

Guidelines to fill up the Application Form of University of North Bengal Online Application (Academic session 2018-2019)

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

- 1. An **E-mail ID** for registration and for receiving all future correspondence till the admission process is over and subsequently, if admitted.
- 2. A **Mobile Number** to receive **SMS** based notifications/communications related to the online application, Admit card, Admission etc till the admission process is over and subsequently, if admitted.
- 3. Access to facilities of computer with internet connectivity, B/W printer and scanner.
- 4. A recent passport sized **colour photograph** (for scanning and uploading in "jpeg/jpg/png/bmp/gif" format are allowed. File size of scanned photograph should not be more than 100KB).
- 5. Your **signature** using **Blue/Black** pen on white sheet (for scanning and uploading in "jpeg/jpg/png/bmp/gif" format only. File size of scanned photograph should not be more than 100KB).
- 6. 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. **No printout** of online submitted application form or proof of payment of NBU admission fee is to be submitted to the University.
 - However, the candidates should retain a copy of the said documents for their own record.
 - Note: If there is any change in this rule it will be notified in the Notice section of www.nbuonline.in
- 2. Scan copy of original certificates issued by competent authority supporting your filled in details will be asked from you at the time of Online Application. If data provided in the online application is not supported by appropriate documents then your application / claim for admission shall be summarily rejected.



Steps to be followed for filling the online application:

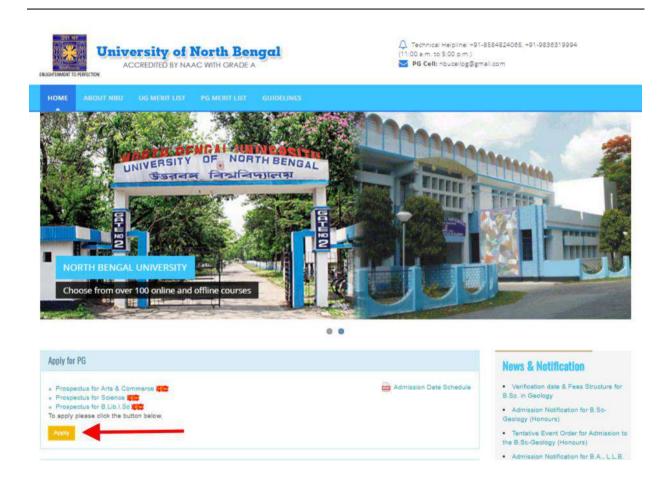
Before proceeding to fill up the online application form, please ensure that you have the required details and scanned image files of your (i) recent passport size colour photograph and (ii) signature [as specified at Para 4 & 5 above], which will be needed at different stages of process. The entire process of filling online application form can be completed in six stages. The six stages are:

- 1. Registration on the NBU Application Portal (www.nbuonline.in) for online process
- 2. Select the course [check eligibility]
- 3. If you choose to apply for the selected course [do it after confirming your eligibility etc], application form will appear on the screen. Fill up the details in the application form which will have following sections:
 - 1. Applicant Details
 - 2. Upload scanned image file of your Photograph and Signature [as specified in Para 4 & 5 above]
 - 3. Academic details
 - 4. Scan Document Upload
- 4. 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.
- 5. Fee Payment & application Submission
- 6. For subsequent applications (after the first course) process of filling up 'Applicant Details', 'uploading of Photograph and Signature' and 'Academic Details' will not be required. These details will be repeated automatically/copied for all subsequent applications after the first application. If you choose to pay after selecting all the courses of your choice, a combined payment of NBU Online Fee for all courses you have applied for can be done.

