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Help Manual (Gauhati University, Assam)

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# Help Manual

## Online Student Application



GAUHATI UNIVERSITY  
ASSAM

**DECLAIMER**

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.



## Help Manual (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.

The screenshot shows the Gauhati University website interface. At the top, there is a blue header with the university logo and name in Assamese and English, along with a login link and the date 'Tuesday, April 3rd, 2018, 15:23:18'. Below the header, a red banner provides contact information. The main content area is divided into three sections: 'Important Links' on the left, a central image of the university gate, and 'News & Events' on the right. In the 'Important Links' section, the 'Pre Admission Activity' link is highlighted with a red box and a black arrow pointing to it. Below this link, a white box contains the text 'Click here for Preadmission'. The 'News & Events' section lists several notifications with 'Download' buttons.

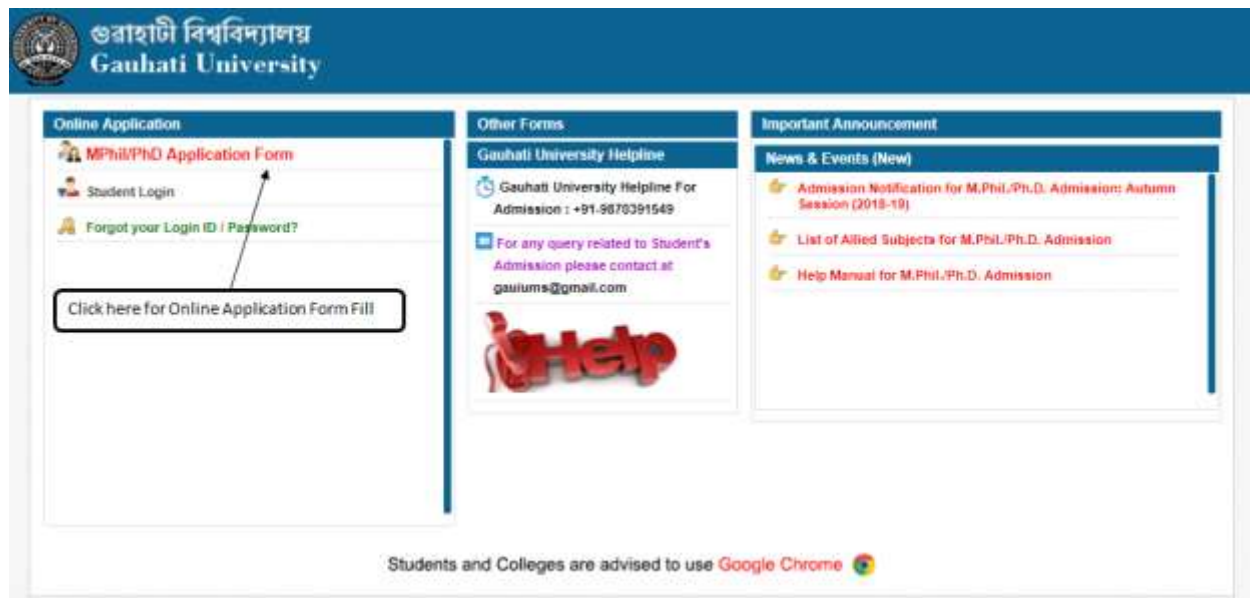
After clicking on Preadmission Activity Link, below option will be opened up for student online preadmission Application Form.

