

## **HOW TO FILL ON-LINE APPLICATION FORM (UG & PG COURSES)**

The On-Line application to UPSEE-2017 can be filled and submitted as per clause 18, clause 19, clause 20 and clause 21 of the Information Brochure as given below.

### **1. AVAILABILITY OF INFORMATION BROCHURE**

The Information Brochure will be available ON LINE on the websites <http://www.upsee.nic.in> only. The same can be downloaded and/or printed for reference by the candidates. The application form can be filled in On-Line through Internet from any place of convenience.

### **2. HOW TO FILL AND SUBMIT THE ON-LINE APPLICATION FORM**

#### **2.1. APPLICATION PROCEDURE**

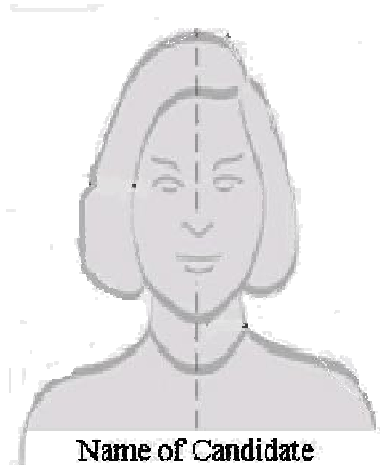
The online application can be made from 11:00 AM, 18<sup>th</sup> Jan 2017 till 05:00 PM of 28<sup>th</sup> February 2017 through the website <http://www.upsee.nic.in>. The On-Line Application Form is self explanatory. For assistance, in case of any difficulty in filling up ON-LINE application form, candidate may contact at Toll Free Number 1800-180-0161 or send an email at [helpdeskupsee17@gmail.com](mailto:helpdeskupsee17@gmail.com) with subject line “Seeking Help”.

#### **2.2. The On-Line application form submission consists of following three simple steps.**

- (i) Registration (Filling up of Personal and other Details)
- (ii) Uploading of Scanned Images of Photograph, Signature and Thumb Impression
- (iii) Payment of Examination Fee and Printing of the “Confirmation Page”

#### **2.3. Before, a candidate starts filling the On-Line application Form, he/she must be ready with the following:**

- (i) A personal mobile phone number and/or a personal E-Mail id.
- (ii) **Photograph:** A clear scanned image of his/her recent color passport size photograph (**3.5cm X 4.5cm**) in **JPEG** Format with a maximum size of **100 KB**. The photograph must be front facing to the camera in a manner that full face shows. The background should be either white or off-white and uncluttered. The photograph should be colour with name of the candidate printed on it as shown in the sketch below. It should be without cap or goggles. Spectacles are allowed. Candidates with unclear photograph are liable to be rejected. Candidates may keep 6-8 identical photographs in reserve for use at the time of entrance examination.



- (iii) A clear scanned image of his/her signature (3.5cm X 1.5cm) in JPEG Format with a maximum size of 30 KB.
  - (iv) A clear scanned image of his/her left thumb impression (3.5cm X 1.5cm) in JPEG Format with a maximum size of 30 KB
- 2.4. Once ready with this, he/she may proceed to following steps. Visit the website <http://www.upsee.nic.in> (Please use the browser Internet Explorer 7 or above) and choose the appropriate link as follows for filling up the application form.
- (v) Follow the link “**UP State Entrance Examination for UG (UPSEE-2017)**” for filling the application form for admission to Under Graduate programmes: B.Tech./ B.Pharm/BHMCT/BFAD/BFA/ Direct admission to 2<sup>nd</sup> year of B.Tech./ B.Pharm and
  - (vi) Follow the link “**UP State Entrance Examination for PG (UPSEE-2017)**” for filling the application form for admission to PG programmes : MBA/MCA/(Dual Degree) and Direct admission to 2<sup>nd</sup> year of MCA.

You may now start filling the application by clicking the link “**Apply**” at the bottom of the page. A new screen containing the Instructions and Procedure for online submission of Application Form appears. Read this page carefully and thereafter follow the link “**Click here to proceed**” at the bottom of the page which takes you to the ON-Line Application Form. Now start filling the Application Form.

