

GUIDELINES FOR THE UNDERGRADUATE AND INTEGRATED PROGRAMME APPLICANTS

Amrita Online Admissions Portal is a platform for the aspirants of higher studies to apply for any programme offered at Amritapuri Campus of Amrita University. In a few, simple steps, one can register in the system and apply for any programme. If you are a first time user, register yourself with a valid email id and follow the instructions. There following are the processes involved in applying online.

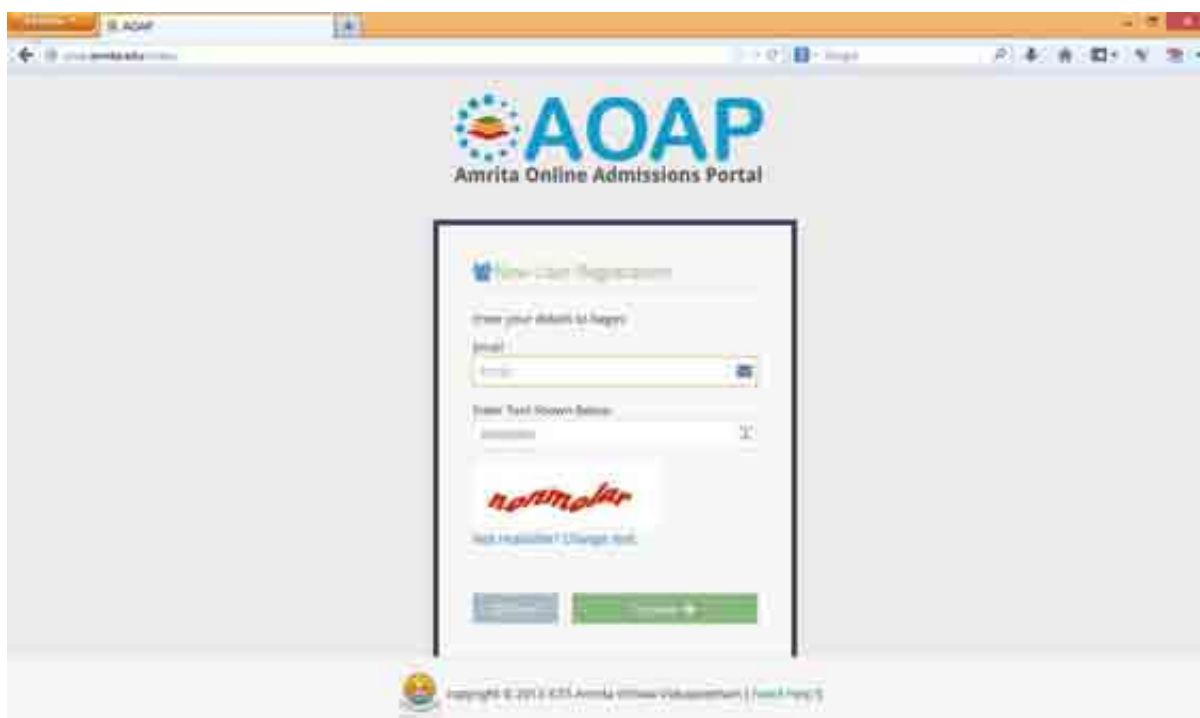
The application works fine with the latest version of FireFox, Chrome and Internet Explorer browsers.

Steps to apply online:

1. Sign up by entering your email id (for first time user)
2. Register by creating your profile in the Amrita Online Admissions Portal
3. Login, Click on Apply Online and select the respective programme
4. Choose the mode of payment – Online or Offline (by way of demand draft)
5. Downloading the Hall Ticket

1. Sign up by entering your email id (First time user)

- a. Click on **"New User"** link



Online application is initiated at this stage. Here, you are asked to enter the valid email id and security text. Click on **"Register"** after inputting the credentials. Credentials are the email id and the security text displayed on the screen. Make sure that you enter a valid, frequently used email id. Most of the notifications are sent by email only and not by any other means. Clicking on the **"Register"** button will take you to the next screen with a link to login to the admissions portal. Before logging in, you have to validate the email id. An email from **Amrita Vishwa Vidyapeetham – Admissions** noreply@am.amrita.edu, containing a link to activate the account is sent to the corresponding registered mail id. Click on the link received by email. In case if you don't get an email from our portal, please check the spam folder or send an email to admissions@am.amrita.edu. Alternatively, you may call +476 280 9402 also.