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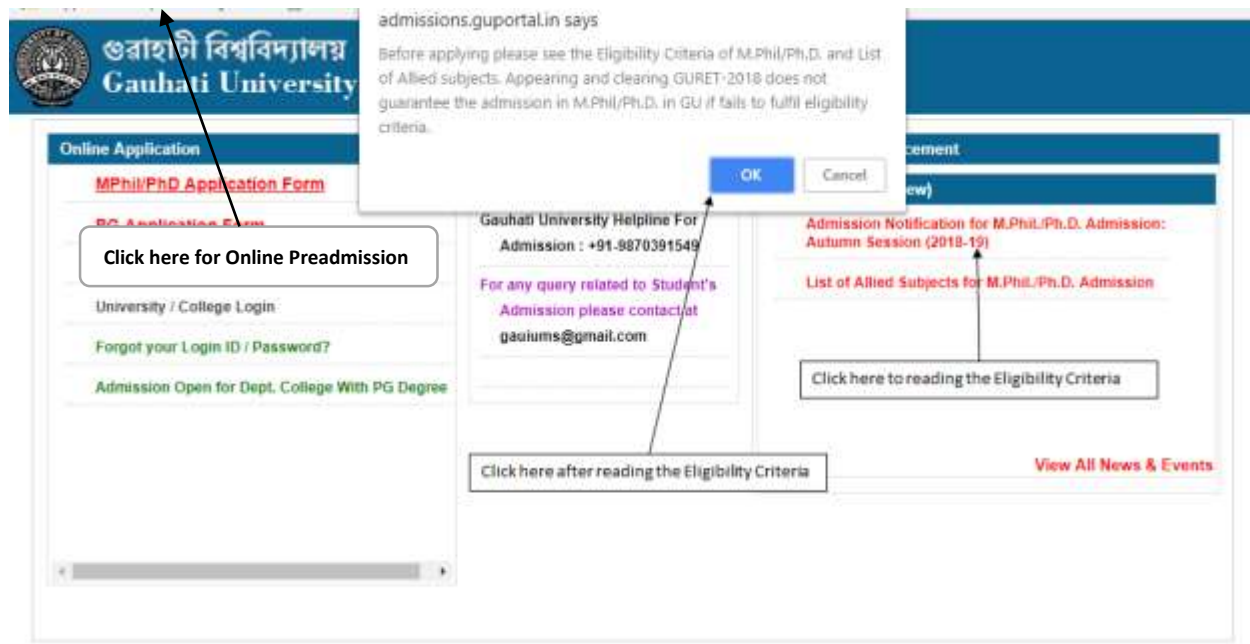


## Help Manual (Gauhati University, Assam)



**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.

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## Help Manual (Gauhati University, Assam)

**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.



The banner features the Gauhati University logo on the left, the text 'গুৱাহাটী বিশ্ববিদ্যালয়' and 'Gauhati University' in the center, and 'Welcome, Candidate' on the right. Below the text are navigation links: 'Home Page' and 'Candidate Login'. On the far right, there is an image of three students looking at a laptop.

 Please do not fill Application Form by open multiple tab on browser, and ensure to fill one form at a time on browser and Logout after success Application Form filling. Please Continue.

### Application for Admission in Academic Session 2018 - 2019

#### Central Application Process(CAP)

Do you want to apply as International Student?  YES  NO

**Step [1/5] : Personal Information**

Applicant's Name (As on 10th Marksheet) :	<input type="text" value="amit"/>	*	Nationality :	<input checked="" type="radio"/> Indian <input type="radio"/> Other
Father's Name :	Mr. <input type="text" value="amit"/>	*	Religion :	<input type="text" value="Christian"/>
Mother's Name :	Mrs. <input type="text" value="amita"/>	*		
Date of Birth (As per Xth Certificate) :	<input type="text" value="13/05/1999"/>	*		
Domicile(State) :	<input type="text" value="Assam"/>	*		
Gender :	<input type="text" value="Male"/>	*		
Category :	<input type="text" value="GEN"/>	*		
Are you Differently Abled? :	<input type="radio"/> YES <input checked="" type="radio"/> NO			
Applicant's Mobile Number :	<input type="text" value="950072801"/>	*	Applicant's Email Id :	<input type="text" value="ssisodia308@gmail.com"/>
Parent's Mobile Number :	<input type="text" value="9910833244"/>	*	Parent's E-Mail Id :	<input type="text" value="soubhik@gmail.com"/>
Local Guardian's Mobile Number :	<input type="text" value="9910833244"/>	*	Local Guardian's E-Mail Id :	<input type="text" value="soubhik@gmail.com"/>
Applicant's Aadhar Number :	<input type="text"/>		Are you Tax Payer :	<input type="radio"/> YES <input checked="" type="radio"/> NO

**SUBMIT & NEXT**

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

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## Help Manual (Gauhati University, Assam)

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.

The screenshot shows the Gauhati University application portal. At the top, there is a navigation bar with the university logo, name in Assamese and English, and a welcome message "Welcome, amit". The navigation bar includes links for Home, Change Password, Logout, Personal Information, Address Information, Academic Details, Document Upload, Course Applied For, and Preview. Below the navigation bar, a message box states: "Please do not fill Application Form by open multiple tab on browser, and ensure to fill one form at a time on browser and Logout after success Application Form filling. Please Continue." The main content area displays a confirmation message: "Step 1 is completed, now go to step 2 by clicking below button !!". It provides the User ID: G18P750548 and Password: 13509162, and notes that the information has also been sent to the user's mobile. It instructs the user to login using their User ID (Application No.) and Password and follow the next step. A button labeled "Click here for Next Step[2/5]" is provided. To the right of the message is a 3D character holding a sign with a green checkmark.

