



UTTARAKHAND OPEN UNIVERSITY

उत्तराखण्ड मुक्त विश्वविद्यालय

Established by an act of Uttarakhand Legislative Assembly
Recognized by UGC, DEC, listed in AIU



Toll Free: 18001804025
Exam: +91-5946261123
Books: +91-5946260414
Others: +91-5946261122
(10am - 5pm : Mon- Sat)

Important Instructions-

Data Requirement for Application Filling: Before you fill in the online application form, keep the following information ready:

- Personal information (name, date of birth, your personal mobile number, parent's name, parent's mobile number etc.)
- Address for Communication (including PIN code)
- Eligibility degree details (College address, PIN code of college)
- Good quality image of your photograph conforming to the requirements specified in Photograph Requirements
- Good quality image of your signature conforming to the requirements specified in Signature Specifications.
- **Optional:** Your Netbanking login and password to make the application fee payment via online net banking mode. Alternately, you may wish to pay via the Bank challan mode.

Application Filling: Fill in the necessary data in the online application form by carefully following instructions given there. You may edit the data at this stage if you require. Upload the required soft copy of photo and signature. Check the correctness of the photo and signature that are uploaded. If you are not satisfied, you may upload them again.

- You will have to select one of the two payment options (details given below) while filling the online form.
- Before you make the payment, you have to carefully check for any errors or missing data.
- Once you press “**Done and Next**” button, **no further changes to the application can be made.**
- After processing “**Done and Next**” you will be taken to **course & fee information and payment option** page where you may choose offline (Bank ChallanBOB or SBI) or via Netbanking (debit card) option. Candidates who have selected via Net banking option will follow the instructions given below for online net-banking, in the payment section and complete the payment process. Those who have selected the challan payment option will directly proceed to the next step “**Done and Next**”.
- Those who opted offline payment (Bank Challan) will be redirected to **Student Information Review** Page. Student should review/verify carefully all the information displayed here and then only click on **Done and Next** button .

- **Print Application Form/Fee Challan** page for candidates who select “bank challan” mode of payment (as against the net-banking) will be displayed. This page displays the links for downloading and printing copies of the challan(to be processed with the respective banks, SBI or Bank Of Baroda as per the choice opted for in the previous step) and the application form.

Online Netbanking Payment Details

- From the Online Application Processing System (OAPS), you will be redirected to the website of the bank of your choice.
- Those who opted for on-line payment (credit/debit cardetc) will be redirected to **Student Information Review** Page. Student should review/verify carefully all the information displayed here (extra 2% charge will be levied as of now) and then only click on **Done and Next** button.
- Candidate will be redirected to **Make Payment page**. Click on **Make Payment** button to proceed next.
- Candidate will be redirected to a secure page ,where you will have to select the **Payment mode** from the choices available in the drop down box and provide all the necessary information asked for such as card type, card number, expiry date, verification code(CVV) and card issuing Bank and press **Submit**.
- You will have to login with your bank’s Netbanking (or Internet Banking) user ID and password.
- The fee amount and bank charges will be shown to you, Once you confirm and the payment is successful, you will be redirected back to the Online Application Website. Candidate should download and print the application form.
- In case the fee amount has been debited from your bank account , however, University OAPS does not acknowledge any fee payment, then the money will be credited back to your account within seven working days.
- In such a case, you may initiate a fresh payment using OAPS, even without waiting for the money to be credited back to your account, so that your application is on time. You may wish to switch to the offline challan payment.
- An auto generated e-mail will be sent to the candidate’s account as a confirmation of successful completion of the above process as below-
- After successful submission of Application Form, an auto generated e-mail (having **Reference Number**) will be sent to the candidate’s mailing address as a confirmation of successful completion of the above process.

- This is an auto generated mail , please don't reply to this mail



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REFERENCE NO :13000000046

Date :19-Jun-2014

Form Details

Name :DCSASD CXCCC CCC

Father Name :CZXCZXC

Date of Birth :11 Jun 2014

Programme :BCAPP-12

Year / Semester :1-Semester

Study Centre :16000

Please note down the **Reference Number** for the future reference. Candidates also have the option to take a print-out of the submitted Application Form for their future correspondence.

Signature Specifications

- Please draw a rectangular box of size 7×2 cm on an A4 white paper. Put your signature with black or dark blue ink pen within this box.
- Scan the signature using scanner at 200 pixels per inch (dpi), and crop the image to the box.

- Maintain 420 pixels in width and 120 pixels in height.
- Have pixel width in the range 300 to 550 and ensure that the width to height aspect ratio is in the range 3.15 to 4.
- Save the image in JPEG format. Only JPEG image formats will be accepted.
- Ensure that the file size is between 5KB and 100KB.
- Photographs of the signatures taken using mobile phone or digital cameras are not acceptable, and can result in disqualification of the application without any refund of the fee.

Sample Signatures

Not Acceptable Signature	Reason for Rejection	Acceptable Signature
	Signature in Capital	
	Signature not in full and in Capital	
	Signature not in full	
	Signature taken via mobile phone / camera	
	Poor Digital Resolution	

Cancellation/Refund Policy

Prior to applying, you must acquaint yourself with the rules and regulations. You cannot cancel the transaction once the online payment has been made. Under no circumstances will the payment be refunded to the user. If your online application process fails during a payment transaction, we will notify you if any erroneous charges have been incurred. Only in such circumstances, the institute will entertain any complaints/queries.

Note:

- There is no Agencies/Cyber cafe/ any other institutions recognized or authorized by UOU for doing Online Admission.
- You can take Admission yourself on the Internet without involving any middle man and without paying any extra amount to such middle man.

- You may take up help of your friends or family members in filling the Online application Form. You may visit your nearest accredited study Centre for on-line registration.
- The Study Material will be delivered to you at your address provided by you during the Registration free of cost. Do not accept any VPP Parcel from anybody
- During filling the application, please fill personal E-Mail ID which you access on daily basis.

Raise Ticket for issues and we have dedicated support to resolve it

For any type of Queries regarding on -line Admission, open/lodge ticket at <http://support.uou.ac.in/open.php>

Contact Us

For Administrative enquiries:
 Uttarakhand Open University
 Behind Transport Nagar,
 Teenpani Bypass Road,
 Haldwani (Nainital) 263139
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