Once the application submission is successful, the data entered as part of the application cannot be changed. While the profile can be changed later, it will not reflect on the application that has already been submitted by the candidate and accepted by the university.



The screenshot shows the Amrita Online Admissions Portal (AOAP) login page. The page features the AOAP logo at the top, which includes a circular emblem with a book and the text "AOAP Amrita Online Admissions Portal". Below the logo is a login form with the heading "New User Registration". The form contains a text input field for "Enter your details (id/age)", a "Email" field with a dropdown arrow, and a "Name" field with a dropdown arrow. Below these fields is a "normal" logo and the text "Not a member? Click here". At the bottom of the form are two buttons: "Login" and "Register". The footer of the page includes a copyright notice: "Copyright © 2013 ICTS Amrita Vishwa Vidyapeetham | [Link]" and a small circular logo.

Following screen is seen after you submit the credentials.



The screenshot shows the Amrita Online Admissions Portal (AOAP) confirmation page. The page features the AOAP logo at the top, which includes a circular emblem with a book and the text "AOAP Amrita Online Admissions Portal". Below the logo is a confirmation message box with the text "Thank you for signing up" and "An activation link has been sent to amritaham@gmail.com. Please check:". Below the message box is a blue button labeled "Go to Login". The footer of the page includes a copyright notice: "Copyright © 2013 ICTS Amrita Vishwa Vidyapeetham | [Link]" and a small circular logo.

2. Register by creating your profile: Check your mailbox for the email sent by the Admissions Portal. By clicking on "[click here to activate your account](#)" link, the following page is displayed in the browser. Here, you are required to enter all the data required to create your personal profile for all the future use.

The screenshot shows the 'Candidate Registration' page on the Amrita Online Admissions Portal. The form is titled 'General' and contains the following fields and sections:

- Name***: A text input field with a note below it: 'Name as it appears in your Certificate'.
- Birth Date***: A date picker set to '01/01/1991'.
- Gender***: Radio buttons for 'Male' and 'Female'.
- Name Of His Parent / Guardian***: A text input field.
- Relationship***: A dropdown menu with the option '-Select Relationship-'.
- Father's / Guardian's**: A dropdown menu with the option '-Select-'.
- Photograph**: A section for uploading a photo. It includes a 'No Image Available' placeholder, a 'Change Image' link, and instructions: 'Photo (upload/JPEG image exactly of width:150px and Height:200px)'.
- Signature**: A section for uploading a signature. It includes a 'No Image Available' placeholder.

At the bottom of the form, there is a copyright notice: 'Copyright © 2013 IIT Amrita Online Admissions | Home | Help'.

Name of Candidate: The name of the candidate and his/her parents name in the application form must exactly be the same as registered in Class 12th/ equivalent qualifying Examination. No prefix/title such as Mr/Shri/Fr/Dr/Mrs/Smt/Col etc should be used.