### How to Complete the Pre-Admission Application Form.

#### Step 1: Re- login with the User ID and Password to complete the Application process

The screenshot shows the Gauhati University application portal with a login form overlay. The form is titled "Enter Candidate Login Information" and contains fields for User ID (G18P270561) and Password (masked with asterisks). There is a "Login" button and a link for "Forgot Your Password?". Below the form, a message states: "Students and Colleges are advised to use Google Chrome". The background of the screenshot shows a group of students sitting at desks in a classroom.

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## Help Manual (Gauhati University, Assam)

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

Please do not fill Application Form by open multiple tab on browser, and ensure to fill one form at a time on browser and Logout after success Application Form filling. Please Continue.

### Application for Admission in Academic Session 2018 - 2019

#### Central Application Process(CAP)

#### Step [1/5] : Personal Information

Applicant's Name (As on 10th Marksheet) :	<input type="text" value="AMIT"/> *		
Father's Name :	Mr. <input type="text" value="AMIT"/> *		
Mother's Name :	Mrs. <input type="text" value="AMITA"/> *		
Date of Birth (As per Xth Certificate) :	<input type="text" value="13/05/1999"/> <input type="text" value="DD"/>	Nationality :	<input checked="" type="radio"/> Indian <input type="radio"/> Other
Domicile(State) :	<input type="text" value="Assam"/> ▼ *	Religion :	<input type="text" value="Christian"/> ▼ *
Gender :	<input type="text" value="Male"/> ▼ *	Category :	<input type="text" value="GEN"/> ▼ *
Are you Differently Abled? :	<input type="radio"/> YES <input checked="" type="radio"/> NO		
Applicant's Mobile Number :	<input type="text" value="9580072801"/> *	Applicant's Email Id :	<input type="text" value="ssisodia308@gmail.com"/> *
Parent's Mobile Number :	<input type="text" value="9910833244"/> *	Parent's E-Mail Id :	<input type="text" value="soubhik@gmail.com"/>
Local Guardian's Mobile Number :	<input type="text" value="9910833244"/> *	Local Guardian's E-Mail Id :	<input type="text" value="soubhik@gmail.com"/>
Applicant's Aadhar Number :	<input type="text"/>	Are you Tax Payer :	<input type="radio"/> YES <input checked="" type="radio"/> NO
<input type="button" value="SAVE &amp; NEXT"/>			

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

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## Help Manual (Gauhati University, Assam)

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

Please do not fill Application Form by open multiple tab on browser, and ensure to fill one form at a time on browser and Logout after success Application Form filling. Please Continue.

### Step [2/5] : Address Information

Permanent Address			
Country :	<input type="text" value="India"/>	Landmark :	<input type="text" value="south assam"/>
State :	<input type="text" value="Assam"/>	District :	<input type="text" value="Barpeta"/>
Pin Code :	<input type="text" value="110000"/>	City/Village :	<input type="text" value="Barpeta city"/>
Post Office :	<input type="text" value="southhall assam"/>	Police Station Of Your Area :	<input type="text" value="southhall Assam"/>
Local/Correspondence Address (Same As Permanent Address) <input checked="" type="checkbox"/>			
Country :	<input type="text" value="India"/>	Landmark :	<input type="text" value="south assam"/>
State :	<input type="text" value="Assam"/>	District :	<input type="text" value="Barpeta"/>
Pin Code :	<input type="text" value="110000"/>	City/Village :	<input type="text" value="Barpeta city"/>
Post Office :	<input type="text" value="southhall assam"/>	Police Station Of Your Area :	<input type="text" value="southhall Assam"/>

<< PREVIOUS SAVE & NEXT >>

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

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## Help Manual (Gauhati University, Assam)

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

Please do not fill Application Form by open multiple tab on browser, and ensure to fill one form at a time on browser and Logout after success Application Form filling. Please Continue.

