

Instruction for filling up the online Admission Form

General Instruction

- Applicant must read the prospectus carefully before application.
- Registration of the applicant is made using a functional email-id and a mobile no. Applicant should retain this email-id and mobile no till the admission is over.
- Name and other details entered by the applicant need to be the same as in the **Class X/XII Board Mark sheet.**
- **Instruction for Uploading Image/Photo:**
All scanned document should be in jpg or .jpeg image format.
File size of digital photo & Signature must be within 10kb to 1MB limit and other Document/Certificate/Mark sheet size must be within 10kb to 3MB limit.

Steps for Online Application

1. Login to <https://www.cuoadmission.samarth.edu.in> or admission link provided through [official website](#).
2. Register yourself by clicking on '**New Registration**' button and fill up the basic information to register at the page 'Registration for Admission'.
3. After Registration, applicant can Login to the admission portal using registered email as user id and password.
4. Fill up your Profile Detail:
It includes all the personal details including the category, place of birth details, family details, address details, etc.
Note: Check thoroughly all the entries of profile details before finalized. Once finalized, editing is not permitted.
5. Programme Selection:
Choose the program you want to apply. Please fill up all the personal Details, Academic Details, Other Details and upload the required documents. Pay the application fee online. Applicant should read the prospectus carefully about the eligibility of the programme. For example, for those who apply for LLM, should have LLB in bachelor degree.
Note: Check thoroughly all the entries of programme selection before finalized. Once finalized, editing is not permitted
6. If you want to apply for more than one programme. Repeat the above step 5 only and step 1-4 will not be repeated. You need to pay another application fee. Applicant should not apply more than 3(three) programme.

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Steps to fill Online Application

1. Registration

Steps for New Registration

Step 1: Click on the **Online Application Form** of the Open website

The screenshot displays the Central University of Odisha Admission 2021 website. The header includes the university logo, the text 'Central University of Odisha Admission 2021', and navigation links: 'Download Admission Notice', 'Download Prospectus', 'Visit Central University of Odisha Website', and 'Other Important Information'. A 'Sign In' link is also present.

Below the header, a 'Welcome to Central University of Odisha Admission 2021' message is shown. On the left, a 'NEW REGISTRATION' button is highlighted. Below this button, a paragraph of text describes the university's establishment and its focus on providing higher education to people in less developed districts.


On the right, the 'Registered User Login' section is visible. It contains fields for 'Registered Email *' and 'Password *', a 'Capcha Verification' section with a 'wompfi' image and a 'Type the text' input field, and a 'Login' button. Below the login section, there are links for 'Forgot Password? Click to Reset your Password' and 'Resend Account Verification Code'.

At the bottom of the left column, a red text box provides helpline timing: '(Helpline Timing - 09:30 A.M. to - 05:30 P.M. Monday to Friday)'.

Step 2: Read carefully the instructions to fill the application form given on the left side of the screen.


Step 3: Click on the button 'New Registration' provided at the top left-hand side.

Step 4: Read the important instruction given on the left-hand side.

Important Instructions	Registration for Admission to UG/PG/MPHIL/PHD Courses
<ol style="list-style-type: none"> 1. Name and other details entered by the applicant need to be the same as in the Class X Board Marksheet 2. Applicant can log in to the admission portal through their registered email address, only. 3. Applicant must use his own active email address. 4. The Email address provided by the applicant must be functional and the applicant must have access to it throughout the admission process. 5. Applicants are encouraged to use latest version of Google Chrome web browser for filling the application form. 	<p>Applicant's Full Name (As per class X/XII Marksheet) *</p> <p>Applicant's Email (Please use your own email as this will be your USERNAME and will be used for all official communication) *</p> <p>Re-Enter Applicant's Email Address *</p> <p>Password (Minimum 6 characters) *</p> <p>Re-Enter Password *</p> <p>Mobile Number *</p> <p>Re-Enter Mobile Number *</p> <p>Captcha Verification (Type the text shown in the image)</p> <p></p>

Step 5: Fill the following field in the Student Registration Form given on the right-hand side.

