

# Guidelines to fill up the Online Application Form NBU DDE PG Part-II (2018-19)

What all do you need to complete the Online application process for NBU? As an applicant you would need the following:

- 1. An **NBU DDE Login ID and Password** for apply all future correspondence till the admission process is over and subsequently, if admitted.
- 2. Access to facilities of computer with internet connectivity, printer and scanner.
- 3. Access to an online payment facility/ service such as ONLINE Payment mode:
  - 1. Net Banking (NEFT on SBI & Others)
  - 2. Credit card
  - 3. ATM-cum-Debit card

### All applicants should note that:

- 1. **A printout** of online submitted application form or proof of payment of admission fee is to be submitted to the University. However, the candidates should retain a copy of the said documents for their own record.
- 2. Documents scan copy are required to be submitted along with the application form submitted online.

## Steps to be followed for filling the online application of NBU PG Part-II:

The entire process of filling online application form can be completed in ten stages. The following stages are:

- 1. Login the NBU DDE PG Part-II Online Portal (www.nbuonline.in) for online application process.
- 2. Click on 'My Application'
- 3. Now you will show 'My Application' Dashboard. Click on 'Edit/View' button.
- 4. Status of application will appear on the screen. Fill up the details in the Applicant Details.
- 5. Photograph and Signature already uploaded here.
- 6. In 'Academic details' please submit your PART-I details,
- 7. In 'Document details' Upload Part-I Mark sheet and NBU registration certificate.
- 8. Centre already submitted.
- 9. Final Review of details entered in the Application Form and if they are corrected then 'Confirm' the submission. Else, edit the details before confirming submission.
- 10. Fee Payment & application Submission



# How to complete on the NBU DDE PG Part-II Application Process?

**Step 1:** Please click on **"Apply for PG Part-II (2018-19)"** button given on the home page (www.nbuonline.in).



**Step 1:** NBU PG Part-II Online Portal you can login into the programme with your registered mail ID & password. You have already registered with part-I application.

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After login you will be able to see dashboard and click "My Application"

Then you will be able to see following page with the title "Status of Applications"

**Step 2:** Please **edit** the application form by clicking **''EDIT/VIEW''** button.

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**Step 3:** After clicking on edit/view button following screen will appear showing status of submitted application.

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Directorate of Distance Education

**Step4:** Click on the '**Applicant Details**' button on the left panel. On clicking, following form will appear on the screen. Some of its fields would be **pre-filled** with the details you gave at the time of Part-I applications. Now fill up NBU registration no and Year of Registration. And click on 'Save & Continue' Button.

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**Step 5:** After you have filled up required fields of the '**Applicant Details**', Click on the 'Save & Continue' button given at the bottom of the page (as shown above). Now appear **pre-uploaded** Photo and Signature on the screen.



**Step 6:** After click the 'Save and Proceed' Button given at the bottom you have filled up all the required fields of the '**Academic Details**', here you add your **Part-I** examination details and Click on the 'Save' button.

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**Step 7:** After filling up application click the 'Save' Button given at the bottom you have filled up all the required fields of the '**Document Details**', here you add your Part-I Mark sheet and NBU registration Certificate document details and Click on the 'Save & Continue' button.



Directorate of Distance Education University of North Bengal \* **APPLICATION INFO** STATUS OF SUBMITTED APPLICATION(S). DOCUMENT DETAILS FOR ID4E - M A. IN PHILOSOPHY (2 YRS.) : DIRECTORATE OF DISTANCE EDUCATION Discorrect Clatal Name: Optoaded Image should be less than 20080 ( Scan to be done in 500dpt only). Only gog, jog, prog, hing, pdf formats In Category (OBC, SC, ST) and Physically Challenged count cupy of returned document results for optically Optowed link Uplead Name of the Document Tipe Reference No. Secondary/Equivalent Marksheei Chill here or stee torgenal - 123 Browner, Not film to the docum Orginal 121 Click here to view Original . 122 ighe BONNE. No file s. Secondary/Equivalent the document Markshow Orginal 123 club here to sine dary Admit Caril (Agr Original 123 Rouse. No file a Proof) the ducument Original 523 Click bere to view. **Physically Challenged** Orgesi + 723 the doctor Original 123 E A/B to/D Com Markshert Elsik here to sitve Original - 234 Remark. No file s the thirty Uriginal 234 Part ElLast Years Marksheet CRUB there as view Original + BOHOL. No No s 125 the document Orginal 125 Club here to view the document Original 123 daya Anna Yojana Original a 123 Brownen No. He s (840) NBU Registration Certificate Class being to stress Browne No Tile 5 Crigoral + 123654 the docu Original 123654 Note: You can proceed forward only after uploading all your documents as shown above, these documents are being asked in connection to the details entered by you in the Applicant details section For the bear view use Munita forefice a Google Chrome brows Copyright ID 2018, scanapply com. All right reserved

**Step 8:** After filling up application click the 'Save & Continue' Button given at the bottom you have shown '**Centre**' and click 'Update' button.

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Now, click the 'Continue' button given at the bottom of the page. This will help you see entries made in various sections of the Application Form. In case you want to edit some details, you should do so before clicking 'I confirm the above' checkbox and clicking the 'Confirm & Submit' button.

Because once you confirm and submit an application form, it cannot be edited further.

If everything is ok then click the button **I CONFIRM THE ABOVE** & Click 'Confirm & Submit' button.

After that system will show you the **Proceed to Payment** button to complete the payment.

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#### How to pay the Application Fees?

**Step 1:** You will get dropdown for '**Payment Type**', here you can get ONLINE Payment type. Click here to make payment. On clicking you will see the following screen.

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**Step 2:** You can select the applications for which you want to pay the NBU DDE PG Part-II Online Fee by clicking 'ONLINE' the checkbox given in the bottom left for 'Select to Pay'. You have option of paying NBU DDE Online Fee online [using Credit Card/Debit Card/NEFT (Net Banking on SBI)/NEFT (Net Banking on Others)] through payment gateway available on the Portal [by clicking 'Proceed to Pay'].

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**Step 3:** On clicking **'Proceed to Pay**', following screen will appear. Here you can check your summary and payment amount etc. Once you click **Pay Now & Submit Application** button then system will go for payment to your banking website. After a successful payment you will get Payment Successful message. And your application process is complete.

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After a successful payment you can take the Print of the form.

Online Support Services NBU DDE Online Admissions