



Help Manual (Gauhati University, Assam)

# Help Manual Online Student Application



# GAUHATI UNIVERSITY

# ASSAM





# Help Manual (Gauhati University, Assam)

# Help:-

This is a Student Help Guide to help them fill their **Online Admission Application Form** Step by Step using https://guportal.in

### How to Fill Admission Application Form.

### Step 1: Login to https://guportal.in link.

**Step 2:** Click on Application Form for Admission 2018-2019 Link on the left hand side of the page.



After clicking on "Application Form for Admission 2018-2019" Link, below option will be opened up for student to fill their online Admission Application Form.





# Help Manual (Gauhati University, Assam)



**Step 3:** Click on the "PG Application Form" link to fill the Application Form. **Step 4:** Fill in the form with the correct details.

Note: This Form will generate the User Id & Password. Which will be later on used to fill the complete Admission Application Form.

The screens used in the creation of this Document may vary with time been changes which happens in the due course. It is suggested to the candidate to go through the Help Manual properly before filling their Online Application Form. "The University does not own any responsibility for submitting any wrong information in the Application Form"





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#### DECLAIMER

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## Help Manual (Gauhati University, Assam)

**Step 5:** Click on **"SAVE & NEXT"** button to submit your basic details and complete Step 1 of admission form Fill up.

Below screen will appear after you have submitted the details. Please note the ID and Password and click on "Click here for Next Step (2/5)" to go to step 2 of Admission form fill up, or re-login to continue with step 2.



How to Complete the Pre-Admission Application Form. Step 1: Re- login with the User ID and Password to complete the Application process

#### DECLAIMER







**Step 2:** After login you can check the Personal Details and continue to fill the Application form.





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Disclaimer: "The University does not own any responsibility for submitting any wrong information in the Application Form".

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Page 8 The screens used in the creation of this Document may vary with time been changes which happens in the due course. It is suggested to the candidate to go through the Help Manual properly before filling their Online Application Form. "The University does not own any responsibility for submitting any wrong information in the Application Form"





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**Step 7:** Click on **"Save & Next"** to move to the Document Upload tab. Note: please enter the GU Registration number if you have selected Gauhati University as you're Graduation University. On the bases of the education details filled by the student he/she can select the PG Degrees for which he/she is eligible.

The Eligibility is pre-defined by the Gauhati University. To get the eligibility criteria please download the Guahati University Prospectus for the website.

Below is the link to download the prospectus https://www.gauhati.ac.in/homecontent.php?id=9

You can also follow the steps to download the prospectus

Step 1. Open the Gauhati University website: www.gauhati.ac.in

Step 2. Scroll down to downloads section and click on "Prospectus 2017 -18" link

Step 3. Click on Download of the desired Resolution (118 MB or 11 MB).

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## Help Manual (Gauhati University, Assam)

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Note: A student can select 1 Traditional and 2 Interdisciplinary courses. Using the same Login ID and Password.

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# Help Manual (Gauhati University, Assam)

Step 10: Click on "NEXT" to go to preview option.

**Step 11:** The Preview option is to check the form details which you have fill. If there is any changes which required you can edit them by going to their respective tabs.





