

HOW TO FILL THE APPLICATION FORM FOR ADMISSIONS 2019

This section provides guidelines on filling the **Application Form for Admissions 2019-20 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 colleges/ departments/centers/schools of the University of Delhi. There is no offline form for admission.

2) Applicants interested in applying to St Stephens College need to contact the college directly.

3) Candidates have to register through the link **“Online Registration for Admissions 2019-20”** available on the FSR website <http://fsr.du.ac.in> to access the **Application Form for Admissions 2019-20 for Foreign Nationals**.

4) Candidates have to complete the online form before the deadlines.

5) The application entails a non-refundable application fee of INR Rs 1500 (Indian rupees one thousand and five hundred). The fee is to be paid in the payment gateway through credit card/debit card/netbanking.

6) The applicant may fill multiple forms if he/she wants to opt for more than the three choices of courses permissible in the application form. A non-refundable fee of INR Rs 1500 will be charged for each application.

7) 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) application number.

8) The name entered should match exactly with the name stated in the passport.

9) The candidate's e-mail id registered on the portal would be used for the purpose of communicating admission-related information.

10) 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.

11) The applicant has an option of editing and saving the document. However, once the application fee is paid, no further editing is possible.

12) If the applicant finds any mistake in his/her application form after the submission of the application fees, he/she must communicate the same by e-mail to fsr@du.ac.in and/or fsr_du@yahoo.com within one week of submitting the form. However, this does not necessarily imply that the candidate's request will be entertained. The decision to accept or reject the changes lies solely with the Admission Committee.

13) If the name in the academic certificates is different from the one on the passport, the applicant is required to get a certification from a responsible Official of the Ministry of Education/Ministry of Foreign Affairs or any authorized government body of the applicant's country.

14) Have a passport size photo ready. It should be a recent photo taken within six months prior to the date of application.

15) Keep all the required documents ready for upload.

16) 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 FSR office.

Completing the “Application Form for Admissions 2019-20 for Foreign Nationals” involves the following steps:

✚ STEP I: “New User SignUp”

Candidates must first register online by clicking on the link **“Online Registration for Admissions 2019-20”** available on FSR website. As a first-time user, click on **“New User SignUp”**. Candidate shall be asked for a “e-mail id” , “password” and “mobile number”. The mobile number should be in the format +countrycodemobilenumber with no special characters or spaces between the numbers. The mobile number should not be suffixed with “0”. The registered email-id would be the only method for any future communication from University of Delhi 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 2019-20 for Foreign Nationals”** through the **“Registered User Login”** section in the link **“Online Registration for Admissions 2019-20”** available on FSR website. In the “Registered User Login” section, the applicant shall enter the email-id as username and the “Password”, which the applicant created during the “New User SignUp” 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 **“Application Form for Admissions 2019-20 for Foreign Nationals”** on your screen.

✚ STEP III: Filling up the “Application Form for Admissions 2019-20 for Foreign Nationals”

The form has different sections as follows:

❖ Section I: Personal details

Please ensure that your name that you enter here matches exactly with the name on your passport. (For the case of Tibet nationals, the name should match with that on their Registration Card). Make sure that all other details are entered correctly. Tibet nationals who do not have a passport number will need to fill the Registration Card number in the field for passport number.

Provide details of employment, if applicable.

❖ Section 2: Academic details

Provide details of all the examinations upto the qualifying one and other exams as mentioned. Indicate your level of proficiency in English language.

❖ **Section 3: Programme of Study**

➤ **Select the programme of study** from the four options:

Undergraduate/Postgraduate/Certificate and Diploma Programmes/M.Phil& PhD.

The candidate must ensure the minimum eligibility criteria for the programme that he/she is applying for. This information is available on www.du.ac.in and the websites of the different departments. Additional information may also be found on

- http://www.du.ac.in/du/uploads/PG_Bulletin_Final_23July.pdf for the postgraduate(PG) programme,
- http://www.du.ac.in/du/uploads/UG_Bulletin2018_Final_23July.pdf for the undergraduate (UG) programme and
- http://admission.du.ac.in/upload_mba2019/site/MBA_Admissions_2019.pdf for MBA courses.
- http://du.ac.in/du/uploads/22082017_Ordi.pdf Ordinance 6 for M.Phil and PhD programmes.

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 1500.

➤ **Select the course of study**

The applicant can select up to a maximum of three courses of study in a single application form, subject to satisfying the minimum eligibility criteria. If an applicant desires to apply for more than the three course options provided in the application form, 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 1500. The list of courses is available on <http://fsr.du.ac.in/programme.html>.

- *Applicants are counselled to carefully assess the level of competence required for pursuing a course by going through the syllabi of the courses available at DU website, before applying for a course.*
- *In consideration of the best interests of the student and taking into account the level of academic proficiency, the Admission Committee may advise an applicant to consider admission in a course for which she/he has not applied.*
- *PhD applicants are advised to give a broad Topic of Research. They are also advised to check the profile of the faculty of the department in which they propose to pursue their PhD.*

❖ **Section 4: Upload documents**

Upload all the [mandatory documents](#) as mentioned in the Application Form.

❖ **Section 5: Preview**

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

❖ **Section 6: Go for Payment**

- Once the application is complete in all respects and has been previewed satisfactorily, the next step is the payment, click the “Submit” button to be

directed to the payment gateway. Payment of Rs 1500/- can be made through the payment options debit card/credit card/netbanking.

- On the successful payment of fees, an application 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) application number.

✚ STEP IV: 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 V: 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 FSR office: **Foreign Students Registry, Room No. 11, First Floor, Conference Centre, University of Delhi, Delhi-110007, INDIA** within 15 days of online submission. The applicants from Nepal & Afghanistan may submit the hard copy of their application form to their respective embassies. Applicants from Tibet may submit the hard copy of their application form to the Bureau Office in Delhi, rather than submitting to the office of FSR. Copies of the [necessary documents](#) must be enclosed with the application form.

*ICCR students applying for University of Delhi must make sure that they have attached all the applicable documents listed in #9 with the application form.