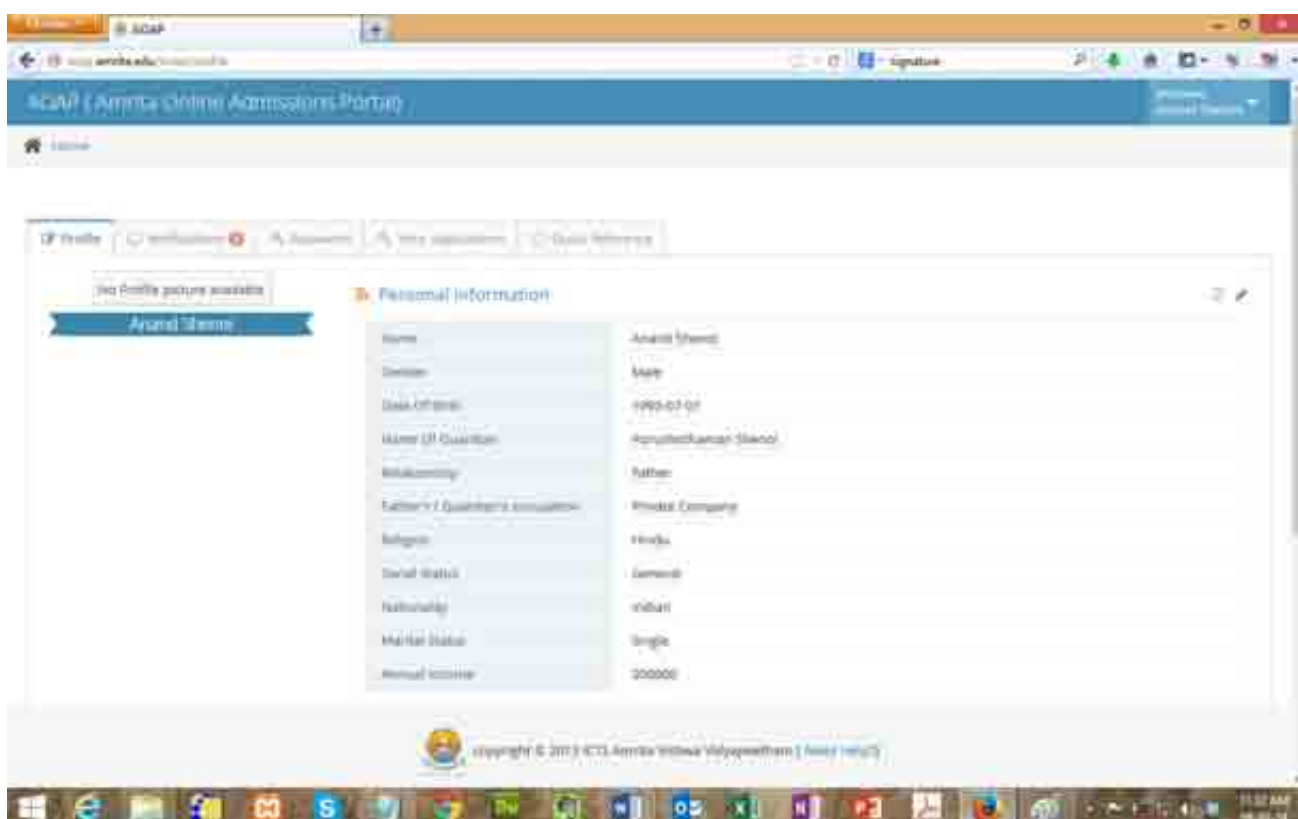
Date of Birth: Enter the date of birth as in the 10th standard School Leaving Certificate.

NB: Upload candidate's recent color photograph here. The photo shall not be blurred or defaced. The Photographs of profile image **should be of JPG/JPEG format and is exactly of width: 150px and Height: 200px. Applications will be rejected without any notice if the photo is black and white or not clear or blurred.**

You should have a clean, black and white picture of the signature to upload in the application. Candidate's signature is essential under the declaration in the application and in the space provided in the Hall Ticket.