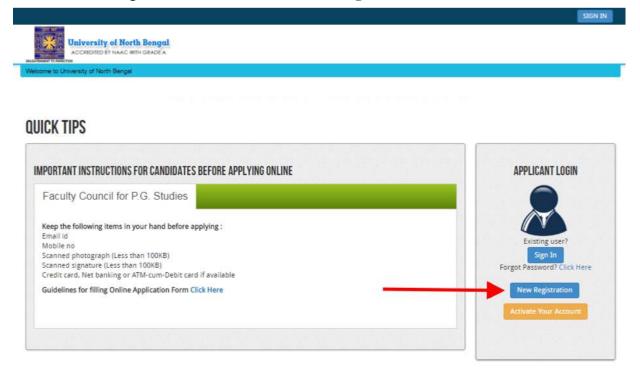
How to complete Registration on the NBU Application Portal (www.nbuonline.in) **for Online Process?**

Step 1: Please click on "**Apply**" button given on the home page of the NBU Online Portal (www.nbuonline.in).



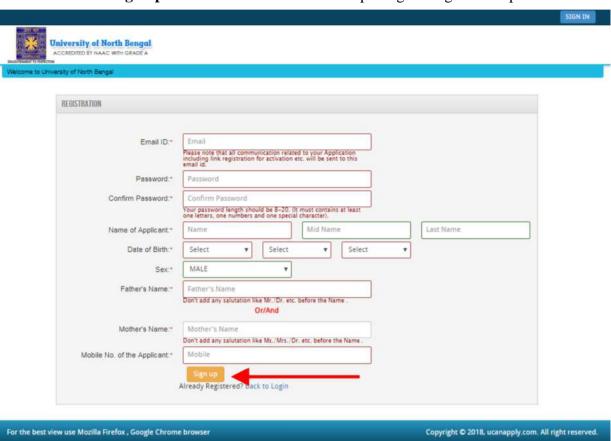


Step 2: On clicking the link, you will be directed to a new page having an Applicant Login Box. Below the login fields there is a link "Make Registration". Please click on this link.





Step 3: When you click the link you will be shown a Registration Form asking for various details. Fields for information which is mandatory is marked with "Red coloured bullets" and are to be essentially filled up. These fields cannot be left blank. Once you fill the details, you can click on the **"Sign up"** button at the bottom for completing the registration process.

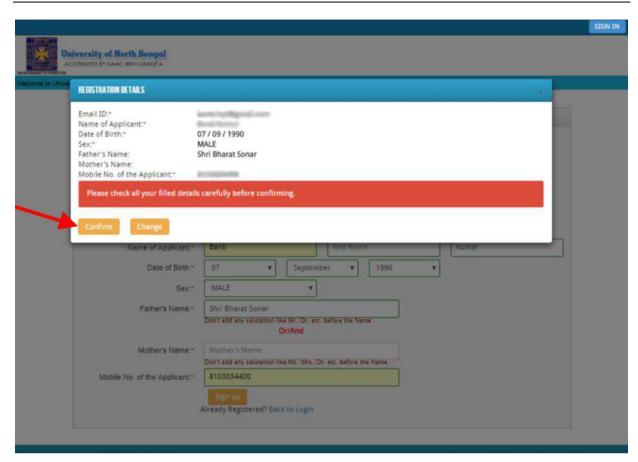


NOTE: PLEASE NOTE THAT DETAILS SUBMITTED DURING REGISTRATION CANNOT BE CHANGED LATER. SO MAKE SURE YOU DO NOT MAKE ERRORS IN THE INFORMATION YOU FILL IN THIS FORM.

Step 4: Activation and validation of Registration

1. On successful submission of registration details, you would be shown a **confirmation** message on the screen. You will also receive an e-mail on the e-mail ID provided by you in the Registration Form and a validation code on your registered mobile number. This email will contain an activation link. You need to click on this activation link to confirm and complete your registration process.





