Help Manual

Online Student Application

GAUHATI UNIVERSITY

ASSAM

Help:-

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

How to Fill Pre-Admission Application Form.
Step 1: Click on the Online Pre-Admission Activity Link in the website.
Step 2: Click on Pre-Admission Link on the left hand side of the page.
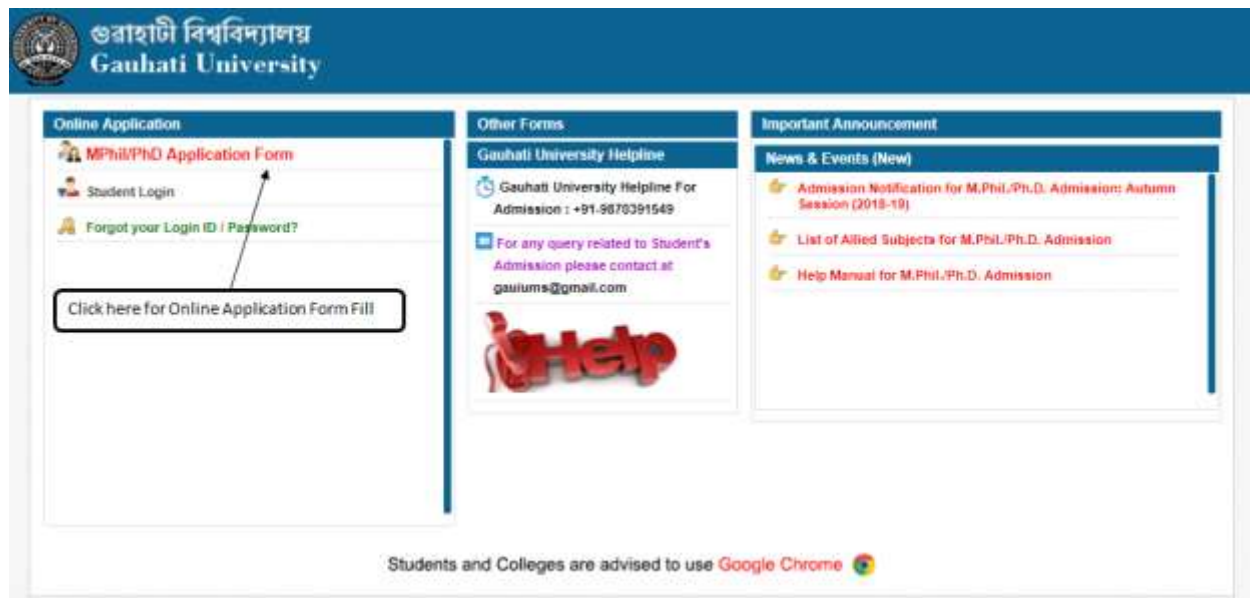

After clicking on Preadmission Activity Link, below option will be opened up for student online preadmission Application Form.

Step 3: Click on the "Click Here for Registration" link to fill the Application Form.
Step 4: Click on "Ok" if the applicant has read the eligibility Criteria of MPhil/PhD.
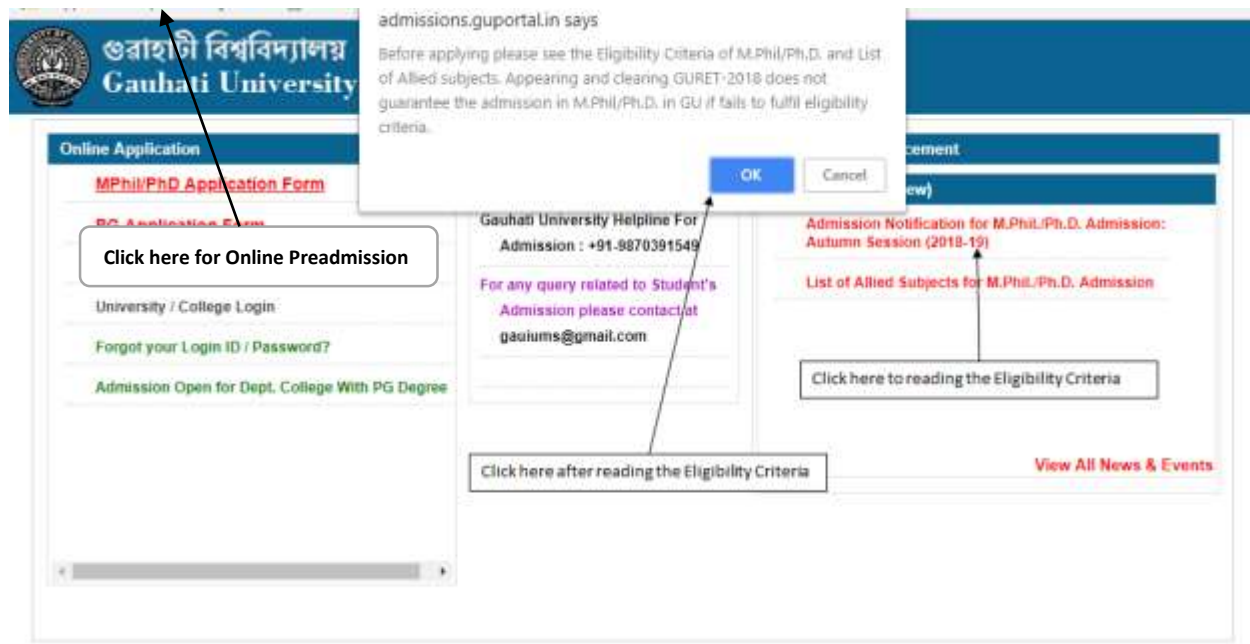
Note To view the Eligibility Criteria click on "Admission Notification for MPhil/PhD admission Autumn Session (2018-2019)" Link.

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 Pre-Admission Application Form.

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

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

Step 3: Click on the **"Save & Next"** button to go on the next page of Address Details.

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.

Step 4: Fill in the Address details in this tab. Please fill the correct details in these tabs.

Step 5: Click on **"Save & Next"** to save and move to the next tab to fill in the education details.

Step 6: Fill in the Correct Education details in this tab.

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 post-graduation university.

Step 8: Upload the Photograph and signature in this page.
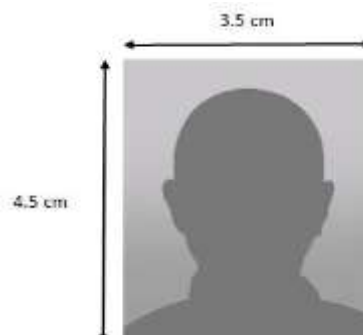"Use your Latest Photograph in this form". Or Keep your Latest Photograph.

Note: The Photo uploaded should have dimensions of 413x531 pixels up to 100Kb.

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The Signature should be not less than 512x128 Pixels and size should be up to 100Kb.

Step 9: Click on the **"Save & Next"** button to save and to the course applied page to select the Phd/Mphil degree where you want to take your admission.

Note: To remove any degree which is been selected by mistake please click on delete option, before the payment to university.

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.

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.

Step 11: Before submitting fees student can download 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.

Application form is successful submitted to University.