

## 2016 Admission Process in Brief

### **Step 1 Purchase of admission booklet**

The admission booklet may be purchased from any HDFC bank in the city. This booklet contains information about the entire admission process in English as well as in Gujarati. The booklet also contains a PIN which is to be used for online registration.

### **Step 2 Online registration of candidates**

Students who have passed the HSC examination from Gujarat board, CBSE, ICSE, NIOS, International School Board, or any other State board in India are eligible to register online on the Gujarat University Admissions website by entering the PIN from the Registration booklet.

With the PIN that is available in the booklet, students may fill up the form online on [www.guadmission.nic.in](http://www.guadmission.nic.in)

Registration of candidates from CBSE, ICSE, NIOS, International School Board, or any State board in India have begun from 30<sup>th</sup> of May 2016.

Registration of candidates from Gujarat Board – fresh pass outs, previous years' pass outs, multi trial pass outs, and any other case of Gujarat Board pass out – will begin on 6<sup>th</sup> of June 2016.

### **Step 3 Document verification**

The candidates need to approach a college help center as per the list mentioned on Page 15 of the admission booklet for document verification with their original documents and photocopies of the same. The list of documents required for verification is printed in the admission booklet on pages 12-13.

Document verification of:

- Previous years' pass outs of all Boards
- Multi-trial pass outs of all Boards
- Students of other than Gujarat board i.e., CBSE, ISCE, NIOS, boards of other States (schooling inside or outside Gujarat)
- Students taking admission in reserved category i.e., SC, ST, SEBC (OBC), EBC, Ex-Servicemen, Sports and Cultural Achievers, Physically Challenged

Students who are from non-Gujarat Boards, i.e. CBSE, ISCE, NIOS, boards of other States need to obtain a Provisional Eligibility Certificate (PEC) from the university.

**Students who are fresh candidates (passed out in 2016) from Gujarat Board need not do any document verification at this stage.**

### **Step 4 Checking of Provisional & Final Merit list:**

A *provisional merit list* is a list of all eligible candidates who have applied online for admission and completed the formalities. This merit is a list of ranks based on the percentages scored by the candidates who have applied. Each candidate is given a merit rank. It is a “provisional merit list” because it is tentative and may change later. The university will publish this provisional merit list on the University Admissions website.

The *Final Merit List* is a list of ranks of all the candidates who have applied online. The ranks given in this Merit List are final and admissions will be allotted according to this ranking. All candidates may check their final ranks by logging into their account on the admission website in the section titled “Registration Details”.

### **Step 5 Choice-filling of preferred colleges for Mock Round**

A **mock round** is a practice round for candidates so as to enable them to understand the choice-filling process, the seat allotment process, the approximate merit and cut off in different colleges, and the overall admission process. Please note that the seat allotment in this round is not final. This is merely a practice round.

Candidates have to select a minimum of fifteen colleges online in order of their preference of courses and institutions. They will be allotted seats in colleges depending on their choice and their final merit ranks. The allotment will be published on the website.

### **Step 6 Mock Round Results**

Candidates will be allotted colleges according to their merit ranks and the choices they have filled. This round enables the candidates to see which colleges they are eligible to be admitted into, and what is the cut off for different colleges. The cut off of the colleges will be in terms of merit ranks only.

### **Step 7 Choice-filling for Actual Round 1**

All candidates have to fill their preferences for different colleges considering the cut off of the mock round results. After the filling up of choices, they have to lock their choices online.

### **Step 8 Seat-allotment of Round 1**

Candidates will be allotted a seat in the college of their preference according to their ranks. They have to log in to their accounts and see the colleges allocated to them. Then, they have to pay fees online or offline to secure their admission in the college allotted to them. For offline payment of fees, they need to take a printout of the bank challan and pay the fees at any branch of HDFC bank. There may be HDFC counters for fee collection at certain colleges.

After payment of fees, candidates have to approach the allocated college with two copies of the information letter available online, bank receipt and original marksheets. The college will accept these documents, verify them and give the students an admission slip.

**Once your admission slip is generated, your admission is confirmed in the institution you have chosen.**

EVEN IF the student does not wish to continue in the allocated college, he/she MUST report to the college allocated and pay the fees.

### **Step 9 Seat-allotment Round 2**

The university will now declare vacant seats available in different colleges. Students who are not satisfied with the colleges allocated in Round 1 may now log in once again to their accounts and give an online consent for reshuffling.

After their consent, they will now be allowed to fill their choices again, considering the results of Round 1.

A second merit will now be declared on the official website. Candidates have to log in to their accounts and see the colleges allocated to them. They have to then print a bank challan and bring it to the college of their choice, even though fees may have been paid earlier. Fees do not have to be paid again. The information letter has also to be brought to the college. The college will then give them admissions and generate an admission slip to conclude their admissions.

If students are still not satisfied with the colleges allocated to them, the university may declare Round 3 **IF** there are vacant seats in colleges.

This information is provided to students for assistance only. In case of any dispute or discrepancy, GUAC will resolve all conflicts.