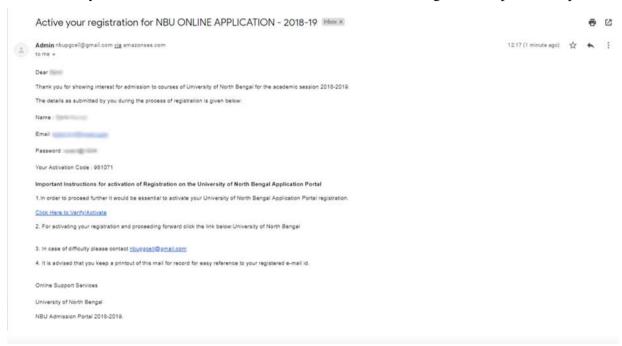
Note: This confirmation and activation link e-mail might land up in your "Spam Folder" or "Junk Folder'. So, in case you do not find the registration confirmation e-mail in your "Inbox", please check your "Spam Folder" or "Junk Folder'. If you find the e-mail from nbuugcell@gmail.com in your "Spam Folder" or "Junk Folder', please report it as "Not Spam" and/or add the same to your contact list so that the subsequent e-mails from nbuugcell@gmail.com always come in your Inbox. Always check your "Spam Folder" or "Junk Folder' for e-mails from the NBU Online Application Portal.



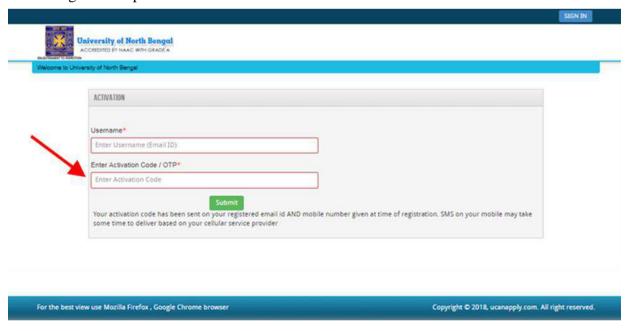
Please follow the instructions in the email for proceeding further with your University of North Bengal Application Portal 2018-19 online application process.



2. Click on this activation link received in the e-mail. You account will not be activated until you have clicked on this activation link, so, do not forget this important step.

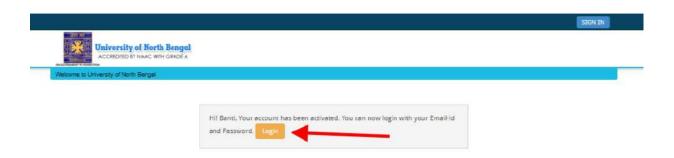


3. On clicking the activation link, you will be directed to the validation page in which you are required to give the validation code sent on your registered mobile number. Enter the validation code received on your registered mobile number to complete the registration process.



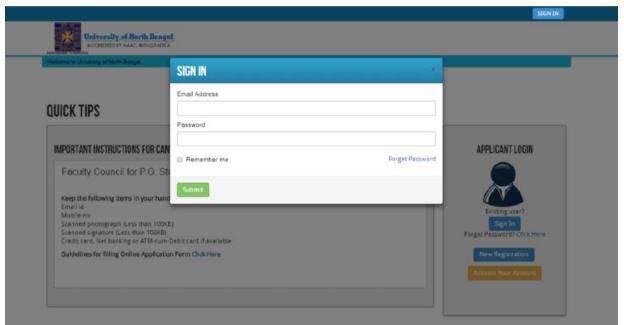
4. On successful validation, you will be allowed login and directed to My Application Section. Select the course of your choice and start filling up the application form online.





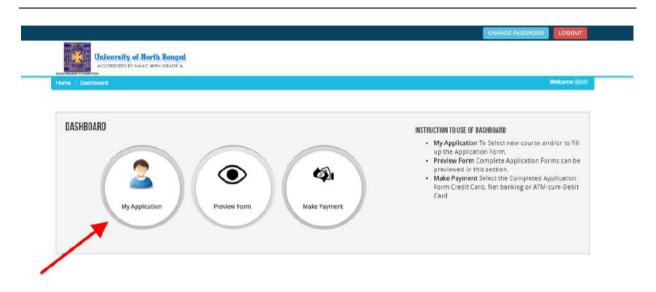
How to select Course for which I want to apply?