### **Step1: Registration and Filling up of Personal, Educational and other Details**

- (1) The On-Line Application Form is self explanatory. You are required to fill up all the personal details such as Name, Father’s Name, Mother’s Name, Domicile of your parent, state from where you have passed or appearing in the qualifying examination, Communication details

such as address, mobile phone number, email etc., Course Apply details such as qualifying examination detail, subjects in the qualifying examination etc. You are also required to choose paper as per eligibility, choice of city for examination centre etc during the filling of the online application form.

- (2) After filling these details, you are required to choose “**Password**” and security question. You are required to remember this “**Password**” till the examination is over. **Please note that this Password alongwith Application Number generated by the system will be required in future in order to login into the system again.** You are advised not to share this password with anyone.
- (3) For making changes in the Application Form, you may click the “**EDIT**” Button at the bottom as many times as you want.
- (4) **After completion of the Application Form, you may submit the application form by clicking “SUBMIT” Button. Once you click “SUBMIT” Button, a Review page showing all the crucial information filled by you appears on the screen. Now, check all the information on the Review Page. If you want to change/ modify some of the information provided in the Application Form, click the “EDIT APPLICATION FORM DATA” Button and modify the entries in Application Form as desired and “SUBMIT”. You can repeat this process as many times as you want.**
- (5) **Once you are satisfied with all the entries and want to submit the Application Form, click the “FINAL SUBMIT” Button. Please note that once you submit the application form by clicking the “FINAL SUBMIT” Button, the On-Line Application Form is finally submitted and you will not be able to modify/change/edit the entries of your Application Form. Therefore, you are advised to click “FINAL SUBMIT” Button only when you are completely satisfied with entries on the application form, part of which has been shown on the “Review Page”.**
- (6) Before “**FINAL SUBMIT**” Button, you will notice a Declaration at the bottom. Please read the declaration and accept the declaration by ticking the check box named “I agree” . Unless you accept the declaration by ticking the given check box, you will not be able to submit the form.
- (7) After Final Submission of the Application Form, Step 1 is completed and an **Application Number** is generated by the system. **You are required to note this APPLICATION NUMBER for all future correspondences and in order to be able to Login again.**
- (8) **Now you may proceed with Step 2. If you wish to complete the step 2 at later time, please Logout. Thereafter, Login again with your APPLICATION NUMBER and PASSWORD at a convenient time and complete the Step 2.**

## **Step 2: Uploading of Scanned Images of Photograph, Signature and Left Hand Thumb Impression**

- (1) Once Step 1 is complete, then you may proceed now with Step 2 for uploading of the scanned images.
  - (i) Upload a clear scanned image of his/her recent passport size color photograph (3.5cm X 4.5cm) in JPEG Format with a maximum size of 100 KB. The photograph must be front facing to the camera in a manner that full face shows. The background should be either white or off-white and uncluttered.
  - (ii) Upload a clear scanned image of his/her signature (3.5cm X 1.5cm) in JPEG Format with a maximum size of 30 KB.
  - (iii) Upload a clear scanned image of his/her left thumb impression (3.5cm X 1.5cm) in JPEG Format with a maximum size of 30 KB
  
- (2) **Please check/review that images that have been uploaded are clear and correct before pressing the “SAVE” Button. Once “SAVE” Button is pressed, you will not be able to change the images. Therefore, before pressing the “SAVE” Button, make it doubly sure that uploaded images are correct and clear. If images that have been uploaded are not proper or appears blurred, then you must upload a proper and clear image(s) again. Please note that an Application Form with blurred photograph, thumb impression or signature is liable to be rejected.**
  
- (3) Once you are satisfied with uploaded images, then you may press the “SAVE” Button. Once “SAVE” Button is pressed, images are finally uploaded and now you will not be able to change the image(s).
  
