

Steps for filling college Admission Form

- 1. Anti-Ragging Undertaking:** Complete the compulsory online undertaking at antiragging.in, note the Reference Number for downloading and filling in the admission form. Submit the printed undertaking along with the admission form.
- 2. Registration Process:** **The Registration Fee is non-refundable; therefore, candidates must check their admission status on the BHU Counseling Portal before making payment.** After confirmation of your allotted college, click on **'New Registration'**. Fill required information correctly according to the instruction and pay the required Registration Fee ₹ 500/- online.
- 3. Admission Form Access:** After successful payment of registration fee, you will be redirected to the Admission Form page. If not, click **'View Form'**, select your course and fill NTA application number and click **'Verify'** to open the form.
- 4. Form Filling & Document Upload:** Fill details carefully and upload clear scanned copies of required documents.
 - Passport-size color photograph (JPEG)
 - Candidate & Father's signature (JPEG)
 - BHU Admit Card / Admission Letter & Course Allotment Page (PDF) **[download from admission portal]**
 - All mark sheets (PDF, uploaded in the respective options)
 - Recent Income Certificate (PDF, for SC/ST/OBC/EWS)
[OBC-NCL: 01-01-2026 & after; EWS: 01-04-2026 & after; SC/ST: any date but recent]
 - Recent Category/Caste Certificate on **Central Government Format** (PDF; for SC/ST/OBC/EWS)
[OBC-NCL: 01-01-2026 & after; EWS: 01-04-2026 & after; SC/ST: any date but recent]
- 5.** Click **Save & Next** at each step,
- 6. Declaration:** Click the **check box** ☐ of the Declaration by Applicant / Parents / Guardian, then **Submit**.
- 7. Download and Print:** After submission, click on **'Download Form'** to download and print your submitted form.
- 8. Reporting:** Report to the **College Admission Committee** with originals/Digilocker and one set of photocopies (Self attested with date) for physical verification.

Important Information:

- Admission remains provisional until document verification is completed.
- Original Transfer Certificate, Character Certificate and Migration Certificate are mandatory at the time of verification.
- **Category/Caste Certificate must be on Central Government Format (State Government Format not Acceptable)**
- For **Hostel facility**, visit **Hostel Allotment Process** or contact **Counter No. 08**.
- For **College Bus facility**, contact **Counter No. 03**.
- For **Career-Oriented Diploma Courses**, contact **Counter No. 09**.