Step 1: After activation and validation of your Registration on the NBU Online Application Portal (www.nbuonline.in), you can login into the programme with your registered mail ID & password.



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

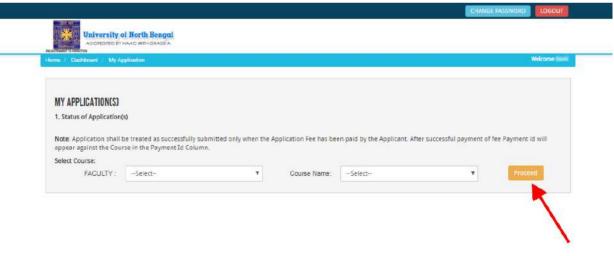




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Then you will be able to see following page with the title "Status of Applications"

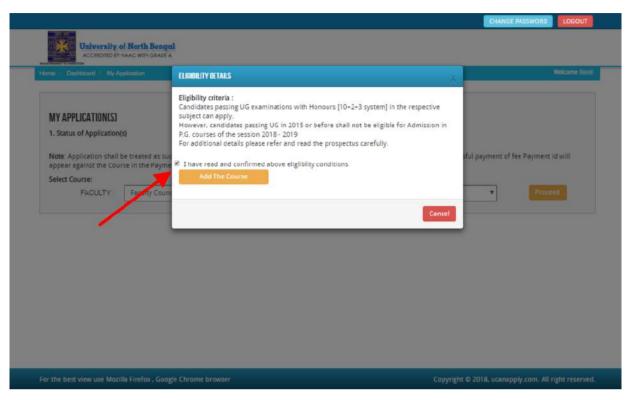


For the best view use Mozilla Firefox , Google Chrome browser

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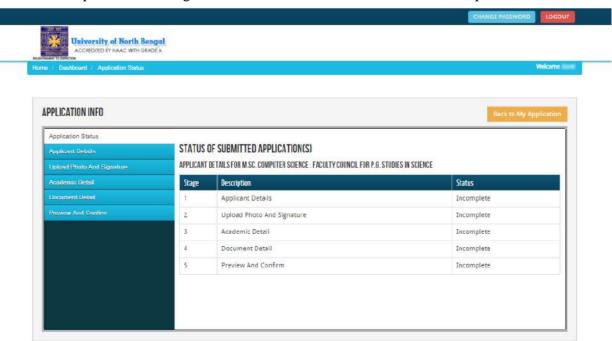
Step 2: Please select **Course Name** from the drop down boxes given at the Bottom and click **"Proceed".** Check the eligibility and in case you are eligible for the course click the checkbox given below regarding confirmation of the terms and conditions and the eligibility to proceed further for filling up the application form by clicking **"Add Course"** button.





How to fill up the Application form after I have selected the Course I wish to apply for?

Step 1: After adding the course of your choice, following screen will appear showing status of submitted application. On the left panel, various other buttons such as 'Applicant Details', 'Upload Photo and Signature' etc are given. These are various sections of the form. **Application Status** section shows which sections of the form is complete and which is incomplete. You can click the left panel button to go to the section of the form which are incomplete.

