

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)

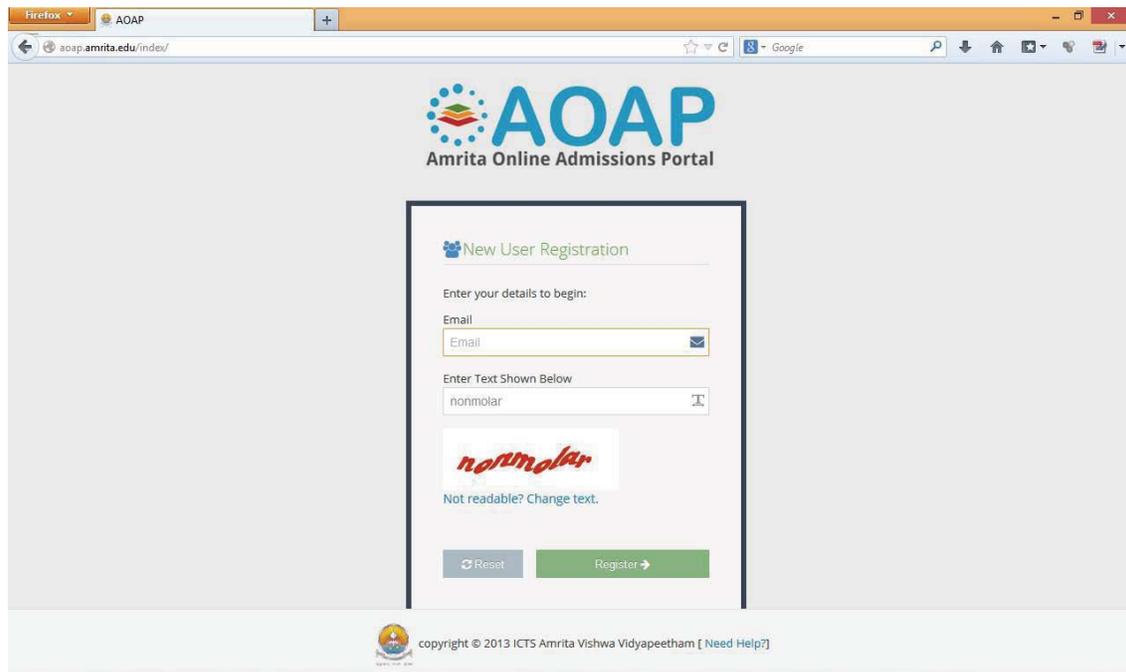
- a. Click on **“New User”** link

The screenshot shows the AOAP New User Registration page. The form includes the following elements:

