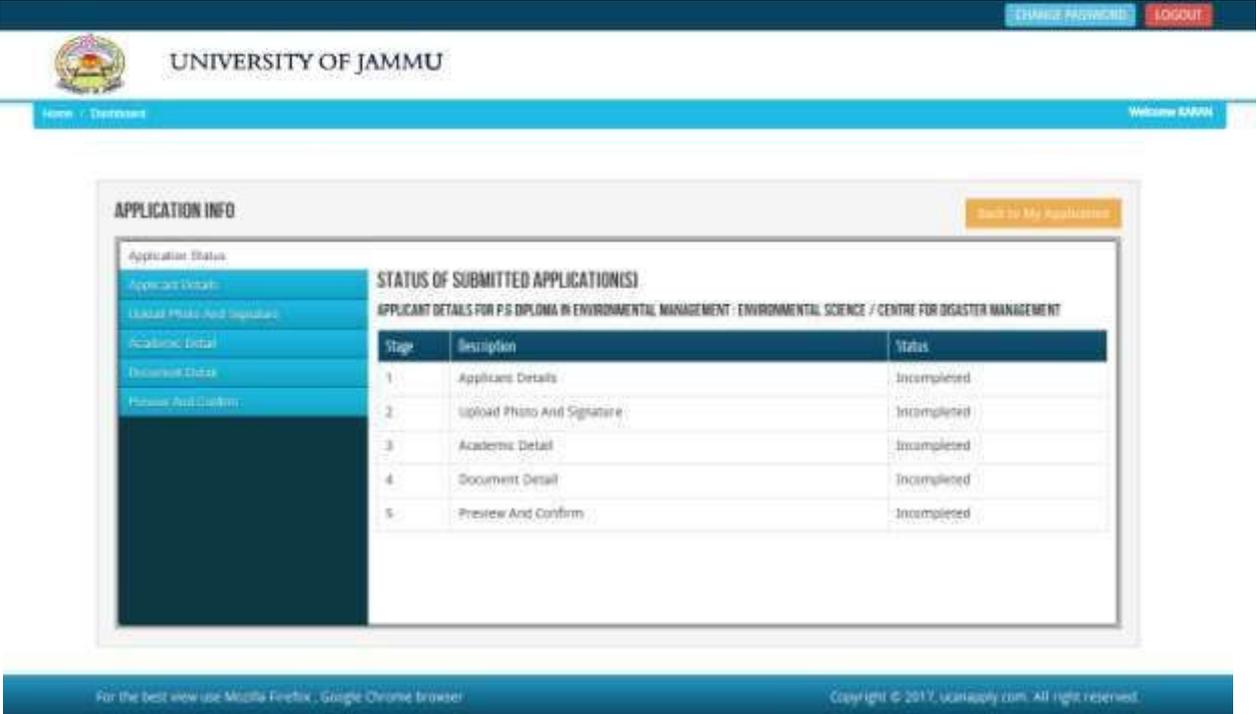


**Step 2:** Please select your programme type, school and preferable first programme from the drop down boxes given at the bottom. Check the eligibility and in case you are eligible for the course click the checkbox given below regarding confirmation of the terms and conditions and the eligibility to 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.



The screenshot displays the University of Jammu application portal. At the top, there is a navigation bar with 'CHANGE PASSWORD' and 'LOGOUT' buttons. Below this is the University of Jammu logo and name. A secondary navigation bar shows 'Home' and 'Dashboard' links, along with a 'Welcome KAMM' message.

The main content area is titled 'APPLICATION INFO' and includes a 'Save My Application' button. On the left, there is a sidebar with menu items: 'Application Status', 'Applicant Details', 'Upload Photo And Signature', 'Academic Detail', 'Document Detail', and 'Preview And Confirm'. The 'Applicant Details' menu item is highlighted.

