VIDYASAGAR UNIVERSITY

USER MANUAL OF STUDENT ADMISSION PORTAL

STEP BY STEP STUDENT ADMISSION PROCESS

Go to https://eadmission.vidyasagar.ac.in> Click on **Online Application for Admission** > Click on **Create New Account** button > Click on **New Online Application** > Fill Up the form and Click on the **Next** Button > Click on **Login** Button with your **User Name & Password**> To select '**Apply For New Program**' option, click on Menu Button > Fill up the form > click on "**Click Here to Complete Your Application**">Fill Up and apply for "**Eligibility Status**" / "**Basic Details**" / "**Qualification**" / "**Upload Document**" / "**Preview Form**".

- ✓ Go to **https://eadmission.vidyasagar.ac.in**
- ✓ Click on **Online Application For Admission** button
- ✓ Click on **Create New Account** button
- ✓ Click on **New Online Application**

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✓ Fill up mentioned field and click on "NEXT" button

✓ You will receive an **OTP** on your registered mobile number and Email, so put a valid mobile number and email address.

✓ Click on **Verify OTP** button.

✓ You can custom by your own **User Name** or you can choose your register **Mobile Number** or **Email** address for login.

✓ You will get a popup with your **User Name** and **Password.** Please note down your **Username and Password** for future usage.

✓ You will directed to the **login** page, put your registered **User Name** and **Password**

✓ Click on "**Login**" button.

✓ Click on the "**Update Eligibility Criteria**" button

✓ Click on the "**Update**" button

✓ Click on the "**Confirm Apply**" button

✓ **Caution:** Before applying, please read the Information Brochure (available in the website (**https://eadmission.vidyasagar.ac.in**)very carefully to check the eligibility criteria.

✓ Select Update Eligibility Criteria / Qualifying Degree Obtained from / Qualifying Degree Obtained / Update.

✓ Select Degree / Programme / Course / Subject, the Department name / Faculty Name and Admission Session will appear after your selection. You can "Reset" or "Confirm Apply" button for further process.

✓ *** A candidate can apply for maximum of three Programmes / Courses / Subjects

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✓ Now you are eligible to fill up the application form, to fill up the form click on "**Click Here to Complete Your Application**" link.

✓ You can able to see a synopsis of your selected program.

✓ Fill up the "**Eligibility Status**".

✓ Fill up the "**Eligibility Status**" form properly and click "**Next**" button.

✓ You will redirect to the next page (Basic Details)

✓ Fill up the Profile details of the Basic Details section.

✓ Fill up the Permanent Address details of the Basic Details section properly. If Present Address is same then click on the "Correspondence Address" check box.

✓ Fill up the complete form and click on "**Next**".

✓ Select **"Qualification"** Details and Upload scanned images of the following documents. Upload Exam wise Mark sheet (combined file of all semesters) of both sides. Allowed Format: pdf. File size must be greater than 40KB and less than 10240 KB. Click on the **"Next"** Button.

✓ Upload the documents (Like Photo / Signature / Age Proof Certificate / Photo ID Proof / PWD Certificate).
✓ **File Format :**
   o **Photo & Signature:** file type should be in **.jpg |.png|.jpeg|.JPG|.PNG|.JPEG** And Size should be between 20KB and 1024KB.
   o **Other Documents (Like Age Proof Certificate / Photo ID Proof / PWD Certificate (If any)):** file type should be in **PDF** format and Size between 40KB and 10240KB.

✓ Now you can review all your entered information from "**Preview Form**" and if you confirm then click on the "**Next**" Button for further process.

✓ Clicking on the "**I Agree**" check box and click "**Submit**" Button.