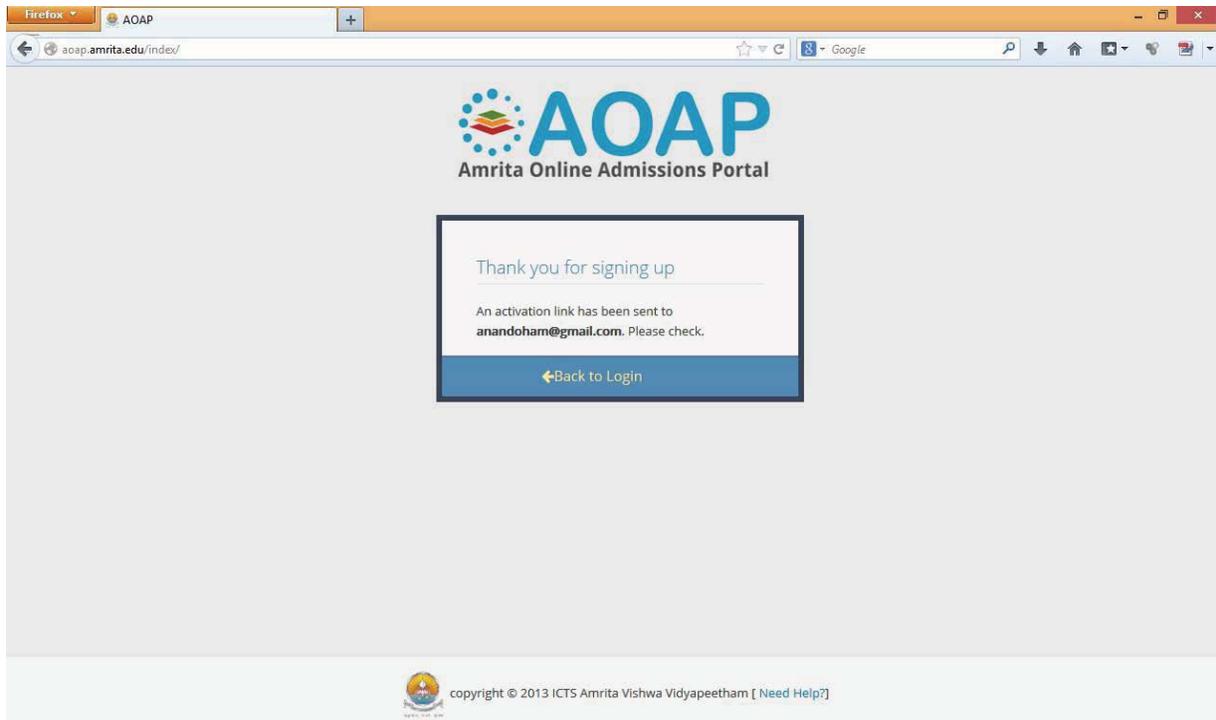
- Title:** New User Registration
- Instruction:** Enter your details to begin:
- Email Field:** A text input field with a placeholder 'Email' and an email icon.
- Security Text Field:** A text input field with a placeholder 'nonmolar' and a security icon.
- Image:** A distorted image of the word 'nonmolar' in red.
- Link:** A blue link that says 'Not readable? Change text.'
- Buttons:** A grey 'Reset' button and a green 'Register' button with a right-pointing arrow.
- Footer:** A copyright notice: 'copyright © 2013 ICTS Amrita Vishwa Vidyapeetham [Need Help?]'.

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.



Following screen is seen after you submit the credentials.



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 displays the 'Candidate Registration' page on the AOAP. The 'General' section contains the following fields and options:

- Name***: Text input field with placeholder 'Name' and instruction 'Name as it appears in your Certificate'.
- Birth Date***: Date picker showing '01-07-1993'.
- Gender***: Radio buttons for 'Male' and 'Female'.
- Name Of the Parent / Guardian***: Text input field with placeholder 'Parent Name'.
- Relationship ***: Dropdown menu with '--Select Relationship--'.
- Father's / Guardian's occupation***: Dropdown menu with '--Select--'.
- Photograph**: Image upload box with 'NO IMAGE AVAILABLE' and a 'Change Image' link. Instruction: 'Please Upload JPG/JPEG Image exactly of width:150px and Height:200px'.
- Signature**: Image upload box with 'NO IMAGE AVAILABLE'.

The footer contains the Amrita logo and the text: 'copyright © 2013 ICTS Amrita Vishwa Vidyapeetham [Need 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.