The main content area shows the 'STATUS OF SUBMITTED APPLICATION(S)' for 'APPLICANT DETAILS FOR P.S DIPLOMA IN ENVIRONMENTAL MANAGEMENT / ENVIRONMENTAL SCIENCE / CENTRE FOR DISASTER MANAGEMENT'. A table below this header shows the progress of the application:

Stage	Description	Status
1	Applicant Details	Incompleted
2	Upload Photo And Signature	Incompleted
3	Academic Detail	Incompleted
4	Document Detail	Incompleted
5	Preview And Confirm	Incompleted

At the bottom of the page, there is a footer with the text: 'For the best view use Mozilla Firefox , Google Chrome browser' and 'Copyright © 2017, ucaapply.com. All right reserved.'

**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.



**APPLICANT DETAILS FOR INTEGRATED M.A.C. IN DISCRETE AND INFORMATION SCIENCES**

**Applicant Details**

**Candidate name:**

**Father's name:**

**Mother's name:**

**Category:**

**Physically Challenged:**

**Date of Birth:**

**Gender:**

**Nationality:**

**Employment:**

**Father's Occupation:**

**Mother's Occupation:**

**Religion:**

**Marital Status:**

**Are you a Nationality holder (NRI)?**

**Do you need special accommodations?**

**Roll Number (if any):**

**What is your locality? :**

**Academic distinction/ Medal (Year of BSc):**

**Specialized academic training (if any):**

**Other information (such as membership in clubs/publications (if any)):**

**Debarred from any Examination?**

**Punished for misconduct? :**

**Area Of Interest:**

**Do you have any gap period of 1 year or more between last qualifying examination and year admission of your gap certificate in the following? :**

**PERMANENT ADDRESS**

**Address Line 1:**

**City/Town/Village:**

**Post Office:**

**District:**

**State:**

**Pin:**

**Father/Guardian Mobile No.:**

**Landline Phone:**

**CORRESPONDENCE ADDRESS ( COPY THE PERMANENT ADDRESS )**

**Address Line 1:**

**City/Town/Village:**

**Post Office:**

**District:**

**State:**

**Pin:**

**Father/Guardian Mobile No.:**

**Landline Phone:**

**Send**

**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).

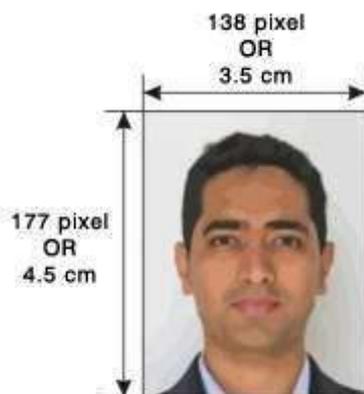
**Note:** For details related to specific fields in the application form, eligibility condition, number of seats, fee etc please refer to the Information Bulletin available on the University of Jammu Admission Portal.