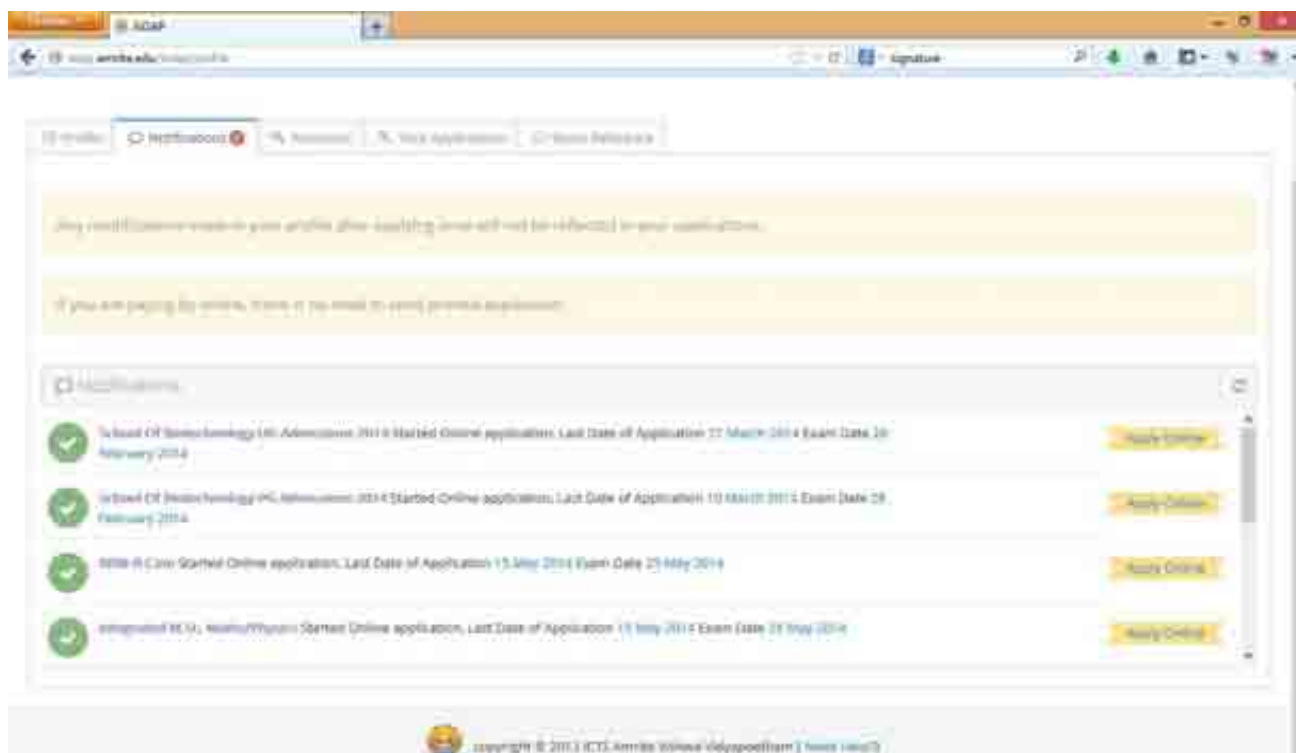
After entering the valid data, click on **"Create"** button and there you are! Your profile has now been created under Amrita Online Admission Portal.

- a. Login using your credentials.
- b. After a successful login, you can see five tabs.
 - i. Profile: Profile you had entered, which can be edited.
 - ii. Notifications – to apply online, know the status of payment / application receipt and downloading of the hall ticket.
 - iii. Password – change the password
 - iv. Programmes you have applied for
 - v. Quick reference.

