INSTRUCTION TO THE CANDIDATES FOR SUBMISSION OF ONLINE APPLICATION FORM FOR ADMISSION IN THE UNIVERSITY OF CALCUTTA

1. Candidates those who interested to submit online application in University of Calcutta for admission should checked the notification on admission portal available on the website **www.caluniv.ac.in**/ **www.caluniv-ucsta.net**. If eligible, then enrolled first and filled up the application form through link available on admission concerned admission portal.

2. To submit online application softcopy of recent Passport size (3.5cm x 3.5 cm.) colour photo (in .jpg / .jpeg format less than 20kb size).

3. To submit online application need scan copy of signature of the candidate (in jpg/ jpeg format less than 20kb size).

4. E-mail Id should be less than 30 characters. (Password should contain at least one capital letter, one numerical, one small letter and one special character).

5. Scan copy of all mark sheets from standard 10th onwards within max size 200kb in .jpg/.jpeg format each.

6. Scan copy of age proof within max size 200kb in .jpg/.jpeg format.

7. Scan copy of VALID SC/ST/OBC-A/OBC-B/EWS certificate (if applicable) within max size 200kb in .jpg/.jpeg format.

8. Scan copy of VALID GATE Score Card / GATE Marks obtained document within max size 200kb in .jpg/.jpeg format.

9. Those who employer, they should upload the Employer Certificate in prescribed format within max size 200kb in .jpg/.jpeg format. *(Format of Employer Certificate available on the admission portal)*.

9. Scan copy of domicile certificate (if applicable) within max size 200kb in .jpg/.jpeg format.

10. Create APAAR Id / ABC Id (Please see the instruction how to create APAAR Id / ABC Id).

11. After successful submission of Application Form, download & take a printout of the duly filled in Application and check carefully every information given.

12. After successful submission of Application Form, pay the application fee by online mode through the admission portal & take a printout of the e-receipt of payment of application fee

13. Sign all pages of application form as well as all documents.

14. Candidates have to submit application form along with the documents mentioned above at the UNIVERSITY OF CALCUTTA, concerned Admission Office to be notified separately.