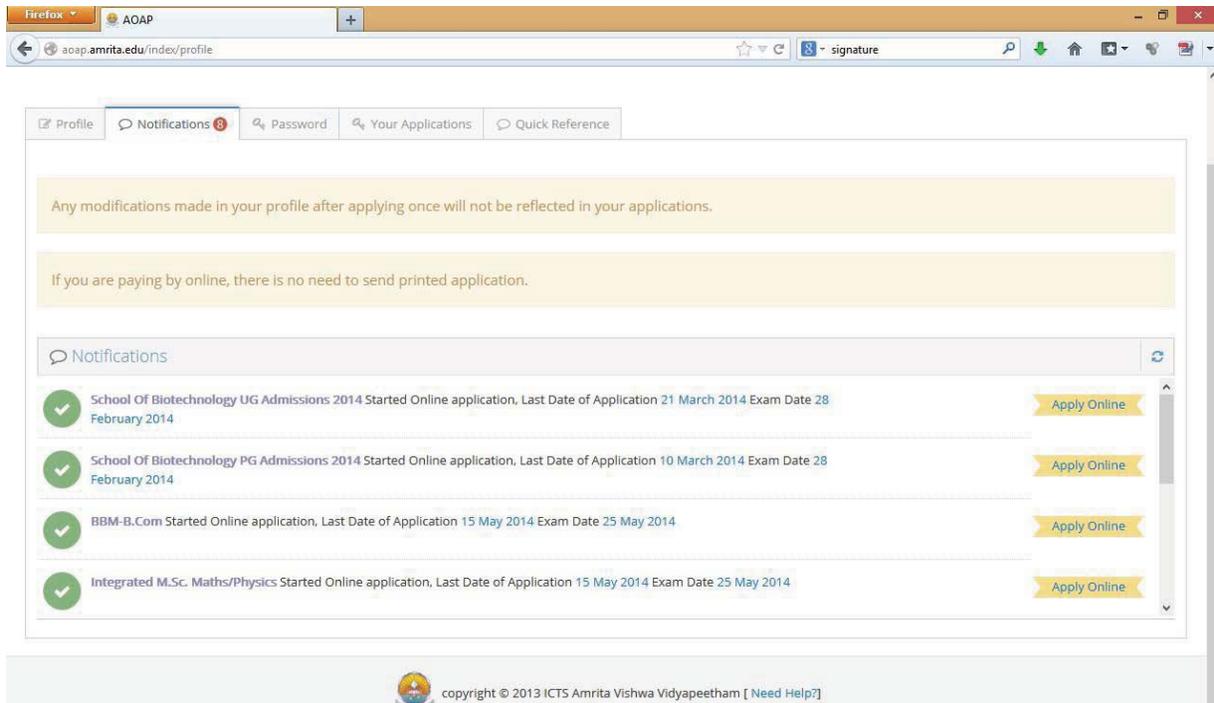
The screenshot shows the AOAP (Amrita Online Admissions Portal) interface. The browser address bar shows 'aoap.amrita.edu/index/profile'. The page title is 'AOAP (Amrita Online Admissions Portal)'. The user is logged in as 'Anand Shenoj'. The navigation bar includes tabs for Profile, Notifications (3), Password, Your Applications, and Quick Reference. The Profile tab is selected, showing a 'Personal Information' section with the following details:

Name	Anand Shenoj
Gender	Male
Date Of Birth	1993-07-01
Name Of Guardian	Purushothaman Shenoj
Relationship	Father
Father's / Guardian's occupation	Private Company
Religion	Hindu
Social Status	General
Nationality	Indian
Marital Status	Single
Annual Income	200000