- **Applicant's Full Name:** Please enter your full name as mentioned in your academic documents.
- **Applicant's Email Address:** Please enter your own active email address which is functional and of which you have access to it throughout the admission process. It will be used for all official communication
- **Re-Enter Applicant's Email Address:** Re-enter your email address.
- **Password (minimum 6 characters):** Please choose a password. For a strong password, the password must be alphanumeric and between 8 to 16 characters long.
- **Re-Enter Password:** Enter your password again.
- **Mobile Number:** Please enter your phone number which is functional and of which you have access to it throughout the admission process. It will be used for all official communication
- **Re-Enter Mobile Number:** Enter your Phone number again.
- **Captcha Verification:** Type the text shown in the image. You can change the captcha by clicking on the image

Important Instructions	Registration for Admission to UG/PG/MPHIL/PHD Courses
<ol style="list-style-type: none"> 1. Name and other details entered by the applicant need to be the same as in the Class X Board Marksheet 2. Applicant can log in to the admission portal through their registered email address, only. 3. Applicant must use his own active email address. 4. The Email address provided by the applicant must be functional and the applicant must have access to it throughout the admission process. 5. Applicants are encouraged to use latest version of Google Chrome web browser for filling the application form. 	<p>Applicant's Full Name (As per class X/XII Marksheet) *</p> <p>Applicant's Email (Please use your own email as this will be your USERNAME and will be used for all official communication) *</p> <p>Re-Enter Applicant's Email Address *</p> <p>Password (Minimum 6 characters) *</p> <p>Re-Enter Password *</p> <p>Mobile Number *</p> <p>Re-Enter Mobile Number *</p> <p>Captcha Verification (Type the text shown in the image)</p> <p></p>

Step 6: Click on **Register** and entry the OTP received at the registered email

Verify Account

Please do not refresh this page.
Time remaining to enter the OTP : 13 min 49 sec

Enter the OTP you received on your email we*****@*****.ac.in to verify your account.

OTP received on Mail

Capcha Verification

kiccha

* Click on the text to change

Submit OTP

Resend OTP

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2. Login

If you have already registered, fill in the following information in the Registered User Login section.
If not, please go to the 'New Registration' section and follow the steps described above.

Registered Username:

Your registered email ID is the username.

Password:

Enter your set password

Central University of Odisha Admission 2021

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Sign In

Welcome to Central University of Odisha Admission 2021

NEW REGISTRATION

The Central University of Odisha has been established by the Parliament under the Central Universities Act, 2009 (No. 3C of 2009). It is one of the 15 new Central Universities established by the Government of India during the UGC XI Plan period to address the concerns of "equity and access" and as per the policy of the Government of India to increase the access to quality higher education by people in less educationally developed districts which have a Graduate Enrollment Ratio of less than the national average of 11%. Koraput District of Odisha comes within the KBK region (Koraput, Bolangir and Kalahandi) which is still considered as an extremely as underdeveloped region of the State of Odisha. These three districts of the State are known for tribal culture, because majority of the people here belong to ST and SC categories. Since there is no University or any other national level educational set up in this region the Central University is proposed to be established here so that it may widen the access to quality higher education in the country.

(Helpline Timing - 09:30 A.M. to - 05:30 P.M. Monday to Friday)

Registered User Login

Registered Email *

Password *

Capcha Verification

wolapfi Type the text

Click on the text to change

Login

- [Forgot Password? Click to Reset your Password](#)
- [Resend Account Verification Code](#)

NOTE: In case you forgot your Username or Password, you may click on the 'Forgot Username?' Or 'Forgot Password?' link which is given at the bottom.

Captcha Verification: Type the text shown in the image. You can change the captcha by clicking on the image.

After Successful Login, the applicant will be directed to the below dashboard from where the applicant has to click on profile details.

3. Personal Details

You will see the Personal Details section in the Personal tab.

Fill the following fields:

Full Name of the Applicant: Please enter your full name as mentioned in your educational documents.