**Step [3/5] : Academic Details**

Have you appeared/qualified for JRF/NET etc? :  No  Yes

**Post Graduation Marks Details**

Result Awaited :	<input type="text" value="No"/>	Passing Year :	<input type="text" value="2017"/>
Degree Status :	<input type="text" value="Completed"/>	Roll No. :	<input type="text" value="171840000"/>
Post Graduation Degree :	<input type="text" value="M.A."/>	Enter your PG Degree Name :	<input type="text"/>
Select University :	<input type="text" value="Gauhati University"/>		
Other University :	<input type="text"/>		

Registration No. of GU :	<input type="text" value="0084"/>	Registration Year of GU :	<input type="text" value="2013-2014"/>
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Subject / Specialization :

Grading System :	<input type="text" value="Yes"/>	CGPA :	<input type="text" value="7.8"/>
Total Marks of all semester :	<input type="text" value="1000"/>	Total Marks Obtained in all semester :	<input type="text" value="780"/>

<< PREVIOUS SAVE & NEXT >>

**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.

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## Help Manual (Gauhati University, Assam)

**Step 8:** Upload the Photograph and signature in this page.



“Use your Latest Photograph in this form”. Or Keep your Latest Photograph.



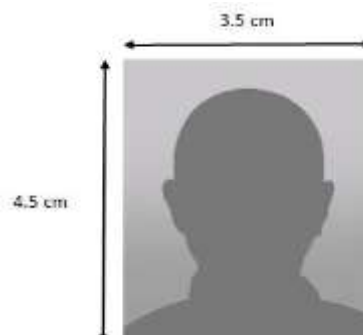
Please do not fill Application Form by open multiple tab on browser, and ensure to fill one form at a time on browser and Logout after success Application Form filling. Please Continue.

### Step [4/5] : Document Upload

\* To Resize your Image / photo please click here

Photo Upload :	<input type="button" value="Choose file"/> <input type="text" value="No file chosen"/> *
	[File size should not greater than 100 KB   Supported File Types .jpg, .jpeg, .bmp, and .png]
Signature Upload :	<input type="button" value="Choose file"/> <input type="text" value="No file chosen"/> *
	[File size should not greater than 100 KB   Supported File Types .jpg, .jpeg, .bmp, and .png]
Photo	Signature
	
<input type="button" value="PREVIOUS"/>	<input type="button" value="SAVE &amp; NEXT"/>

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



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## Help Manual (Gauhati University, Assam)

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.

Please do not fill Application Form by open multiple tab on browser, and ensure to fill one form at a time on browser and Logout after success Application Form filling. Please Continue.

**Step [5/5] : Course Applied For**

Department : 809 - GU Dept. of Modern Indian Languages and Litera

Degree :  Phd  MPhil  Phd & MPhil(Both) \*

Subject : MIL & Literary Studies

**ADD COURSES**

S.No.	Department	Degree	Subject	Is SFS	DELETE
1	GU Dept. of Modern Indian Languages and Literary Studies [809]	MPhil	MIL & Literary Studies	Yes	
2	GU Dept. of Modern Indian Languages and Literary Studies [809]	PhD	MIL & Literary Studies	Yes	

**Click here to add the courses**

**\*Note : Bank charges extra as applicable !!**  
 Total Fee : Rs. 850  
 Paid Amount : Rs. 0  
 Current Application Fee : Rs. 850  
 Net Payable Amount : Rs. 850

**<< PREVIOUS** **NEXT >>**

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.



## Help Manual (Gauhati University, Assam)

**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.

গুৱাহাটী বিশ্ববিদ্যালয়  
Gauhati University

Welcome, AMIT

[Home](#) | [Change Password](#) | [Logout](#)

Personal Information
Address Information
Academic Details
Document Upload
Course Applied For
Preview

Please do not fill Application Form by open multiple tab on browser, and ensure to fill one form at a time on browser and Logout after success Application Form filling. Please Continue.

**Application for Admission in Academic Session 2018 - 2019**

[PREVIEW FORM BEFORE FINAL SUBMISSION](#)

Step [1/5] : Personal Information

Applying For : MPhil/PhD	
Type of Course you are Applying for :	Full Time
Applicant's Name (As on 10th Marksheet) :	AMIT
Father's Name :	Mr. AMIT
Mother's Name :	Mrs. AMITA
Date of Birth :	13/05/1999
Nationality :	Indian
Domicile(State) :	Assam
Gender :	Male
Religion :	Christian
Category :	GEN
Are you Differently Abled? :	No
Your Own Mobile Number :	9560072801
Applicant's Email Id :	ssisodia308@gmail.com
Your Parent's Mobile Number :	9910633244
Parent's E-Mail Id :	soubhik@gmail.com
Local Guardian's Mobile Number :	9910633244
Local Guardian's E-Mail Id :	soubhik@gmail.com
Aadhar Number :	
Are you Tax Payer :	NO