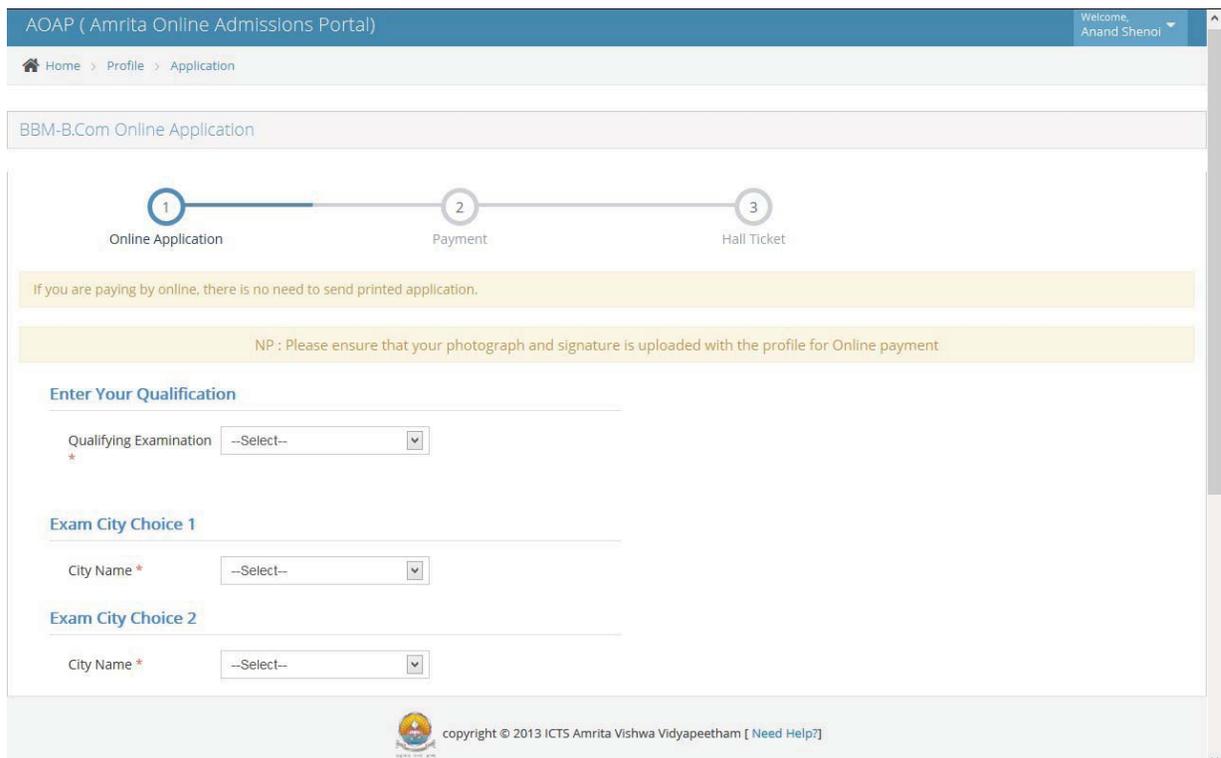
The footer of the page contains the Amrita logo and the text: 'copyright © 2013 ICTS Amrita Vishwa Vidyapeetham [Need Help?]'.

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.