**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:

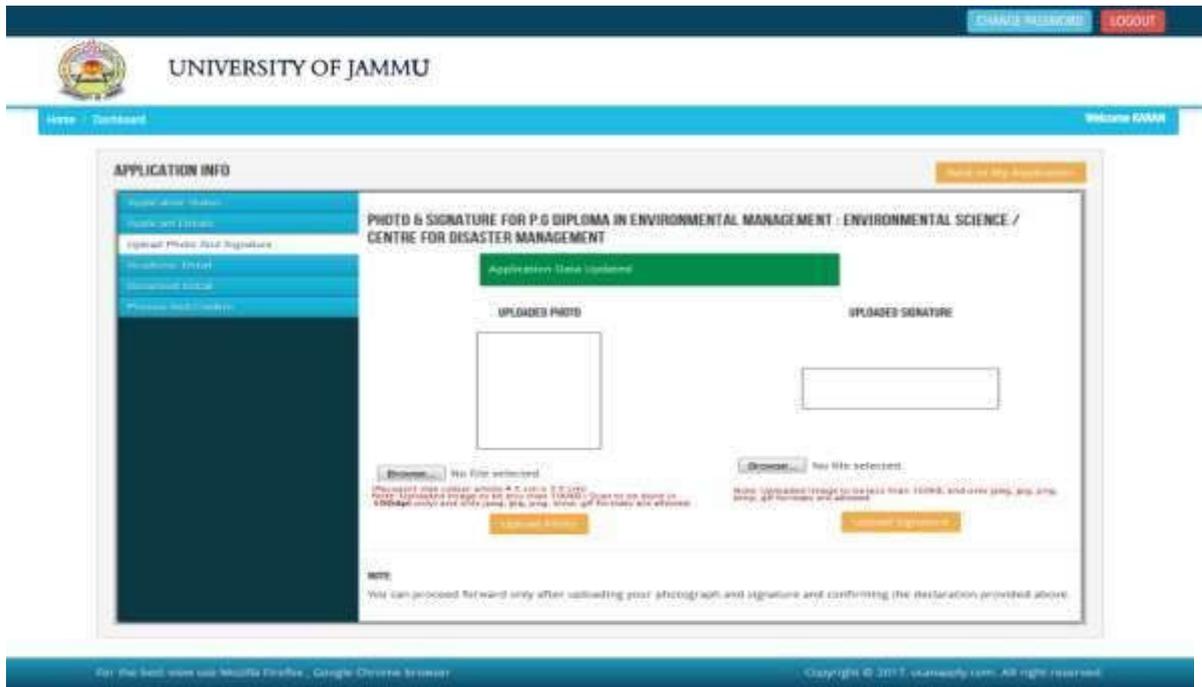
(Your scanned passport photo should be within 3.5 x 4.5 cm in size, scanning resolution should be within 100 dpi & file size should be less than 100 KB.)



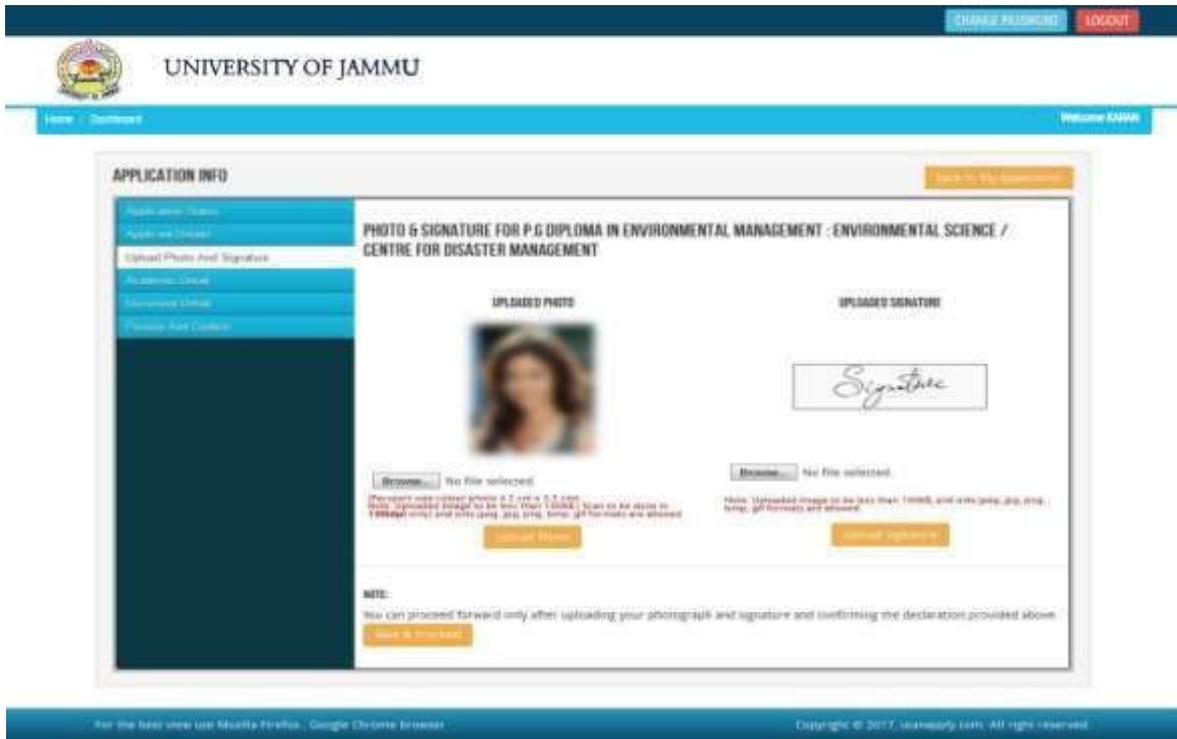
If you are facing any problem to upload your photo or rejected by the system then we are requested you to resize your photo as per the sample images shown here.

