



HOW TO FILL THE APPLICATION FORM FOR ADMISSIONS 2023

This section provides guidelines on filling the **Application Form for Admissions 2023-24 for Foreign Nationals** and completing the application process.

- 1) The online form is common for admission to the various programmes of study (Undergraduate/Postgraduate/Certificate and Diploma Programmes/M.Phil& PhD) in the different departments of the Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. There is no offline form for admission.
- 2) Candidates have to register through the link “Foreign Student Registration Portal for Admissions 2023-24” available on the FSC website <http://bamu.ac.in/StudentCorner/Foreignstudentcell.aspx> to access the Application Form for Admissions 2023-2024 for Foreign Nationals.
- 3) Candidates have to complete the online form before the deadlines.
- 4) The application entails a non-refundable application fee of INR Rs 5000 (Indian rupees Five Thousand). The fee is to be paid in the payment gateway through credit card/debit card/netbanking.
- 5) If the applicant is submitting multiple applications, the applicant may use a different e-mail id for each application. Each application would be assigned a different (unique) registration number. A non-refundable fee of INR Rs 5000 will be charged for each application.
- 6) The name entered should match exactly with the name stated in the passport.
- 7) The candidate’s e-mail id registered on the portal would be used for the purpose of communicating admission-related information.
- 8) No field should be left blank in the form. The submitted form must be complete in all respect and incomplete forms will be summarily rejected. In case any of the fields do not apply to you, enter ‘NOT APPLICABLE’ in that particular field.
- 9) The applicant has an option of editing and saving the document. However, once the application final submitted no further editing is possible.
- 10) Have a passport size photo ready. It should be a recent photo taken within six months prior to the date of application.
- 11) Keep all the required documents ready for upload.
- 12) After successful payment of fees, take a printout of the form, have it endorsed by the required authorities, and submit it by post/self to FSAC office.

Completing the “Application Form for Admissions 2023-24 for Foreign Nationals” involves the following steps:

STEP-I: “New User Register”

Candidates must first register online by clicking on the link “Online Registration for Admissions 2023-2024” available on the FSC website. As a first-time user, click on “Register”. The candidate shall be asked for “First Name”, “Last Name”, “e-mail id”, “mobile number” and “password”. The mobile number should be in the format +country code mobile number with no special characters or spaces between the numbers. The registered email-id would be the only method for any future communication from University, for all your admission-related matters. So, be careful to save this e-mail id and password. Forgetting these could cause delays in processing. We suggest that you provide an e-mail id which you access regularly.

STEP-II: “Registered User Login”

After completing Step I, applicants can log on to the admission portal to fill the “Application Form for Admissions 2023-2024 for Foreign Nationals” through the “Log In” section in the link “Online Registration for Admissions 2023-2024” available on FSC website. In the “Log In” section, the applicant shall enter the email-id as username and the “Password”, which the applicant created during the “New User Register” of Step #I. The same login information is to be used by the applicant every time that he/she wishes to access his/her application form. After successful login in Step II, you will be able to view the “Dashboard for completing the admission process” on your screen.

STEP-III: Filling up the “Application Form for Admissions 2023-2024 for Foreign Nationals”

The form has different sections as follows:

❖ Section 1: Personal details

Please ensure that the name that you enter here matches exactly with the name on your passport.

❖ Section 2: Educational details

Provide details of all the examinations up to the qualifying one and other exams as mentioned.

❖ Section 3: Language proficiency

Indicate your level of proficiency in the English & other languages you know.

❖ Section 4: Apply for course (Programme of Study)

➤ Select the Faculty from Four Faculties (Faculty of Science and Technology, Faculty of Humanities, Faculty of Commerce and Management & Faculty of Interdisciplinary) and programme of study from the eight options: Undergraduate/Postgraduate/Certificate, Diploma, Advanced & PG Diploma Programmes/M.Phil & Ph.D. The candidate must ensure the minimum eligibility criteria for the programme that he/she is applying for. This information is available on <http://bamu.ac.in/> and the websites of the different departments.

The candidate may apply for more than one programme of study. For this, he/she may complete a separate application form by providing a separate e-mail id and with the payment of a non-refundable application fee of INR 5000.

❖ **Section 5: Passport Details**

Provide details of your passport.

❖ **Section 6: Registration Fees**

The next step is the payment, note down your Registration ID, click the “**Click to pay: Registration fees Online**” button to be directed to the payment gateway. Payment of INR 5000/- can be made through the payment options debit card/credit card/UPI/net banking. On the successful payment of fees, transaction number is generated. Save a printout of this page. This number is displayed on the screen and also sent by e-mail to the candidate. If the applicant is submitting multiple applications, he/she may use a common e-mail id. Each application would however have a different (unique) registration number.

❖ **Section 7: Upload documents**

Upload all the mandatory documents as mentioned in the Application Form.

STEP-IV: Verify & Submit

You will be able to view your application form. Review it carefully and ensure that all fields have been correctly entered.

STEP-V: Attestation of the application form

After submission of the online form, a copy of the application must be printed and the candidate must get it attested from the Indian Diplomatic Representative or a responsible Official of the Ministry of Education/Ministry of Foreign Affairs or any authorized government body of the applicant's country or an Official of the applicant's country's Embassy / High Commission in India. In case any of the above authorities refuses to attest the application form, one should obtain a No Objection Certificate (NOC) from the applicant's country's Embassy / High Commission in India clearly endorsing his/her nationality.

STEP-VI: Submit the hard copy of your application form

Submit the hard copy of the attested Admission Application Form or the Admission Application Form along with NOC either personally or by post to the FSAC office: Foreign Students Assistant Cell, Department of Foreign Language, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad - 431004, Maharashtra, INDIA within 15 days of online submission. Copies of the necessary documents must be enclosed with the application form.