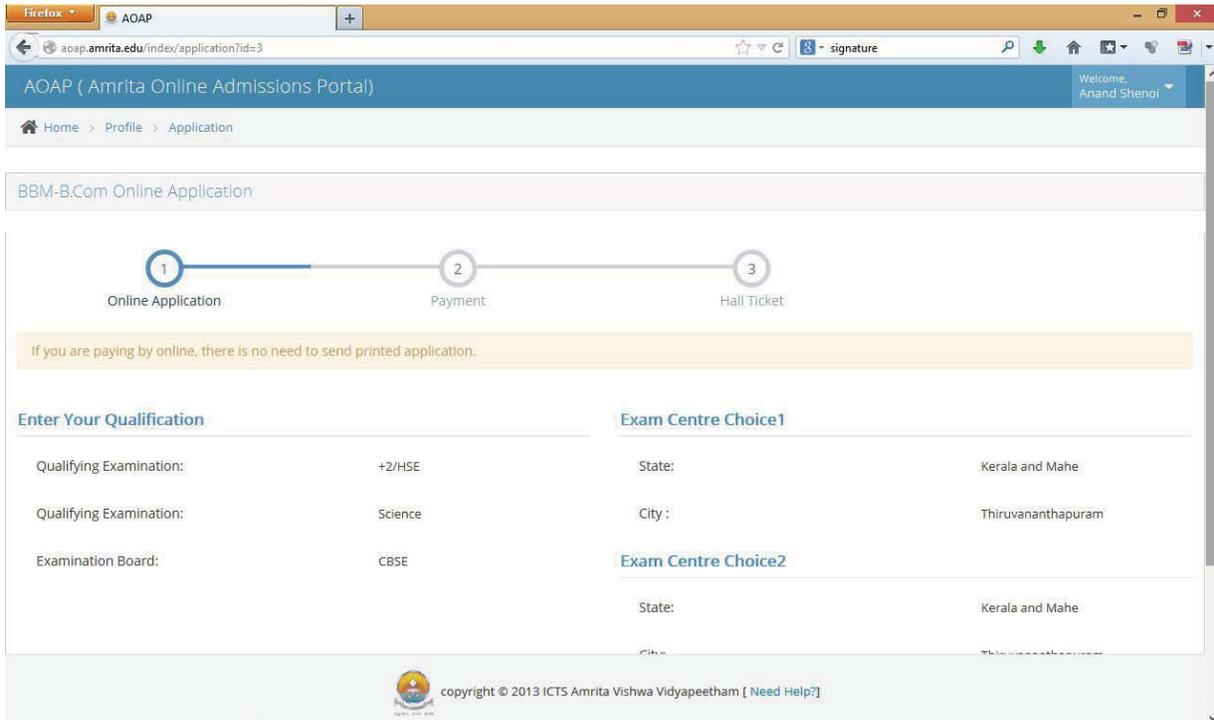
Please note that the hall ticket is generated based on the programme you apply. There is only one entrance examination for BBM / B.Com. For each integrated programme, there is separate entrance examination. All the examinations are conducted on the same date/time.



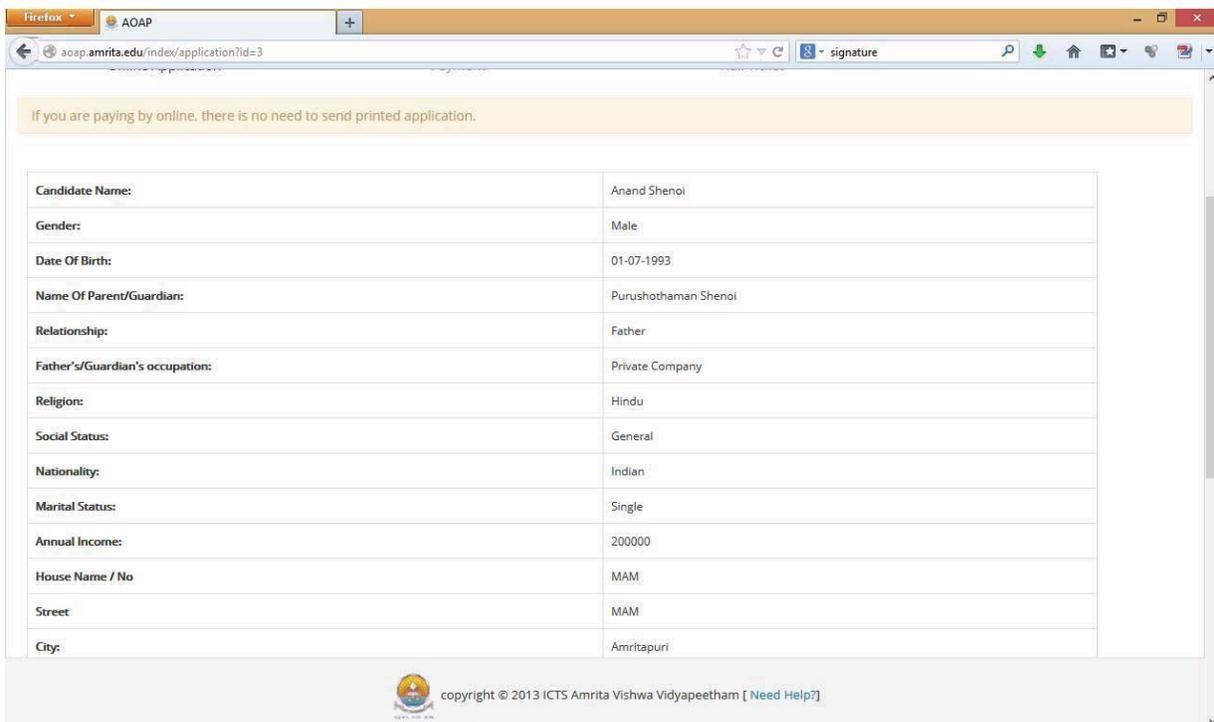
“Notifications” tab: Once you click on the “notifications” tab, you can see list of courses – as is seen in the screen below. Click on the “Apply Online” of the respective programme you wish to apply. That link will take you to another screen where you can see the declaration and has to agree to the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



