

2.8. Undergraduate Merit-based Admission Process

Step 1: Applicant uses the university portal to create their personal username and password, fills in their registration form, chooses their courses of interest, and uploads the required documents. (*See Annexure I for detailed guidelines on how to register using the portal*). **Exercise extreme care in filling up your form.** Much of the information you enter into the form will not be possible to edit and correct after submission of the form. Updation of marks will be permitted till the last date of admissions.

Step 2: Complete the registration by paying the **registration fee** in online mode only. Keep the records of transaction ID, Credit Card/ Debit card/Net banking details and date of transaction as proof for future reference.

Step 3: On declaration of the List of Cut-Off marks Applicants are advised to log in to the admission portal to **choose a college and course** from the list of colleges and courses they are eligible for.

Step 4: The applicant proceeds to the respective college for admission with a print out of the form from the admissions portal, and the required supporting original documents along with their photocopies, and 3 recent passport size photographs (*see Section 11*).

Step 5: The applicant presents the documents in the college and produces their originals for verification, after which the Principal of the college approves the admission.

In case all documents cannot be verified online, the College will give provisional admission. Admitted provisional students have to produce the originals of the required mandatory documents to the College within a week after the last day of UG Admissions for forensic verification, failing which the admission of the said provisional student may be cancelled by the College.

All colleges shall admit all applicants who meet the announced cut-off criteria. There will not be any “**first come first serve**” policy.

Late arrivals outside of the prescribed duration of each cut-off will **not be entertained**.

Eligible Applicants of the (n-1)th Cut-Off List, if any, shall be entertained for admissions only in the last hour of the third day of current nth Cut-Off subject to the availability of vacant seats.

Step 6: The applicant will receive a link on their online portal to pay the fee, which **can only be paid online through the portal**. The applicant is advised to **pay the fee without delay within 24 hrs** after the approval of admission by the Head of Institution and **save the acknowledgement slip** bearing transaction ID, Credit Card/ Debit card/ Net banking details and date of transaction as a proof for future reference. On successful payment of fees, the applicant is granted provisional admission to the said college.

Congratulations!

You are now a Provisional student of University of Delhi, subject to verification of all your documents and satisfying all other eligibility and merit criteria.

Step 7: Change of course/college: If, in subsequent lists, the applicant finds themselves eligible for admission to any other colleges/courses, they should ensure their eligibility by visiting the College/ Department. **Applicants are advised to exercise extreme care to ensure that they meet the requirements for the College/ Course.** Once they are certain, they are to cancel their previous admission through the online portal and go with their new application form and complete steps 4-6.

Advisory: Please ensure that you qualify for the cut-off in the college you wish to shift to by checking in person before you cancel your admission. Once cancelled, you cannot be re-admitted in the eventuality that you do not secure admission in the next college.

Step 8: When the applicant cancels their previous admission in the subsequent Cut-Off List, the refunded fee amount will be visible in the “Wallet” section of the Dashboard. A cancellation fee of Rs. 1,000 (Rupees One thousand only) will be deducted and this will be reflected in the refunded amount visible in the “wallet”.

Only one cancellation is allowed per Cut-off List. The number of cancellations will be restricted to **(n-1)**, where “n” is the total number of Cut-off Lists.

Step 9: When the applicant pays the admission fee, as in Step 6, through the Dashboard after the admission is approved, the admission fee will be adjusted automatically and the applicant will have to pay only the balance fee if it is more than the fees already paid at the previous college. If the fee in the latter college is less, the balance will be refunded to the applicant’s account or to an account declared by the applicant as per the College/University rules after the admissions are closed.

Additional Information

SC/ST/OBC/EWS/PwD/CW/KM applicants are eligible for a relaxation in eligibility percentage. See Sections 4&5 for more details.

Some colleges provide a concession of 1% (on the cut-off) for women applicants in some courses (see Annexure III).

Applicants for CW will be allocated colleges on merit, based on their indicated course and college preferences. *See the university website for schedule.*

The schedule for counseling for courses to which admission is based on entrance tests will be notified via the university website. See Annexure XI for more details.

Step 10: Once the applicant has gained admission, they will have to sign a declaration stating “I shall abide by all the rules and regulations laid down by the University and the College.”

Applicants are advised to read and familiarize themselves with all relevant Ordinances of the University including those given in this Bulletin in Annexure XIII.