- (4) You may now proceed with Step 3 for making payment of examination fee. **If you wish to complete the Step 3 at a later time, please logout. Thereafter, Login again with your APPLICATION NUMBER and PASSWORD at a convenient time and complete the step 3.**

## **Step 3: Payment of Examination Fee through Credit Card / Debit Card/ Netbanking and Downloading of “Confirmation Page”**

After completion of Step 1 and Step 2, applicant may proceed with Step 3 for payment of Examination Fee. The examination fee can be paid On-Line ONLY through **Credit Card / Debit Card / Net Banking**.

- (1) For making payment through Credit Card / Debit Card / Netbanking, choose appropriate

“**Mode of Payment**” and click the link “**Proceed for Payment**” to make the payment of examination fee. All VISA/Master cards are accepted. You should be ready with your Credit Card/ Debit Card/Net Banking details. Please note that, in addition to the examination fee, bank may charge extra amount as service charge and/or taxes as applicable.

- (2) After making payment, a payment **Transaction Number** is generated. **You are required to note this Transaction Number for future correspondences.**
- (3) **If the payment is successful, a link appears on the screen/page named “Download Confirmation Page”. You must download this “Confirmation Page” by clicking this link and save the “Confirmation Page” for record. You are also advised to take two copies of print-outs of this “Confirmation page” and keep them preserved for record and future communication. Now your application form is complete. You may log out. Please note that this “Confirmation Page” is not required to be sent to the University / UPSEE-2017 office. Your “Application Number” is also printed on this “Confirmation Page”.**
- (4) Please note that you can view your Application Form later also. For this, you are required to Login again at the website <http://www.upsee.nic.in> using **your Application Number and Password**. Although, you will not be able to edit/modify your application Form.
- (5) **Failed Transaction:** In case, your transaction is failed for some reason, whatsoever, then you will not be able to download the “Confirmation Page”. If you are unable to download the “Confirmation page” and your account is debited, it means that transaction could not be updated at NIC server of UPSEE-2017. In case, you do not succeed to download the “Confirmation page”, it indicates that your transaction has failed and you are required to make the Payment of Examination Fee again and download the confirmation page as explained in Point No (13) to Point No (16) above.
- (6) However, the amount of Examination Fee against the failed transactions, which could not be updated on NIC Server of UPSEE-2017, shall be automatically refunded by the Bank after Reconciliation and shall be credited to the account from which the payment was made using your debit card/ credit card / Net Banking. In case, amount debited against the failed transaction is not refunded to your account within FIVE DAYS, you may send an email as follows.

**To** : [helpdeskupsee17@gmail.com](mailto:helpdeskupsee17@gmail.com)

**Subject:** Failed Transaction

Please do not forget to mention the following in your mail.

- A) **Your Application Number,**
- B) **Transaction Number, and**
- C) **Date of Birth**

- (7) Please do not send the hard copy / soft copy / print-out of the Confirmation page or any other document to the University at this stage.
- (8) In case of any difficulty in filling up the On-Line Application Form, you may contact UPSEE -2017 Helpdesk at **Toll Free Number: 1800-180-0161** between 10:00 AM to 05:00 PM or send an email to [helpdeskupsee17@gmail.com](mailto:helpdeskupsee17@gmail.com) with *subject line : Seeking Help*.

### 3. KEY ELEMENTS OF ON-LINE APPLICATION FORM

Read carefully the entire Information Brochure before filling the On-Line Application Form. The On-Line Application Form is self explanatory. Following are the key elements of the Application Form which will appear in the application (not necessarily in the order).

- (1) **Name of the Candidate:** Write your FULL NAME (in English Capital Letters) as recorded in your High School or equivalent examination certificate
- (2) **Father's Name:** Write FULL NAME (in English Capital Letters).
- (3) **Mother's Name:** Write FULL NAME (in English Capital Letters).
- (4) **Date of Birth:** Fill your date of birth exactly as recorded in your High School or equivalent examination certificate in dd/mm/yyyy format.
- (5) **Nationality:** Choose "INDIAN" if your Nationality is Indian otherwise choose "OTHERS"
- (6) **Gender:** Choose Male or Female or Third Gender (Transgender) whichever is applicable.
- (7) **Parent's Domicile:** Choose "Uther Pradesh" if at least one of your parents (Father/Mother) is domicile of U.P., Choose "Other than Uttar Pradesh" if none of your parents is domicile of U.P. and choose "GDDA" if belongs to clause 8.5 of Information Brochure.
- (8) **Address for Communication:** Write your complete mailing address with pin code in CAPITAL LETTERS for postal communication.