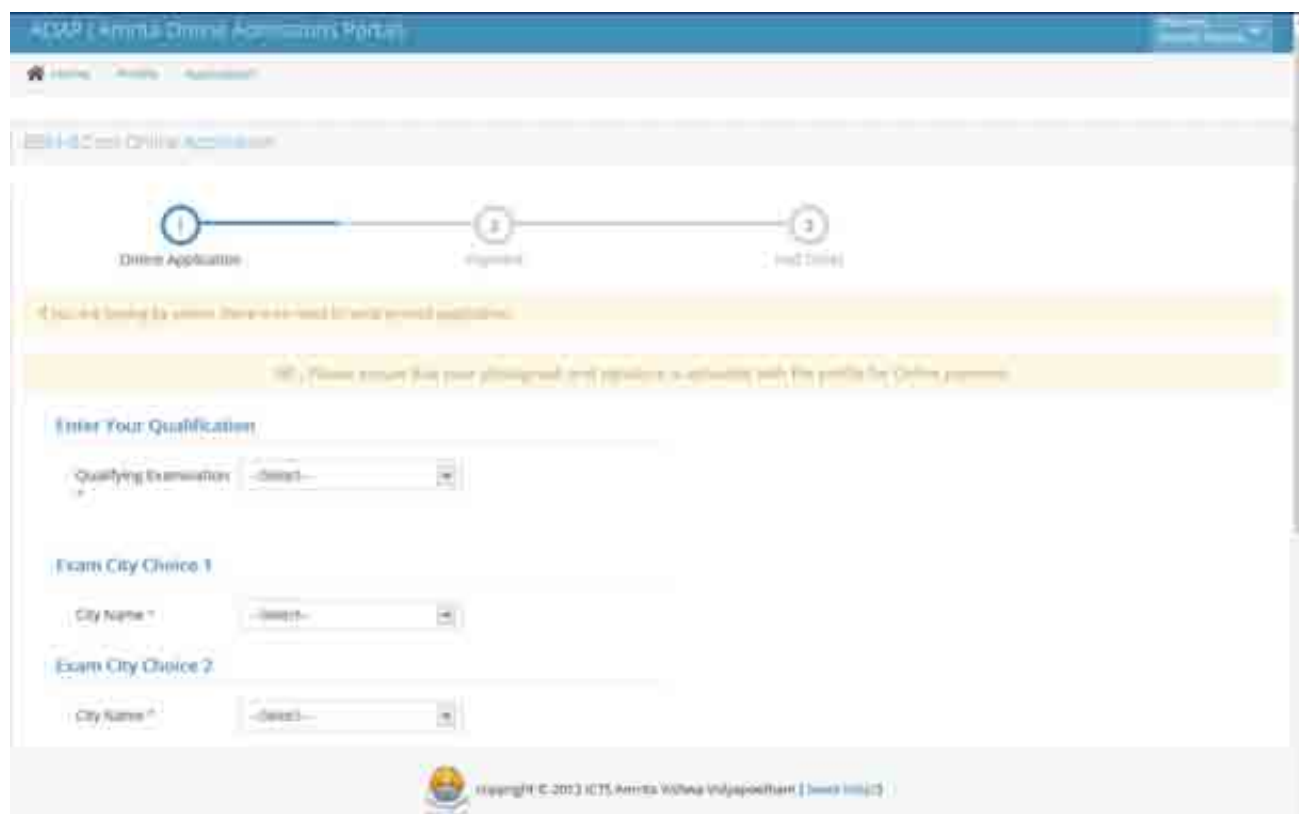


3. **Apply for any programme:** Go to the "Notification" tab and click on the "Apply Online" link. In the "Notifications" tab, you can see the list of programmes offered by the university. You can choose one of the programmes you wish to apply. Please note that any application submitted is valid only after the payment. If you are paying offline, it is accepted only after the receipt of DD at the university admission office. Candidates are required to read the eligibility, criteria and selection procedure for each programme before starting to apply online.

Please note that the hall ticket is generated based on the programme you apply. There is only one entrance examination for BBM / B.Com. For each integrated programme, there is separate entrance examination. All the examinations are conducted on the same date/time.



“Notifications” tab: Once you click on the “notifications” tab, you can see list of courses – as is seen in the screen below. Click on the “Apply Online” of the respective programme you wish to apply. That link will take you to another screen where you can see the declaration and has to agree to the statement to proceed. Next is select the qualifying examination, selecting the examination center, etc. and accept the declaration.



Preview the qualifying examination details and entrance examination center details

The screenshot shows the 'Enter your Qualification' and 'Entrance Centre Choice' sections of the Amrita Online Admission Portal. The page has a blue header with the portal name and a navigation bar. Below the header, there is a progress bar with three steps: 1. Online Application, 2. Entrance, and 3. Fee Payment. The 'Enter your Qualification' section contains a table with the following data:

Qualifying Examination	Year	State	Entrance Centre Choice 1
Qualifying Examination	2018-19	Kerala and Madhya	
Qualifying Examination	2019-20		Thiruvananthapuram
Qualifying Examination	2020-21		

The 'Entrance Centre Choice 2' section contains a table with the following data:

State	Entrance Centre Choice 2
Kerala and Madhya	

At the bottom of the page, there is a copyright notice: Copyright © 2013 ICT, Amrita Vishwa Vidyapeetham | All rights reserved.

Preview the profile data: Next is to preview the profile data and you can make changes if required. Once saved, you cannot change the data already submitted, related with that specific programme.

The screenshot shows the 'Candidate Details' section of the Amrita Online Admission Portal. The page has a blue header with the portal name and a navigation bar. Below the header, there is a progress bar with three steps: 1. Online Application, 2. Entrance, and 3. Fee Payment. The 'Candidate Details' section contains a table with the following data:

Candidate Name	Parent Name
Gender:	Male
Date Of Birth:	01/01/1999
Name Of Parent/Guardian:	Thiruvananthapuram District
Relationship:	Spouse
Father's/Guardian's occupation:	Private Company
Religion:	Hindu
Social Status:	General
Nationality:	Indian
Marital Status:	Single
Annual Income:	200000
Home Name / No	AAAA
Street	BBBB
City:	Thiruvananthapuram

At the bottom of the page, there is a copyright notice: Copyright © 2013 ICT, Amrita Vishwa Vidyapeetham | All rights reserved.

4. Payment Options:

Here, you can choose the option to pay the application money.