Step [2/5] : Address Information

Permanent Address	Local/Correspondence Address
Country : India	Country : India
Landmark : SOUTH ASSAM	Landmark : SOUTH ASSAM
State : Assam	State : Assam
District : BARPETA	District : BARPETA
City/Village : Barpeta City	City/Village : Barpeta City
Post Office : southall assam	Post Office : southall assam
Police Station Of Your Area : Southhall Assam	Police Station Of Your Area : Southhall Assam
Pin Code : 110000	Pin Code : 110000

Step [3/5] : Document Upload Details

Photo	Signature		

<< PREVIOUS
NEXT >>



## Help Manual (Gauhati University, Assam)


**গুৱাহাটী বিশ্ববিদ্যালয়**  
**Gauhati University**
Welcome, AMIT

[Home](#) | [Change Password](#) | [Logout](#)

[Personal Information](#) | [Address Information](#) | [Academic Details](#) | [Document Upload](#) | [Course Applied For](#) | [Preview](#)

Please do not fill Application Form by open multiple tab on browser, and ensure to fill one form at a time on browser and Logout after success Application Form filling. Please Continue.

### Step [4/5] : Academic Details

Have you qualified for JRF/NET etc?	: No		
<b>Post Graduation Marks Details</b>			
Is Result Awaited?	: No	Passing Year	: 2017
Post Graduation Degree	: M.A.	Other Degree Name	: NA
University Name	: Gauhati University	Other University	: NA
Registration No. (In case of GU student)	: 0084	Registration Year	: 2013-2014
Subject / Specialization	: assamese	Are you PGDCA Topper?	: No
Grading System	: Yes	CGPA	: 7.8
Total Marks of all semester	: 1000	Total Marks Obtained in all semester	: 780
Degree Status	: Completed	Roll No.	: 1718400000

### Step [5/5] : Course Applied For

S.No.	Department	Degree	Subject	Is SFS
1	GU Dept. of Modern Indian Languages and Literary Studies [809]	MPhil	MIL & Literary Studies	Yes
2	GU Dept. of Modern Indian Languages and Literary Studies [809]	PhD	MIL & Literary Studies	Yes

**\*Note : Bank charges extra as applicable !!**

Total Fee	: Rs. 850
Paid Amount	: Rs. 0
Current Application Fee	: Rs. 850
Net Payable Amount	: Rs. 850

**Important Note:** Once clicked on the "Submit & Make Payment" Button you cannot change any details. Therefore it is suggested to check and confirm the details properly before final submission.

### Declaration

I hereby declare that all the information stated above is correct and if there is any discrepancy found at any stage during the admission process, my application and admissions may stand canceled and I will not be eligible for refund of any fee paid. If admitted I shall abide by the rules and regulations of the University.

Confirm / Accept Declaration

<< PREVIOUS

SUBMIT & MAKE PAYMENT

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



## Help Manual (Gauhati University, Assam)

**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.

Please do not fill Application Form by open multiple tab on browser, and ensure to fill one form at a time on browser and Logout after success Application Form filling. Please Continue.

### Confirm Payment (ONLINE PAYMENT)

<a href="#">DOWNLOAD &amp; CHECK PRE PAYMENT APPLICATION FORM BEFORE MAKE PAYMENT</a>	
Application Fee (Rs.) :	850 <small>*Note : Bank charges extra as applicable !!</small>
Payment Gateway :	<input checked="" type="radio"/> EBS 
<a href="#">CONTINUE FOR PAYMENT</a>	

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



## Help Manual (Gauhati University, Assam)



গুৱাহাটী বিশ্ববিদ্যালয়  
Gauhati University



**Congratulations!! Your Payment is successfully done.**

Your Success Transaction Id is : 20180412181447799\_600232

Your Payed Amount is : 2000

[Click here to Continue !!](#)



**Step 12:** Once payment done student get confirmation of payment.

**Step 13:** After submitting the payment student can download Application form & payment receipt both.



## Help Manual (Gauhati University, Assam)

 গুৱাহাটী বিশ্ববিদ্যালয়  
Gauhati University

Welcome, SAKSHI

| Home | Change Password | Logout |


Personal Information | Address Information | Academic Details | Document Upload | Course Applied For | Preview

### Download Forms

#### DOWNLOAD SECTION

Dear SAKSHI ,

Please Take a Print out of following documents.

 Application form

 E-Payment Receipt Application Fee

Team

GU, GAUHATI.



**Application form is successful submitted to University.**