



## University of Calcutta

### Addition / Alteration and Change of Order of Preference

It is assumed that candidates have submitted their preferences carefully. However, if any candidate wishes to change the order of preference once again, he/she may do so by **logging into the Admission Portal using his/her USER ID (Application No.) and PASSWORD**. Before making any change in the order of preference, candidates are advised to read carefully the significance of the Order of Preference mentioned below.

#### **a. Candidate Preferences and Upgradation**

- i. Candidates submitted an ordered list of college preferences during the application process.
- ii. Preference '1' is considered the highest option, followed by Preference '2', and so on.
- iii. Once a candidate is selected for a particular preference, all lower preferences will automatically be closed.
- iv. Higher preferences, however, will remain open for possible upgradation during subsequent phases of e-counselling.

#### **b. No Inclusion of Additional Group**

Candidates who have already paid the Application Fee may add or delete courses within the same Group. However, addition of courses from any other Group will not be permitted. Candidates may also change the order of preference.

#### **c. Significance of Order of Preference**

- i. A candidate may apply for more than one institute/course by giving an Order of Preference. Candidates should exercise their preferences carefully. Once selected in a particular preference, lower preferences will be closed, while higher preferences will remain open for possible upgradation in subsequent phases of counselling.
- ii. Preference '1' denotes the highest choice. Therefore, candidates should select as Preference '1' the institute/course which they consider the best and where they intend to take admission if selected. Accordingly, the next preferred institute/course should be marked as Preference '2', and so on.

During the selection process, all options submitted by candidates with higher merit will be considered first, followed by candidates with the next higher merit rank. Once a candidate is selected for a particular option, all lower options will be closed, while higher preferences, if available, will remain open for possible upgradation in future rounds.

**Last date of submission, addition or alteration: 01-06-2026**

- **HELP DESK NO.: 9062356574/7890712434/7890628809/8274991985/9088729751 (C.U. Rajabazar Sc. College Campus including V.L. College Campus) (10:30 AM to 05:30 PM Monday to Saturday)**
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