

INSTRUCTIONS FOR FILLING UP THE ONLINE APPLICATION FORM

1. Online **enrollment** details for admission are available on the Calcutta University websites: www.caluniv.ac.in and www.caluniv-ucsta.net .
2. Candidates seeking admission to 2 year M.Phil. in Clinical Psychology , 2021-2023 of Calcutta University require applying online first.
3. **EVERY APPLICANT SHOULD HAVE HIS/HER OWN E-MAIL ID WITH CONFIDENTIAL PASSWORD.**
4. On the **HOME** Page (the webpage which opens after you click on the admission link) please click on **"New Admission"** button.
5. Kindly **Download** the Instructions by [Clicking right bottom link](#) on the page for ready reference and follow the guidelines during online filling of the application form.
6. For New Applicant **click on the blue button** indicating **"New Applicant? Create a New Account"**
7. Password of the candidate will have to be given by the candidate and it should follow the following rules
 - a. Password should be minimum 6 character and maximum 13 characters i.e. it should be between 6 and 13 characters;
 - b. There should be at least one UPPER CASE;
 - c. There should be at least one LOWER CASE;
 - d. There should be at least one NUMBER;
 - e. There should be at least one SPECIAL CHARACTER (!;@;#;\$:%);
 - f. Example of Password – "Shukla@2020".
8. After filling up the form and clicking on the **"Apply"** button the candidate will receive all the credentials for login in his/her own email ID. Credential information are:
 - a. **User Name (Your Application Number);**
 - b. **Password;**
 - c. **OTP.**
9. The candidate will also be taken to Login Page where the Candidate will have to enter
 - a. **Application No. (User Name Sent in Email);**
 - b. **Password.**
10. After entering correct credential (i.e. Application No & Password) the candidate will be directed to enter OTP (obtained from Email). [OTP will be required for first time login only](#).
11. After entering OTP the candidate will be taken to the **main Application Form**.
12. Please remember your **APPLICATION NUMBER & PASSWORD** as those will be required for further login to the Application Portal. If forgotten then can be obtained from the email received by the candidate.
13. No individual communication will be made. Candidates are advised to follow the notifications in the University admission portal regularly.

14. Applicant shall choose the Course M.Phil. in Clinical Psychology.
15. While filling up the form it is suggested to scan the following documents clearly as per the size given below:
 - a. Candidate's Passport size photo – Size Max. 50 Kb
 - b. Candidate's Signature (In English) - Size Max. 30 Kb
 - c. Self attested copy of Mark Sheets - Size Max 100 Kb
16. In the mandatory upload section, the applicant has to upload clear scanned document of the following:
 - a. Passport size photograph of the applicant.
 - b. Scanned signature (English) of the applicant.
 - c. Self-attested copy of marks-sheet of qualifying examination.
17. Please note that provisions are made to save the form in draft mode by clicking on "**Save As Draft**".
18. Before submitting, candidate can preview the filled up application by Clicking on "**Preview**" button.
19. **User / Candidate can change or edit information in the Application as long as the Application is not submitted. Once the application is submitted candidate cannot change or edit or modify the information.** Therefore candidates are advised to check the form carefully before final submission.
20. Before final submission of Application form the **Candidates are required to pay the requisite Entrance Test fee in the Bank Account as mentioned in the notice.**
21. **After successful payment of the Entrance Test fee, the fees submission receipt to be uploaded on the system.**
22. Only Paid Applications will be accepted for further processing.
23. The applicant will be solely responsible for providing information in the application form. In case of any discrepancy found during verification of documents, even after admission, the application/candidature may be subject to rejection.
24. **Over looking is not the right to claim.**