Guardian Relation: Enter the relationship with the Guardian mentioned in educational documents

Applicant's Date of Birth: Enter your date of birth as mentioned in your certificate. Date of Birth once recorded, shall not be changed.

Category: Select your category. The category once chosen shall not be changed.

Place of Birth Details: Enter the Village/Town/City, Country, State, and District as applicable.

Family Details: Enter the guardian name, mother's name, and mother's occupation as mentioned in educational documents.

Other Category/Quota: Enter the asked quota/details.

Address: Enter the Correspondence Address and Permanent Address as mentioned in the address proof document.

Bank Details for Refund: Enter the details for a refund for any duplicate payment or failed payments only.

Profile Detail 1	Other Detail 2	Upload 3
Personal Details		
First Name *	Middle Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Applicant's Date of Birth *	Age as on Jul 1, 2021 *	
Day <input type="text"/> <input type="text"/>	Month <input type="text"/> <input type="text"/>	Year <input type="text"/> <input type="text"/>
Applicant's Email *	Alternate Email	Mobile Number *
<input type="text" value="somes.hghildiyal@iic.ac.in"/>	<input type="text"/>	<input type="text" value="8755334222"/>
Applicant's Aadhar Card Number	Blood Group *	Are you citizen of India ? *
<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
Nationality (Other than Indian)		Religion *
<input type="text"/>		<input type="text" value="Select"/>

After entering all the details correctly click on the **Save and Next** button. Which will show the preview of entered details and if the applicant wants to update entered details can click on **Update** or can move to the next section by clicking on **Next**.

Preview of Personal Details:

The screenshot shows a web application interface for an admission portal. The form is titled 'Preview of Personal Details' and is divided into two main sections: 'Applicant Details' and 'Parent/Guardian Details'. The 'Applicant Details' section includes fields for 'Full Name of the Applicant', 'Date of Birth', 'Gender', 'Sex', 'Date of Birth', 'Address', 'Category', 'Religion', and 'Place of Birth'. The 'Parent/Guardian Details' section includes fields for 'Parent/Guardian Name', 'Address', and 'Date of Birth'. The form is displayed in a preview mode, showing the data entered by the applicant. At the bottom, there are buttons for 'Previous', 'Next', and 'Save'.

After clicking on **Next**, the Applicant will land on **Other Details** Section.

4. Other Details

In this section, enter the details as asked below.

Profile Detail 1	Other Detail 2	Upload 3
Other Details		
Do you have any illness which requires continuous or emergency medical attention *		
<div>No</div>		
Have you participated in National Service Scheme (NSS) Camp / NCC C-Certificate *		Have you participated in Sports/Extra Curricular Activities *
<div>No</div>		<div>No</div>
Language	Proficiency (Reading/Writing/Speaking)	
English	<input type="checkbox"/> Reading <input type="checkbox"/> Writing <input checked="" type="checkbox"/> Speaking	
Hindi	<input checked="" type="checkbox"/> Reading <input type="checkbox"/> Writing <input type="checkbox"/> Speaking	
Other Language 1	<input type="checkbox"/> Reading <input type="checkbox"/> Writing <input type="checkbox"/> Speaking	



Sports Quota: If any sports quota then choose **Yes** else **No** from the drop-down. **Staff Quota:** If any staff quota then choose **Yes** else **No** from the drop-down. **Language:** Enter the language/s known and respective proficiency.

After entering all the details correctly click on the **Save and Next** button. Which will show the preview of entered details and if the applicant wants to update entered details applicant can click on **Update** or move to the next section by clicking on **Next**.

After clicking on **Next**, the Applicant will land on the Uploads Section.

5. Uploads

In this section, upload the **Photo** and **Signature** by choosing the file and clicking on **Start Upload**.

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Demo test ▾

Profile Detail **1**

Other Detail **2**

Upload **3**

Instruction for Uploading Image/Photo of Document, Certificate, Marksheet and Signature –

Digital Photo and Signature are required in .jpg or .jpeg image format.
File size of digital photo must be within 10kb to 3MB limit.
Document/Certificate/Marksheet related size of digital photo must be within 10kb to 3MB limit.