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.



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”**.

Firefox | AOAP

aoap.amrita.edu/index/app-payment?id=3

signature

BBM-B.Com Online Application

1 Online Application | 2 Payment | 3 Hall Ticket

Cost of application - Rs.500

NP : Please ensure that your photograph and signature is uploaded with the profile for Online payment

Pay Offline

If you are sending the application form along with the demand draft, Please Enter the DD Information and download your semi online application

Pay Online

Click here to proceed with the payment

Enter DD Information

Demand draft number *

Bank Name *

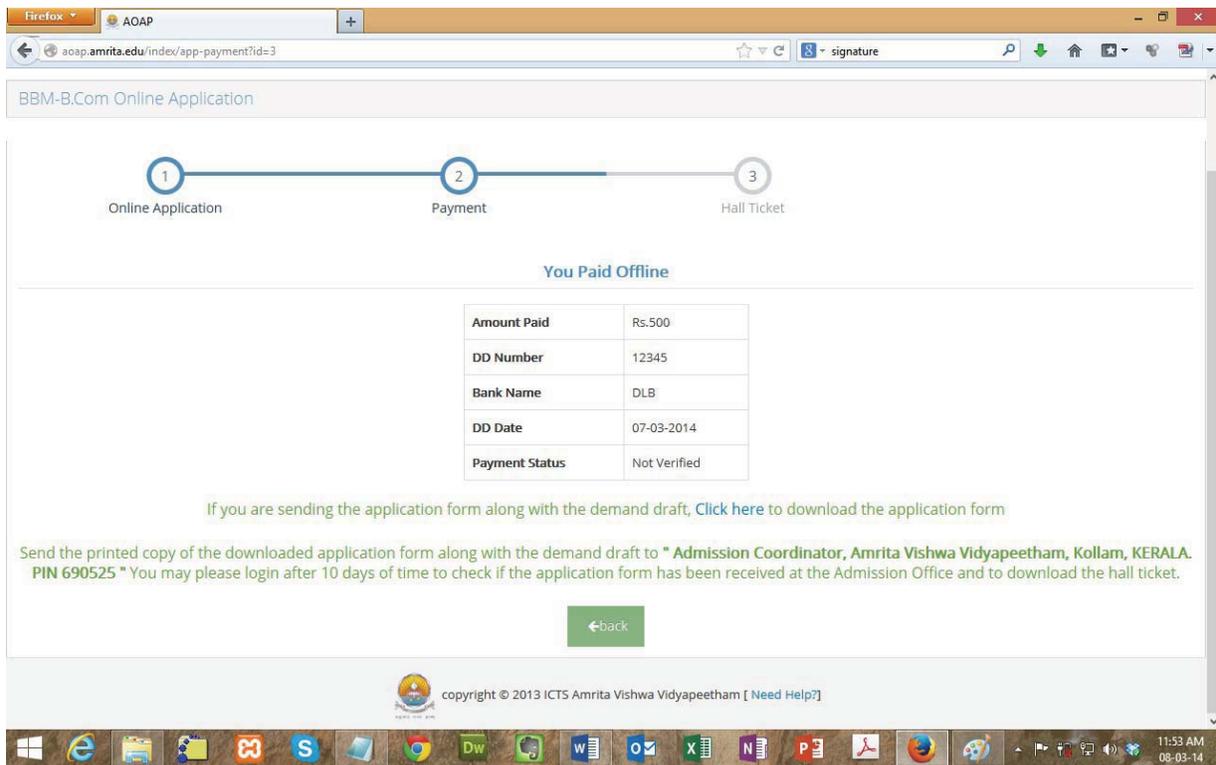
DD Date *

Save | Reset

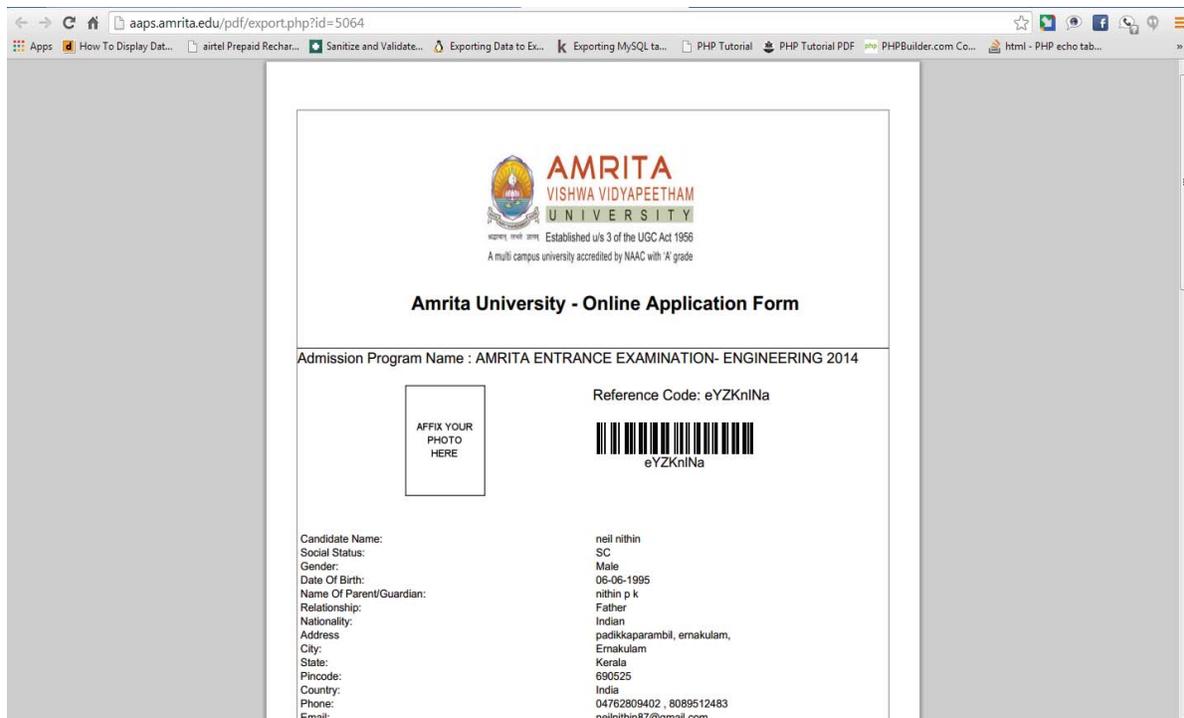
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11:52 AM 08-03-14

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



Preview of application form before printing.



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:

BBM-B.Com Online Application

1 Online Application 2 Payment 3 Hall Ticket

You Paid Offline

Amount Paid	Rs.500
DD Number	12345
Bank Name	DLB
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 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 hall ticket.