To Resize your scanned photo please follow the following steps:

1. Right click on the scanned 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.



**APPLICATION INFO**

Application Details  
 Applicant Details  
 Upload Photo And Signature  
 Academic Detail  
 Document Detail  
 Previous Result Card(s)

**ACADEMIC DETAILS FOR P.G DIPLOMA IN ENVIRONMENTAL MANAGEMENT - ENVIRONMENTAL SCIENCE / CENTRE FOR DISASTER MANAGEMENT**

Note: If page not load properly, [Click here to reload](#)

Name of the Examinator	Board / University and Roll	Year of Passing / Appeared	School Name/College	Div/ Seat/ Category	Marks Obtained	Total Marks	Marks %	CGPA
10th std. *	Select	Select						CGPA
(10+2) th std. *	Select	Select						CGPA
Bachelor Degree *	Select	Select						CGPA

Result Awaited

Note: Candidates are instructed to read the eligibility clauses carefully from prospectus before applying to any course. University will not be responsible for errors made by candidates in such cases, and application fees paid in such cases will not be refunded.

[Save](#)

**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.



**APPLICATION INFO**

Application Details  
 Applicant Details  
 Upload Photo And Signature  
 Academic Detail  
 Document Detail  
 Previous Result Card(s)

**STATUS OF SUBMITTED APPLICATION(S)**

**DOCUMENT DETAILS FOR P.G DIPLOMA IN ENVIRONMENTAL MANAGEMENT - ENVIRONMENTAL SCIENCE / CENTRE FOR DISASTER MANAGEMENT**

Note: Uploaded image should be less than 200KB (Scan to be done in 100dpi only)

Name of the Document	Uploaded link	Upload	Type	
Age proof / PAN Card / AADHAR Card / 10th Marksheet/Address Card, Birth Certificates		<a href="#">Browse...</a> No file selected.	Original	<a href="#">Upload</a>
10th std. (Marksheet / Grade Card)		<a href="#">Browse...</a> No file selected.	Original	<a href="#">Upload</a>
(10+2) th std. (Marksheet / Grade Card)		<a href="#">Browse...</a> No file selected.	Original	<a href="#">Upload</a>
Bachelor Degree (Marksheet / Grade Card)		<a href="#">Browse...</a> No file selected.	Original	<a href="#">Upload</a>
Physically Challenged		<a href="#">Browse...</a> No file selected.	Original	<a href="#">Upload</a>

Note: You can proceed forward only after uploading all your documents as shown above, these documents are being asked in connection to the details entered by you in the Applicant details section.

[Back to My Application](#)

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.