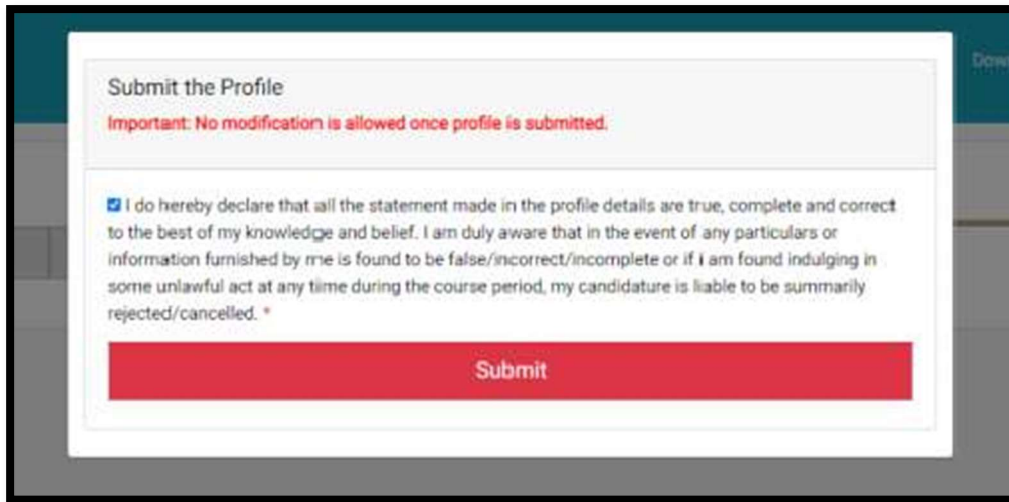
Photo <i>Accepted formats .jpeg .jpg</i>	Select file
Signature <i>Accepted formats .jpeg .jpg</i>	Select file
Character Certificate <i>Accepted formats .jpeg .jpg .pdf</i>	Select file

Submit the Profile

Important: No modification is allowed once the profile is submitted.

After filling all the sections that are Personal Details, Other Details, and Uploading all the required Image and Signature. Clicking on **Submit** will submit the profile. But there is a catch that No modification will be allowed once the Profile is submitted.

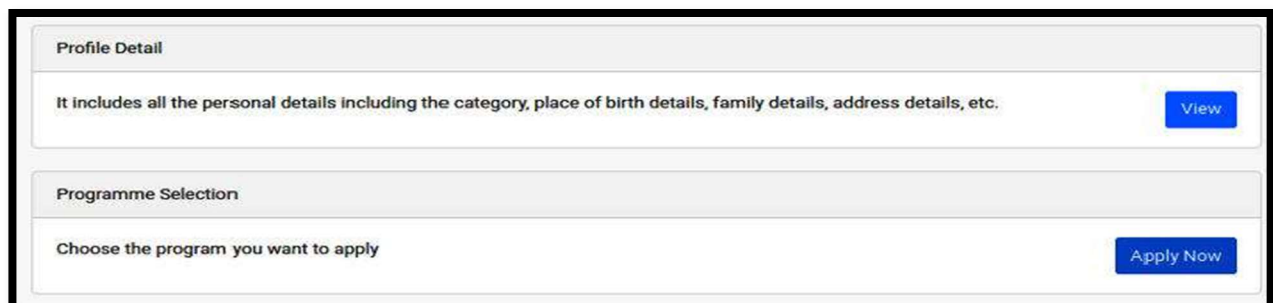
So before final submission, Cross check all the details and make corrections if any, and when everything is ready to go. Submit the profile.



After completing the above steps and clicking on **Submit** will take the applicant to Dashboard where the applicant can see the Programme Selection section. Click on the Apply **Now** button to dive into the Programme Selection section.

6. Programme Selection

Click on the Apply **Now** button to dive into the Programme Selection section.



Clicking on Apply Now button will bring the applicant on the below screen where the Applicant can choose the Programme Level and Programme corresponding to that programme level.