Offline: You need a demand draft for Rs. 500/- for completing the submission of the online application. After entering the demand draft details, download the application as PDF, print and send it to the admission office. Keep a photocopy of the same with you for future reference.

Online: Payment can be done online through NetBanking / Credit card / debit card

a. If you wish to pay offline; (online payment process is given in next two pages)

- i. Enter the demand draft details as shown in the picture below. Make sure that you have the demand draft in hand before filling this form. Any mistake in the data entered may lead to rejection of the application.
- ii. Demand draft shall be in the name of **“Amrita Vishwa Vidyapeetham”** payable at **“Kollam”**.

The screenshot displays the 'Amrita Online Admission Portal' interface. At the top, a progress bar shows three steps: 1. Online Application, 2. Payment, and 3. Offer Letter. The current step is 'Payment'. Below the progress bar, the text 'Cost of Application : Rs-500' is visible. A yellow banner contains the instruction: 'We request you to pay the application fee through Demand Draft (DD) payable to Amrita Vishwa Vidyapeetham, Kollam.' Below this, there are two buttons: 'Pay Offline' and 'Pay Online'. The 'Pay Offline' button is highlighted. Below the buttons, a green banner reads: 'If you are entering the application form along with the Demand Draft, Please fill the DD information and download your application.' Below this, there is a section titled 'Enter DD Information' with three input fields: 'Demand Draft Number', 'Bank Name', and 'DD Date'. At the bottom of the page, there is a footer with copyright information: 'Copyright © 2013-2014 Amrita Vishwa Vidyapeetham. All rights reserved.' The Windows taskbar is visible at the bottom of the screen.

After entering the DD details the screen will be as follows:

Online Application Payment Download Receipt

You Paid Offline

Amount Paid	Rs. 500
DD Number	12345
Bank Name	SBI
DD Date	07-03-2014
Payment Status	Not Verified

If you are sending the application form along with the demand draft, [Click here](#) to download the application form.

Send the printed copy of the downloaded application form along with the demand draft to: * Admission Coordinator, Amrita Vidya Vidyapeetham, Kollam, KERALA, PIN 690525. * You may please login after 10 days of time to check if the application form has been received at the Admission Office and to download the full receipt.

[Print](#)

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Preview of application form before printing.

AMRITA VIDYA VIDYAPEETHAM
UNIVERSITY

Amrita University - Online Application Form

Admission Program Name : AMRITA ENTRANCE EXAMINATION- ENGINEERING 2014

APRIL YOUR PHOTO HERE

Reference Code: eYZKnINa

eYZKnINa

Candidate Name:
 Social Status:
 Gender:
 Date Of Birth:
 Name Of Parent/Guardian:
 Relationship:
 Nationality:
 Address:
 City:
 State:
 Pincode:
 Country:
 Phone:
 Email:

Last Name:
 DO:
 Male:
 08-05-1998:
 Father p.k.
 Father:
 12345678901234567890:
 (Email):
 Kerala:
 690525:
 India:
 04753206400_8009019403:
 jee@amrita@gmail.com

Print the completed application on good A4 size white sheet and send along with the demand draft to the following address. Keep a PDF copy with you for future reference.

Admission Coordinator,
Amrita VishwaVidyapeetham,
Amritapuri Campus,
Clappana P.O., Kollam – 690525, Kerala.

Download the application form as seen below:

Online Application Payment Download Form

You Paid Offline

Amount Paid	Rs. 500
DD Number	12345
Bank Name	SBI
DD Date	07-03-2018
Payment Status	Not Verified

If you are sending the application form along with the demand draft, [Click here](#) to download the application form.

Send the printed copy of the downloaded application form along with the demand draft to: * Admission Coordinator, Amrita Vishwa Vidyapeetham, Kollam, KERALA, PIN 690525. * You may please login after 10 days of time to check if the application form has been received at the Admission Office and to download the full ticket.