[CHANGE PASSWORD](#) [LOGOUT](#)


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Jammu University  
Jammu


Santipur, PIN - 190028  
Application for Admission to P.G Diploma in Environmental  
Management  
Session: 2017-2018

01. Name of the Candidate: \_\_\_\_\_

02. Father's Name & Occupation: Mr. SANDIP GANGULY

03. Mother's Name & Occupation: Mrs. DEPTI GANGULY

04. Permanent address

Backhagan, Kolkata, Kolkata, City/Town: Kolkata, State: West Bengal Pin: 700017

Mobile No: \_\_\_\_\_

05. Category: GENERAL (UR)

Belongs to Minority: No

06. Address for Communication

Backhagan, Kolkata, Kolkata, City/Town: Kolkata, State: West Bengal Pin: 700017

Mobile No: \_\_\_\_\_ Email ID: \_\_\_\_\_

07. Date of birth: 12/ October 1991

Marital Status: Single

Gender: Female

Religion: Hindu

Employment Status: Unemployed

Name of Examination	Name of Board/ University	Year of Passing	Division/Class	School Name/College	% of marks	CGPA
10th std.	West Bengal Board of Secondary Education, Calcutta	2008	1	ABCD	75	
(10+2) H. std.	West Bengal Council of Higher Secondary Education, Calcutta	2010	1	ABCE	88.67	
Bachelor Degree	University of Gour Banga, West Bengal	2014	1	ABCD	85	

Any other if Any: \_\_\_\_\_

08. State of Domicile: Other

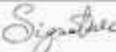
09. Belongs to Differently abled Category: (Certificate from appropriate authority to be produced) Yes (40%)

10. Approximate yearly family income (Rs.): 20000

11. Locality: Urban

Uploaded Documents: (1) Physically Challenged (2) 10th std. (3) (10+2) H. std. (4) Bachelor Degree (5) Age proof (PAN Card, AADHAAR Card, 10th Marksheet/Admit Card, Birth Certificate)

**I Undertake:**  
I hereby declare that I have read and understood the conditions of eligibility for the programme for which I seek admission. I fill the maximum eligibility criteria and I have provided the necessary information in this regard. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University. I have carefully studied the rules of the University as printed in the Prospectus and I accept them and shall not raise any dispute in future over the same rules. Further, I also understand that it will be at the discretion of the University to admit a study course.

  
 Date: 27-04-2017  
 Signature of the candidate

**N.B.**  
 1. Bring all the original Marksheet/Grade Cards along with one (01) print out of application form at the time of verification of documents as per notification.  
 2. Self-attested copies of all Marksheet/Grade Cards must be attached along with the form.  
 3. Admission of a candidate will be cancelled if any of the statements is found incorrect.  
 4. All notices regarding admission will be available in the University website (www.jammu.ac.in & facebook link).

Application ID: F038219252 Payment ID : FEE NOT PAID

Received one application form \_\_\_\_\_ for admission into PG Diploma in Environmental Management on 27-04-2017.