✓ You will get the following pop-up. Click on the "**Submit**" button.
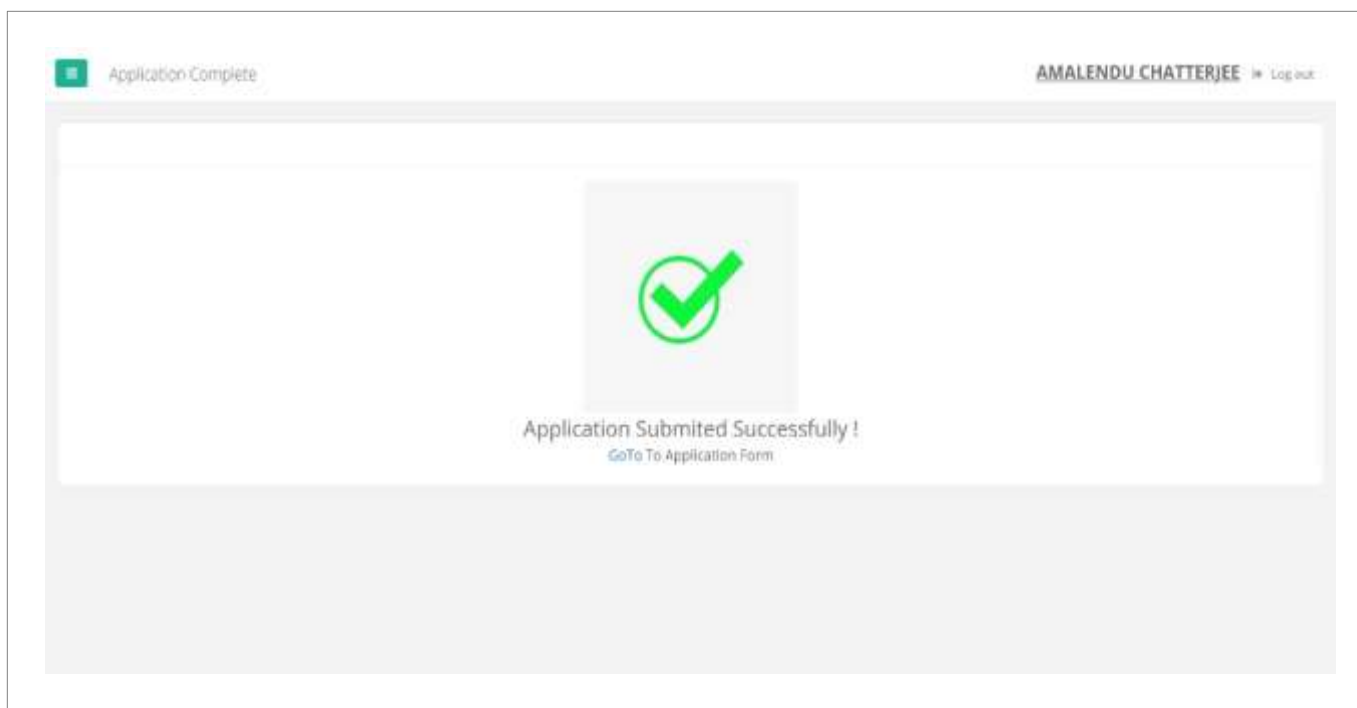✓ If application once paid and submitted, will not be allowed for any further changes.
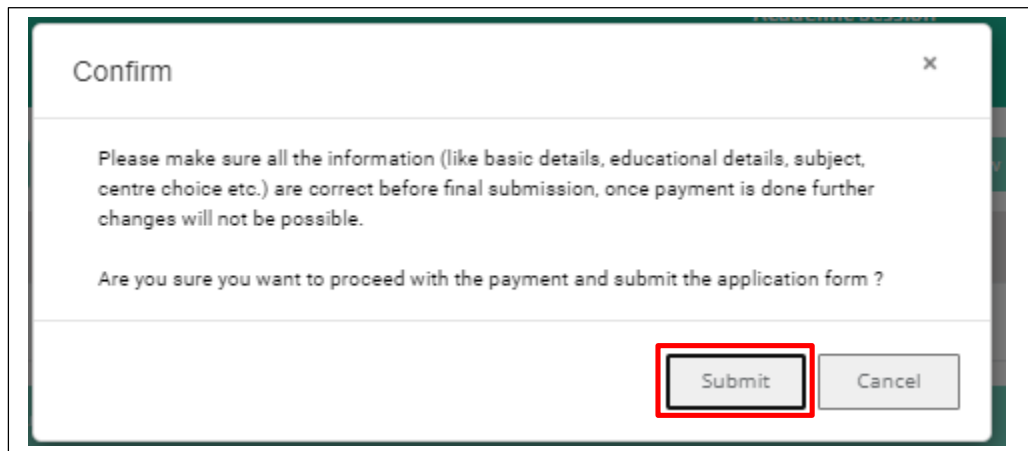
✓ It will redirect you to the home page where "**Application Submitted Successfully**" will show.

- ✓ If your form is successfully submitted, then the following status will appear as **GREEN** (**Application Complete**).
- ✓ After successful submission, download and print your application form. You can download your "**Application PDF**" from the following link.
- ✓ In case of applying for another Programme, the candidate must click on "Apply for New Programme".
- ✓ A Candidate can apply for maximum three Programmes.