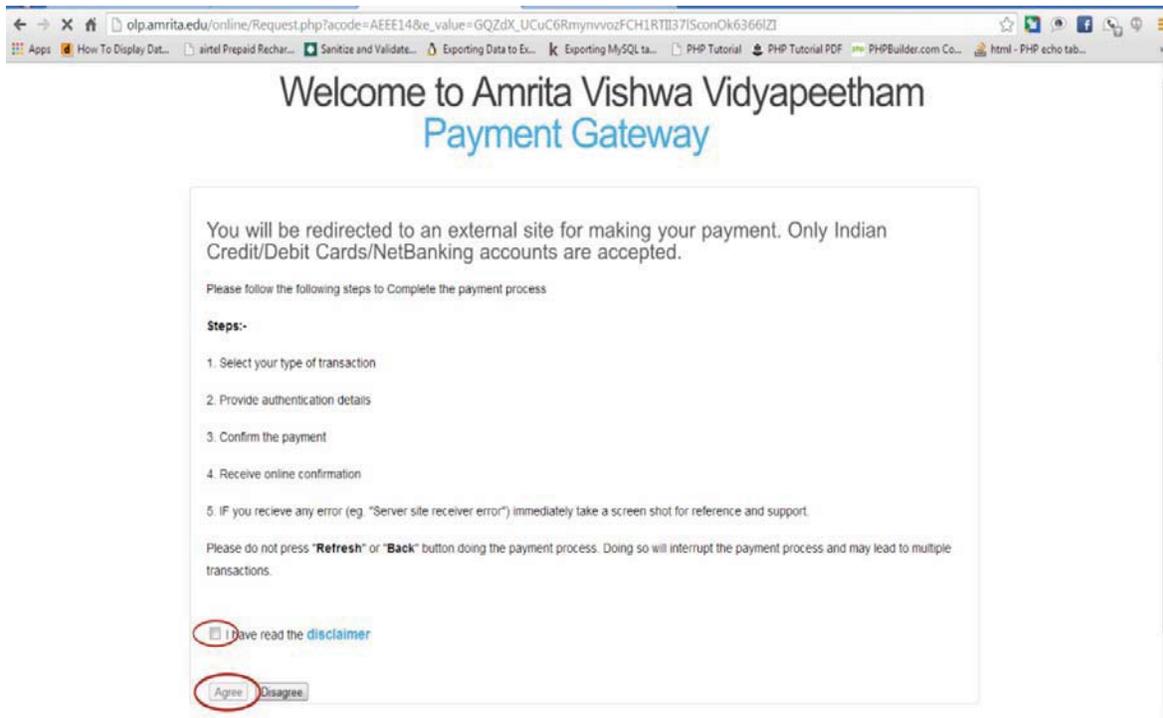
[←back](#)

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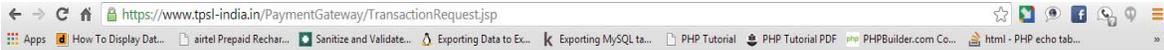
After sending the filled application, candidate may login after 10 days of time to check if the application form has been received at the Admission Office.

- 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:



Pay By	Welcome!
Net Banking	<p>Please choose your preferred mode of payment from the options listed on left</p> <p>Net Banking : Conveniently pay using the online access to your banking account.</p> <p>Debit Cards : Pay using debit card linked to your bank account. Protected with 3D secure password and receive instant transaction status confirmation.</p> <p>Credit Cards : Pay using your VISA/MasterCard credit card and enjoy extended payback period as per the terms and conditions of your bank. Protected with 3D secure password and receive instant transaction status confirmation.</p>
Credit Card	
Debit Card	
Cash Card	
Mobile Wallet	

* Disabled banks are unavailable on account of maintenance activity being carried out. Regret the inconvenience



This webpage is maintained by TechProcess Payment Services Limited Visit us at www.techprocess.co.in
This site is best viewed with Internet Explorer 6.0 or higher, or Firefox 2.0 or higher, at a screen resolution of 1024x768.

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.