Programme Selection 1 | Personal Details 2 | Academic Details 3 | NET/Equivalent Details 4 | Other Details 5 | Uploads 6 | Preview 7 | Payments 8

Select the Programme you want to apply

Programme Level
MASTER (Post-Graduation Programmes)

Programme *
Select

Home Next

Programme Level: The applicant chooses the programme level for which he/she wants to apply.

Programme Selection 1 | Personal Details 2 | Academic Details 3 | NET/Equivalent Details 4 | Other Details 5 | Uploads 6 | Preview 7 | Payments 8

Select the Programme you want to apply

Programme Level
MASTER (Post-Graduation Programmes)

Programme *
MA/MSC in Anthropology

Home Next

Programme: After choosing the programme level, the applicant can search for the programme for which he/she wants to apply for the ADMISSION.

You have applied for the programme MA/MSC in Anthropology. You need to pay the fee for the successful submission of application. X

MA/MSC in Anthropology

Programme Selection 1 | Personal Details 2 | Academic Details 3 | Other Details 4 | Uploads 5 | Preview 6 | Payments 7

Programme Selection

Programme	Status
MA/MSC in Anthropology	Un-Paid

Home Next

After choosing the programme level and programme, Clicking on **Next** will show the preview of the programme chosen by the applicant. Check the programme details and click next to move to the **Personal Details** page.

Here all the details are already filled. It will show the preview of the details filled earlier.

Note: You can't update the details here and it will only show the details filled earlier.

Programme Selection 1	Personal Details 2	Academic Details 3	Other Details 4	Uploads 5	Preview 6	Payments 7
PERSONAL DETAILS						
Full Name of the Applicant	SHAM	Gender	Male	Date of Birth	2 February 1987 Age as on Jul 1, 2021: 34 Years 4 Month 30 Days	
Category	General	Aadhar Number		Blood Group	AB+	Are you Citizen of India? / Religion (Religion: Hinduism)
Email surcelworld@gmail.com	Mobile Number 70419	Alternate Email	Alternate Mobile	Correspondence Address	Permanent Address ROAD, Imphal West, IMPHAL, Aizawl -79500	
PLACE OF BIRTH DETAILS						
Village/Town/City	fineland	Country	fineland	State	fineland	District fineland
MANIPUR UNIVERSITY REGISTRATION DETAILS (IF APPLICABLE)						
Are you studied in any colleges affiliated under Manipur University?	Yes	Registration number	21212	Name of Manipur University department/affiliated college	DM College	Programme registered in BSc Year of Registration: 2005
FAMILY DETAILS						
Mother's Name	A 23					

Click on **Next** to move to the **Academic Details** section.

7. Academic Details

In this section, the applicant has to enter the academic details as per the programme chosen in the Programme Selection section. Qualification Details - X or Equivalent and Qualification Details - XII or Equivalent is common for all the programmes applied.

As we have B.Ed. as an example so we have to fill the Graduation Details as well.

Qualification Details - X or Equivalent

The screenshot shows the 'Qualification Details - X or Equivalent' form for the MA/MSc in Anthropology programme. The form is part of a multi-step process with tabs for Programme Selection, Personal Details, Academic Details (active), Other Details, Uploads, Preview, and Payments. The form fields are as follows:

Field	Value
Class X Year of Passing *	2010
Class X Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale) *	66.00
Class X Name of the Institution *	BSE
Class X Board/University *	BOSEM
Class X Subject Combination *	ENG,PHYCHEM,MATH

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Qualification Details - XII or Equivalent

The screenshot shows the 'Qualification Details - Graduation or Equivalent' form. The form fields are as follows:

Field	Value
Graduation Qualification Status *	Passed
Graduation Year of Passed / Appeared / Appearing Final Examination *	2010
Graduation Subject Combination *	
Have You Passed/Appeared/Appearing Graduation with Honours *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Graduation Honors Subject	
Graduation Name of the Board/University *	Manipur University
Manipur University Graduation Registration Number	
Graduation Institution/College *	
Graduation Course Name *	
Graduation Division *	I
Graduation Percentage [For Candidates whose qualification status is "Appeared / Appearing", average percentage till last examination should be provided (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA)]	95