# Help Manual (Gauhati University, Assam)

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| Maxi                                      | mum Marks         | 1000                              |                                       |   | Total Marks                     | Obtained in    | 400                                 |                                |                         |
|   | Bercentane        | 40                                |                                       |   |                                 | all semester   |                                     |                                |                         |
| Internation I                             | Percentage        |                                   |                                       |   |                                 |                |                                     |                                |                         |
| araduation a                              | Stream            | BA(Mainr)                         |                                       |   | Dassing Year                    | 2017           |                                     |                                |                         |
|   | University        | Other Univers                     | lity Within Assam                     | 01  | her University                  | vbychyc        | b                                   |                                |                         |
|   | conversity        | - Salar Silara                    | d commerciation                       |   | and anti-the and                |                |                                     |                                |                         |
| Ret                                       | ult Awaited       | : No                              |                                       |   | Degree Status                   | Complet        | led                                 |                                |                         |
| Grad                                      | ling System       | : No                              |                                       |   | CGPA                            | 0.00           |                                     |                                |                         |
| Total                                     | semester          | 0                                 |                                       | м   | arks Obtained                   | = 0            |                                     |                                |                         |
| Maxin                                     | um Marks in       | Major Subject                     | 1000                                  | Marks Obta                                  | ned in Major S                  | ubject : 8     | 100                                 |                                |                         |
| 1242113113                                | 70.227725.777     | 2010/10/2020                      | 11111225                              |   | -                               | SUNCE N        | 212.0                               |                                |                         |
| Maxim                                     | im Marks in       | General Subject                   | : 1000                                | Marks Obtain                                | ed in General                   | subject :      | 800                                 |                                |                         |
| Maximum Ma                                | ks in English     | h Subject 10                      | Marks (                               | Obtained in English S                       | ubject 80                       |                |                                     |                                |                         |
| S.No.                                     | Subj              | ect/Discipline                    |                                       |   | Subject Natu                    | re             |                                     |                                |                         |
| 1   | Assa              | mese                              |                                       |   | Major Subject                   | í l            |                                     |                                |                         |
| 2   | Engl              | ish                               |                                       |   | General / Ele                   | ctives Subject | Ę.                                  |                                |                         |
| 3   | Histo             | жу                                |                                       |   | General / Ele                   | ctives Subject |                                     |                                |                         |
| 4   | Math              | ematics                           |                                       |   | General / Ele                   | ctives Subject | 6                                   |                                |                         |
| ep [5/5] : Co                             | urse Applie       | d For                             |                                       |   |                                 |                |                                     |                                |                         |
| i.No, Departr                             | nent              |                                   |                                       | Degree                                      | Subject                         |                | Application Fee                     | Examination                    | Fee InSFS               |
| 1 GU Dep                                  | t of Business     | Administration(Eusi               | ness Economics) (\$45)                | MBA(Business Econor                         | nics) Business                  | Economics      | 200.00                              | 300.00                         | Yes                     |
| 2 GU Dep                                  | L of Assamese     | 16931                             |                                       | MA  | Assame                          | Je.            | 200.00                              | 300.00                         | res                     |
|   |                   |                                   |                                       |   |                                 |                | Note I Bank ch                      | harges extra as                | applicable !            |
|   |                   |                                   |                                       |   |                                 |                | Total Fee                           | 0                              | : Rs. 1000              |
|   |                   |                                   |                                       |   |                                 |                | Paid Amount                         |                                |                         |
|   |                   |                                   |                                       |   |                                 |                | Current Applica                     | ation Fee                      | Re. 1000                |
|   |                   |                                   |                                       |   |                                 |                | Net Payable An                      | nount                          | R. 1000                 |
| portant Note:                             | Once clicke       | d on the "Submi                   | t & Make Payment" E                   | autton you cannot ch                        | ange any detai                  | is. Therefor   | e it is suggested                   | to check and                   | confirm th              |
| italis properly                           | before final      | submission.                       |                                       |   |                                 |                |                                     |                                |                         |
| eclaration                                |                   |                                   |                                       |   |                                 |                |                                     |                                |                         |
|   | re that all i     | the information<br>and admissions | stated above is c<br>may stand cancel | orrect and if there<br>ed and I will not be | is any discre<br>eligible for r | efund of a     | nd at any stag<br>ny fee paid. If a | e during the<br>idmitted I she | admissio<br>all abide t |
| ocess, my a<br>ocess, my a<br>ocess and i | egulations        | of the Universit                  | ty.                                   |   |                                 |                |                                     |                                |                         |

#### DECLAIMER

#### 15





**Step 9:** Check the Fee on the bottom of the page.

**Step 10:** Selecting the declaration, after that click on the **"Accept and Submit Details"** button to finally submit the Application Form.

Important Note: Once clicked on the submit option you cannot change any details, it is suggested to check the details properly before Submitting the Form.

| গুৱাহাটী বিশ্ববিদ্যালয়<br>Gauhati University                             | Welcome, TEST 1WO  |
|---|--|
| Personal Information Address Information Academic Details                 | Document Upload Course Applied For Preview   |
| Please do not fill in the Admission Application Form by opening the Form. | multiple tabs in the browser and fill in one Form at a time only. Please Logout after success filling of |
| Confirm Payment (ONLINE PAYMENT)  |  |
| DOWNLOAD & CHECK PRE PA   | VMENT APPLICATION FORM BEFORE MAKE PAYMENT   |
| Please Check Th   | e Payment Options Accepted By Gateway  |
| Application Fee (Rs.)   | : 1000 Wote : Bank charges extra as applicable ?   |
| Payment Gateway   | * EBS  |
| Disclaimer: "The University does not own any resp                         | CONTINUE FOR PAYMENT<br>ponsibility for submitting any wrong information in the Application Form".       |

**Step 11:** Before submitting fees student can download Application form.

The screens used in the creation of this Document may vary with time been changes which happens in the due course. It is suggested to the candidate to go through the Help Manual properly before filling their Online Application Form. "The University does not own any responsibility for submitting any wrong information in the Application Form"







Step 12: Once payment done student get confirmation of payment.Step 13: After submitting the payment student can download Application form & payment receipt both.

| ৰ্জ্জি গুৱাহাৰ্ট<br>Gauha | টী বিশ্ববিদ্যালয়<br>ati University | ÿ                |                 | Home   C           | Change Pas | Welcome, SAKSH<br>ssword   Logout | " |
|---------------------------|-------------------------------------|------------------|-----------------|--------------------|------------|-----------------------------------|---|
| Personal Information      | Address Information                 | Academic Details | Document Upload | Course Applied For | Preview    |                                   |   |
|                           |                                     |                  | Download Form   | 15                 |            |                                   |   |
| DOWNLOAD SEC              | TION                                |                  |                 |                    |            |                                   |   |
| Dear SAKSHI,              |                                     |                  |                 |                    |            |                                   |   |
| Please Take a Print       | out of following docum              | nents.           |                 |                    |            |                                   |   |
| Application form          |                                     |                  |                 |                    |            |                                   |   |
| E-Payment Recei           | ipt Application Fee                 |                  |                 |                    |            |                                   |   |
| Team                      |                                     |                  |                 |                    |            |                                   |   |
| GU, GAUHATI.              |                                     |                  |                 |                    |            |                                   |   |

# Application form is successful submitted to University.