**Contact Mobile Phone Number:** Write your mobile number. This mobile number will be used for communication with you during examination/admission process.

**E-Mail address:** Write your E-Mail address. This mail address will be used for communication with you during examination/admission process.

**(9) Qualifying Examination Details:**

- (a) **Examination:** Choose appropriate option(s) whether you have passed or are appearing in Intermediate (10+2)/ Diploma in Engg./Diploma in Pharmacy/ Diploma in Agriculture Engg./Diploma in Architecture/Graduate
- (b) **Qualifying Examination Passed/ Appearing from college situated in :** Choose “Uttar Pradesh” if you have passed or are appearing in qualifying examination form UP otherwise choose “Other than Uttar Pradesh”.
- (c) **Year of Passing / Appearing:** Write year of passing or appearing, whichever is applicable, the qualifying examination.
- (10) **Subjects in Qualifying Examination:** Choose the subject group in which you have passed / are appearing in, Qualifying Examination.
- (11) **Choice of City of Centre for Entrance Examination in order of preference:** Indicate three distinct choices for city of examination from where you wish to appear in UPSEE 2017. Refer to Clause 12 or Appendix-E of the Information Brochure for city of examination.
- (12) **Category:** Choose applicable category whether you are a candidate of UPGE, UPSC, UPST, UPBC, UPGD, GDSC, GDST, GDBC, GDDA, OSGE. . Refer to Clause 8.1 to 8.6 of this Information Brochure
- (13) **Sub-Category:** Choose suitable subcategory depending upon whether you belong to sub-category UPPF, UPAF or UPHC otherwise choose “Not Applicable” if you do not belong to any of these sub-categories. Refer to Clause 9.2 to 9.9 of this Information Brochure.
- (14) **Rural Weightage Claimed:** Choose “YES” if you are eligible for and want to claim rural Weightage otherwise choose “NO”. Refer to clause 10 of Information Brochure for rural weightage eligibility.
- (15) **Seeking Admission For:** Choose appropriate option First Year for UG or 2<sup>nd</sup> Year (Lateral Entry) or First Year for PG. Please note that this choice is linked with your qualification and subjects in the qualifying examination. Please refer to clause 3 & 4 of the Information Brochure.
- (16) **Course(s) APPLIED FOR:** Choose appropriate course name(s) to which you are seeking admission.
- (17) **Papers in which you wish to appear in UPSEE-2017:** Choose appropriate paper(s) in which you wish to appear. Refer Clause 4 of the Information Brochure.

- (18) **Photograph:** Upload scanned image of your recent 3.5 cm x 4.5 cm color photograph in JPEG format. The photograph which are not clear will be considered as an attempt of the act of impersonation and application form is liable to be rejected.
- (19) **Signature:** Upload scanned image of your signature in JPEG format.
- (20) **Left Thumb Impression:** Upload scanned image of your Left Thumb Impression in JPEG format.
- (21) **Declaration:** Read the declaration and accept the declaration by ticking the check box named “I agree” provided. Unless you accept the declaration by ticking the given check box, you will not be able to submit the form.
- (22) **Mode of Payment:** Choose the appropriate mode (Credit Card / Debit Card / Net Banking) of making payment of the prescribed examination fee and make the payment. Please note that in addition to the examination fee, bank may charge additional amount as service charge and taxes as applicable on the transaction.
- (23) **Fee Amount in Rupees:** Examination fee is Rs 1200.00 for Male/ Transgender candidates of General/OBC Category and Rs 600.00 for SC/ST candidates and female candidates of all categories. Please refer to Clause 16 of the Information Brochure.