Qualification Details - Graduation

Qualification Details - Graduation or Equivalent	
Graduation Qualification Status *	Passed
Graduation Year of Passed / Appeared / Appearing Final Examination *	2013
Graduation Subject Combination *	Repudiandae ut velit
Have You Passed/Appeared/Appearing Graduation with Honours *	<input checked="" type="radio"/> Yes * <input type="radio"/> No *
Graduation Honors Subject	Impedit nostrum fugiat sunt quasi impedit velit eos ducimus non impedit ea qui
Graduation Name of the Board/University *	Other
Graduation Name of the Other Board/University	wefewf
Graduation Institution/College *	Sit laborum dolor est esse quis laboriosam recusandae Quisquam dolore reicien
Graduation Course Name *	Tanner Christensen
Graduation Division *	78.00

Following details have been asked in academic details:

Year of Passing: The year in which a particular level has been awarded.

Percentage: Percentage scored on that particular level. If the mark is in CGPA, please convert to an equivalent percentage as per the CGPA score and CGPA Scale.

Name of the Institution: Name of the Institution as on the certificate or degree obtained.

Board/University: Name of the Board or University.

Subject Combination: Subject combination studied at that particular level.

Division: Division got at that particular level.

Result Status: Enter If Passed or Appearing. If passed, the applicant has to enter the subject details and the marks obtained in that subject.

Number of Subjects Studied: The total number of subjects studied at the particular level.

Below details will be asked If the **Result Status** will be chosen **Passed**.

After entering all the academic details correctly click on **save and next**, clicking on that will show the preview of data entered. Here, the applicant will get the option to **update** the entered data, if needed or the applicant can move to the next section i.e., **Other Details**.

Clicking on Next will show the preview of the **Other Details**.

Here all the details are already filled. It will show the preview of the other details filled earlier.

Note: You can't update the details here and it will only show the details filled earlier.

Programme Selection	Personal Details	Academic Details	Other Details	Uploads	Preview	Payments
Do you have any illness which requires continuous or emergency medical attention		No				
Have you participated in National Service Scheme (NSS) Camp / NCC C-Certificate		No				
Have you participated in Sports/Extra Curricular Activities		Yes (International Junior events organized by recognized organization/Institute/Association)				
Do you have Staff Quota?						
Language		Proficiency (Reading/Writing/Speaking)				
English		Reading Writing Speaking				
Hindi		Reading Writing Speaking				
Manipuri		Reading Writing Speaking				
Do you need hostel accommodation? *		Do you have any illness which required continuous or emergency medical attention				
Yes		No				
Previous		Save and Next				

Note: By selecting Hostel accommodation as “yes”, it does not confirm the hostel facility for the applicant, it would be allotted through merit based process once applicant gets the admission.

Candidates applying for admission to the University should opt for hostel accommodation at the time of filling up the application form by the time they apply for the admission to a particular course. Separate processing fees for hostel accommodation are to be paid along with the other fees at the time of applying for the course..

Do you have any illness which requires continuous or emergency medical attention	No
Have you participated In National Service Scheme (NSS) Camp / NCC C-Certificate	No
Have you participated In Sports/Extra Curricular Activities	Yes (International Junior events organized by recognized organization/Institute/Association)
Do you have Staff Quota?	
Language	Proficiency (Reading/Writing/Speaking)
English	Reading Writing Speaking
Hindi	Reading Writing Speaking
Manipuri	Reading Writing Speaking
Do you need hostel accommodation?	Yes
Do you have any illness which required continuous or emergency medical attention	No

Previous
Update
Next





Click **Next** to move to the next section i.e., **Uploads**

8. Uploads

In this section, Applicant can see the uploads done earlier and new uploads to be done as per the option chosen in the **Academic Details** section.