[Download](#)

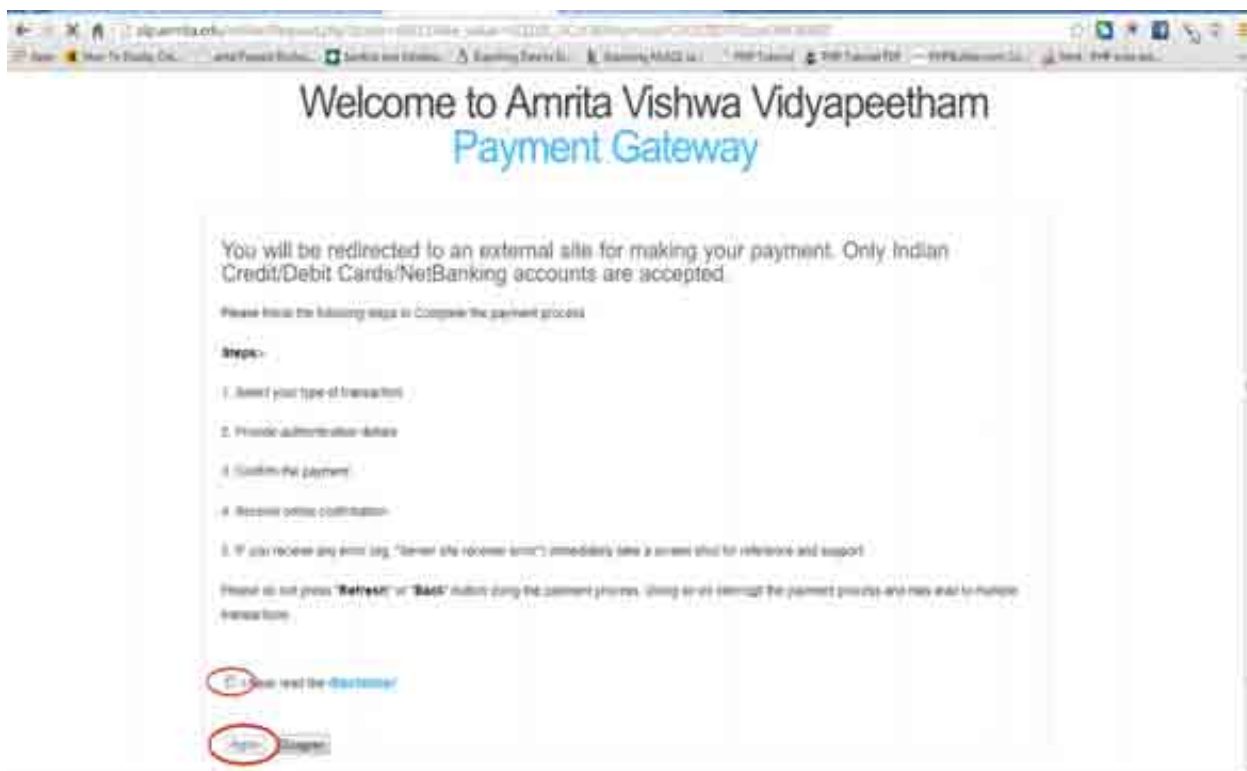
Copyright © 2013-2018 Amrita Vishwa Vidyapeetham | All rights reserved.

After sending the filled application, candidate may login after 10 days of time to check if the application form has been received at the Admission Office.

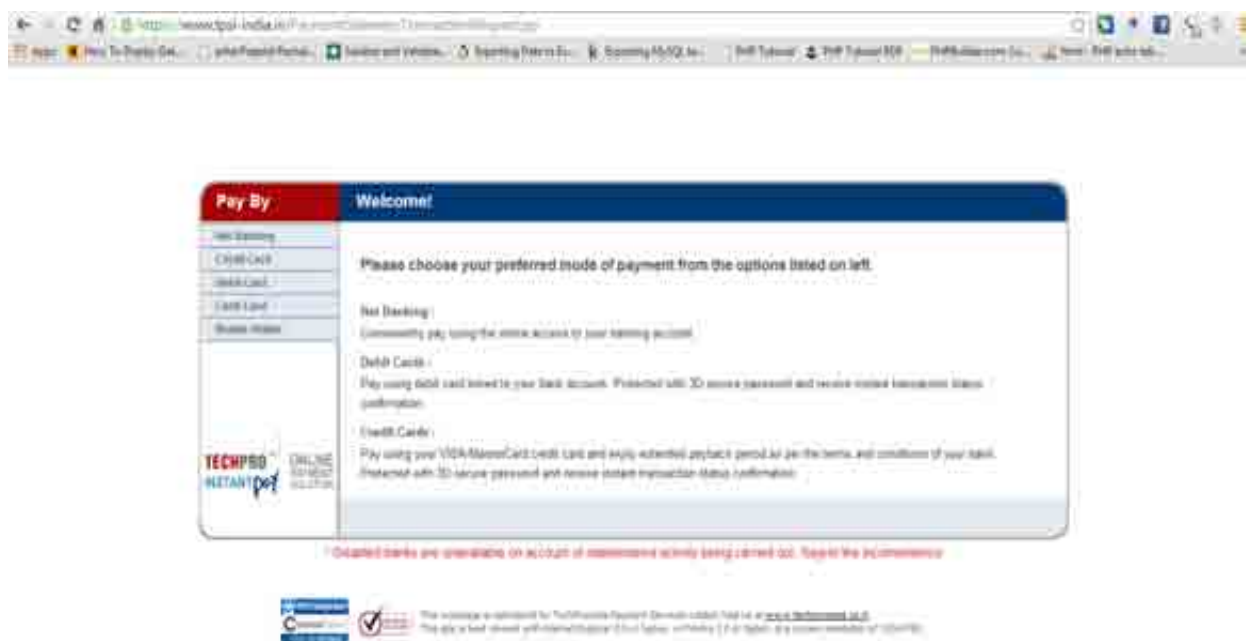
b. If you wish to pay online, proceed with the Online Payment link.