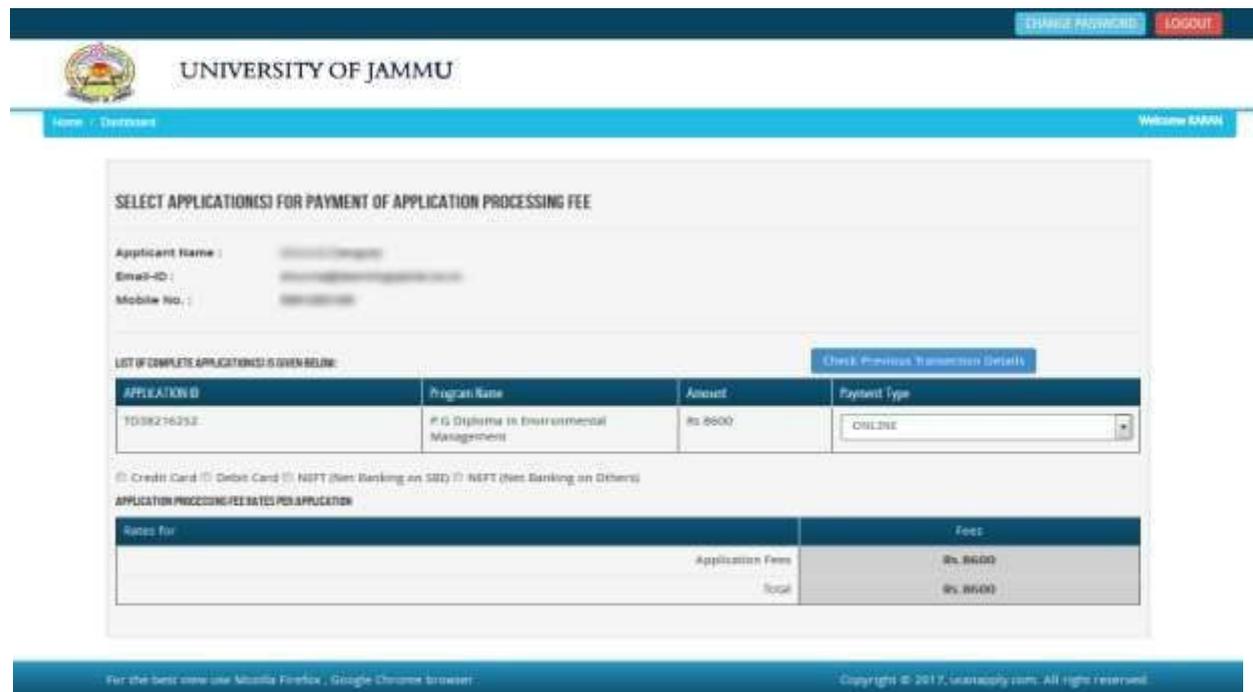
Signature of the dealing Personnel

Proceed to Payment
Back

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## 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.



The screenshot shows the 'SELECT APPLICATION(S) FOR PAYMENT OF APPLICATION PROCESSING FEE' page. At the top right, there are 'CHANGE PASSWORD' and 'LOGOUT' buttons. The University of Jammu logo and name are on the left. Below the header, there are fields for Applicant Name, Email-ID, and Mobile No. A 'LIST OF COMPLETE APPLICATION(S) GIVEN BELOW' table is displayed with columns for Application ID, Program Name, Amount, and Payment Type. The first row shows Application ID 'T030216252', Program Name 'PG Diploma in Environmental Management', Amount 'Rs. 8500', and Payment Type 'ONLINE'. Below the table, there are radio buttons for payment methods: Credit Card, Debit Card, NEFT (Net Banking on SBI), and NEFT (Net Banking on Others). A table titled 'APPLICATION PROCESSING FEE RATES FOR APPLICATION' shows 'Application Fees' as Rs. 8500 and 'Total' as Rs. 8500. At the bottom, there is a footer with browser recommendations and copyright information.

**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'].



This screenshot is identical to the previous one, but with the 'Proceed to Pay' button highlighted in orange at the bottom right of the application fee table.

**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.

[CHANGE PASSWORD](#) [LOGOUT](#)

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**DUPLICATE PAYMENT**

To proceed with the payment please click on the **'Pay Now & Submit Application'** button below or in case you want to cancel the payment process then click on the **'Cancel'** button. Please note that NO changes in the details furnished by you in the Application form would be possible once you make the payment of fee.

**Summary of Candidate :**

**Name:** [REDACTED]  
**Email:** [REDACTED]  
**Mobile Number:** [REDACTED]

**Summary of the amount and TDS charges :**

As per Banking / Payment Gateway rules, you would be also required to pay the online payment charges (TDS) in addition to the Application fee as per the details given below:

<b>Amount Payable:</b>	Rs. 8600
<b>Online Payment Charges (TDS):</b>	Rs. 30
<b>Total Amount to be paid:</b>	Rs. 8630.00

[Pay Now & Submit Application](#)

**Note:** Candidates must wait for at least 24 hours to get update about the success of payment. Please check your mail for payment success mail received. Please inform us to the helpline email only after 24 hours and proper checking about any issues related to payment updation. While informing us in our mail at please do not forget to mention your email id through which you have registered, the application form id and your phone number.

**Fees once paid is not refundable in any circumstance.**

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

### *Online Support Services*

*UNIVERSITY OF JAMMU Online Admission Portal 2020-2021*