Instruction for Uploading Image/Photo of Document, Certificate, Marksheet and Signature –

Digital Photo and Signature are required in .jpg or .jpeg image format.
File size of digital photo must be within 10kb to 3MB limit.
Document/Certificate/Marksheet related size of digital photo must be within 10kb to 3MB limit.

Photo <i>Accepted formats .jpeg .jpg .pdf</i>			
Signature <i>Accepted formats .jpeg .jpg .pdf</i>			
Class X (Please scan both marksheet and certificate in a single file and upload) <i>Accepted formats .jpeg .jpg .pdf</i>	Select file		Delete
Class XII (Please scan both marksheet and certificate in a single file and upload) <i>Accepted formats .jpeg .jpg .pdf</i>	Select file		Delete

Here applicants will see the preview of earlier uploads made i.e, **Photo and Signature**. And the applicant has to upload the new documents as per the details entered in academic details. Choose the file by clicking on **Select File** and then click **Start Upload** to upload the file.

Instruction for Uploading Image/Photo of Document, Certificate, Marksheet, and Signature:

Digital Photo and Signature are required in .jpg or .jpeg image format. The file size of the digital photo must be within the 10kb to 1024 kb limit.

Document/Certificate/Marksheet related size of the digital photo must be within 10kb to 1024 kb limit.

Matriculation Mark sheet Or Certificate: Upload Matriculation (10th) Mark sheet Or Certificate.

10+2 Mark sheet / Certificate: Upload 10+2 (Higher Secondary) Mark Sheet Or Certificate In ThisSection.

Mark sheet Of Graduation: Upload A Single Pdf Or Jpeg File Containing All The Mark Sheets Of Graduation.

Degree Or Provisional Certificate Of Graduation: Upload Degree Or Provisional Certificate Of Graduation.

After uploading the necessary files, the applicant will have the option to see the preview of the application form.

9. Preview

TRANSACTION DETAILS							
Payment Status	Un-Paid	Payment Date		Transaction ID		Amount	

PERSONAL DETAILS							
Full Name of the Applicant	S. JAGH L.	Gender	Male	Date of Birth	2 February 1987 Age as on Jul 1, 2021: 34 Years 4 Month 30 Days		
Category	General	Aadhar Number		Blood Group	AB+	Are you Citizen of India? /	(Religion: Hinduism)

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Photo	View File
Signature	View File
Children/ Widows of Armed Forces Personnel Certificate	View File
PWD Certificate	View File
Relevant Manipur University registration certificate	View File
Class X (Please scan both marksheet and certificate in a single file and upload)	View File
Class XII (Please scan both marksheet and certificate in a single file and upload)	View File
Manipur University (Graduation) (Please scan both marksheet and certificate in a single file and upload)	View File
CLC/Provisional Certificate	View File

"I do hereby declare that all the statement made in the application are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the event of any particulars or information furnished by me is found to be false/incorrect/incomplete or if I am found indulging in some unlawful act at any time during the course period, my candidature is liable to be summarily rejected/cancelled." Additionally undertaking for students whose results are awaited: "I, having been permitted to be provisionally admitted to Manipur University hereby undertake to produce the proof of having successfully qualified in the final qualifying examination with requisite percentage of marks by latest **31st August 2021** failing which I shall forthwith vacate the seat and shall have no claim for refund of fees already paid."

[Previous](#) [Pay Fee](#)

10. Pay Fee

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In the Pay Fee section, the preview will be shown of **Name, Category, Supernumerary Category, Programme, and Amount to be paid.**

The applicant will get two options either to pay the shown amount right at that time or can go to the Home page and can pay later. All the details will be saved as it is. The applicant can also apply for other programmes by following the same procedure.

Clicking on the **Payment Gateway** button and here applicant will be asked to confirm the details last time if the filled details are correct by his/her knowledge. By ticking all the boxes applicants can move to the payment gateway.

On the Payment gateway applicant will get the option to pay the payment by using either Debit Card or Credit Card or Net Banking. Choose the desired payment method and make the payment. After successful payment, applicants will be redirected to the home page after showing the payment successful message.

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