- i. Payment is done using debit/credit cards or by way of NetBanking facility of selected banks.
- ii. When you click on the online payment link, you are directed to the page of the online payment instructions of the university.
- iii. Read the instructions carefully and agree with the disclaimer.
- iv. Then proceed with the payment.
- v. The status of payment is shown in the "Notifications" tab within next three working days of the application submission date.
- vi. Once the payment is successful, there is no refund of the application fee.

- vii. In case you get the "Error in gateway" because of internet connectivity or any other failure, you can see the update in the dashboard within next three working days.
- viii. In case of double payment, the excess money is returned to your bank account in 7 working days.
- ix. Check payment gateway and click on **Agree** button.



Next, you are taken to the payment gateway screen where you have to choose the mode of payment:



- c. After the successful online payment, you can see the details in the **"Notifications"** panel
Candidate may now **log out** using the **log out** option available on the top right corner of the page.

5. Downloading the hall ticket: Candidates can download the hall ticket after April 15th from the "Notifications" tab.

FAQ FOR ONLINE APPLICANTS

Qn.- 1. Difficulty in uploading the photograph

Ans: Go to this link <http://www.picresize.com/>. Click on the link "Quick Resize". Select the radio button "Custom Size". Give the proper width and height. Generate the image and use it to upload. You can upload the photo and signature from your profile. There is one pencil icon on the right upper corner of your general info box. Click on it and you can upload your photo and signature.

Qn.- 2. The status of the application is shown as "verification pending". When will the same be confirmed? I have got confirmation of the transaction from the Bank.

Ans: You have to wait for the status notification in the dashboard to ensure whether the payment has been done to Amrita account. This happens in three working days' time.

Qn.-3. I have filled the profile and didn't receive password. What shall I do?

Ans: Please check your spam folder of the email account. Even if you have not received the same, click on the link "Forgot Password" to receive a new password.

Qn.-4. Not able to upload the image:

Ans: Make sure that the height and width exactly match with those mentioned in the page. File size shall not exceed 30 kb.

Qn.-5. I have entered the profile data wrongly. What is to be done?

Ans Once a candidate fills the profile and applies for a programme, the profile is connected with that programme and further editing of profile is not reflected in the application for that programme. In this case, make sure that you have filled the profile data correctly before completing the payment part.

Qn.-6. Payment done, but error generated.

Ans You have to wait for the status notification in the dashboard to ensure whether the payment has been done nor not. This happens in three working days' time.

Qn.-7. What if the amount is debited twice?

Ans University will refund the money after verification. Send email to aaps@am.amrita.edu with the transaction id code.

Qn.-8. I have registered the profile and didn't receive the confirmation link to inbox. What shall I do?

Ans Please check your spam folder /Junk of the email account.

Qn.9. To which address the DD has to be taken?

Ans A demand draft for Rs.1000/- should be drawn in favour of Amrita Vishwa Vidyapeetham, Payable at Kollam

Qn.10. Name and other details change during in the printout.

Ans Send a mail to <http://aaps.amrita.edu> with the corresponding e-mail id and application number.