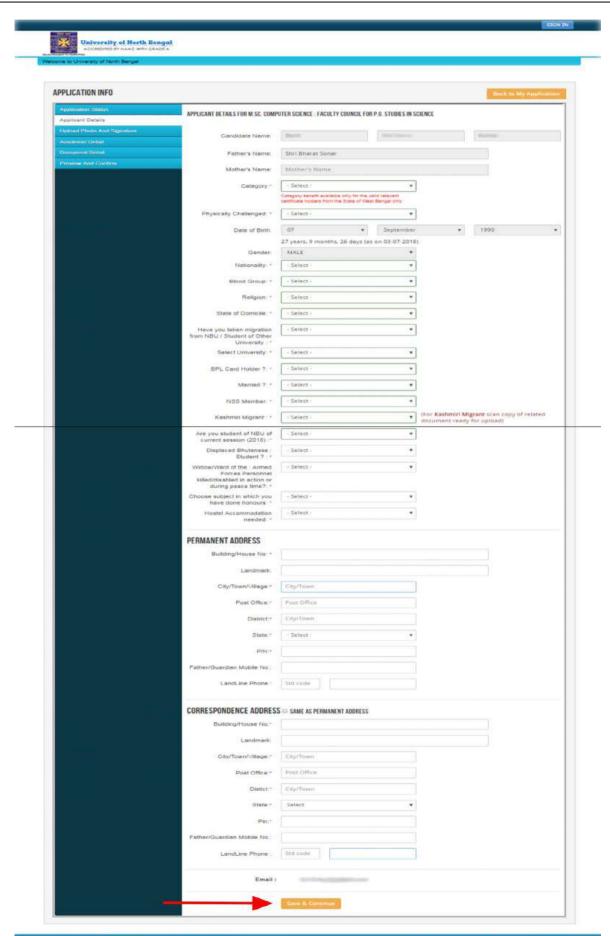




Step 2: After you have added the first course of your choice and come to the above screen, all the four sections of the Application Form would be shown as incomplete. Click on the '**Applicant Details**' button on the left panel. On clicking, following form will appear on the screen. Some of its fields would be pre-filled with the details you gave at the time of registration. Fill up other required details correctly.

Note: Mandatory fields have been marked with red asterix. They are to be essentially filled up before you will be allowed to 'Save' of the form.







Step 3: After you have filled up all the required fields of the '**Application form**', Click on the '**Save & Continue**' button given at the bottom of the page (as shown above).

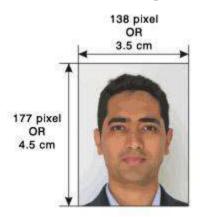
Note: for details related to specific fields in the application form, eligibility condition, number of seats, fee etc please refer to the Information Bulletin available on the NBU Online Application Portal (www.nbuonline.in).

Step 4: After filling up application click the 'Save and Continue' Bottom given at the bottom.

How to Upload image file (in jpeg/jpg/png/bmp/gif format; size limit 100kb) of my scanned photograph and signature?

Step 1: To upload the image file of you scanned passport size colour photograph and signature, click the button 'Upload Photograph and Signature' button available on the left panel. On clicking, you will see the following screen:

(Your **scanned passport photo should be** within 3.5 x 4.5 cm in size, scanning resolution should be within 100 dpi & file size should be less than 100 KB.)



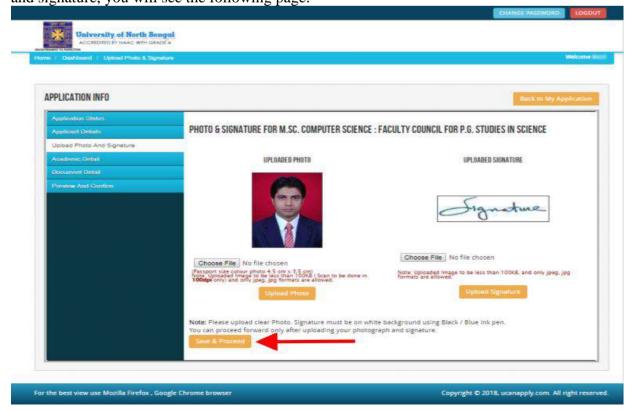
If you are facing any problem to upload your photo or rejected by the system then we are requested you to resize your photo as per the sample images shown here. To resize your scanned photo please follow the following steps:

- Right click on the scanned photo file → Open with → Microsoft Office Picture Manager
- 2. Then look at the top menus, Click Picture \rightarrow Resize
- 3. Now look at the right panel, Select the radio button Custom width x height, And write width = 138px, height = 177px. Then Click OK to complete.
- 4. If you are not able to do this properly, then you can try 'Crop' feature for the 'Picture' menu
- 5. The save the file.



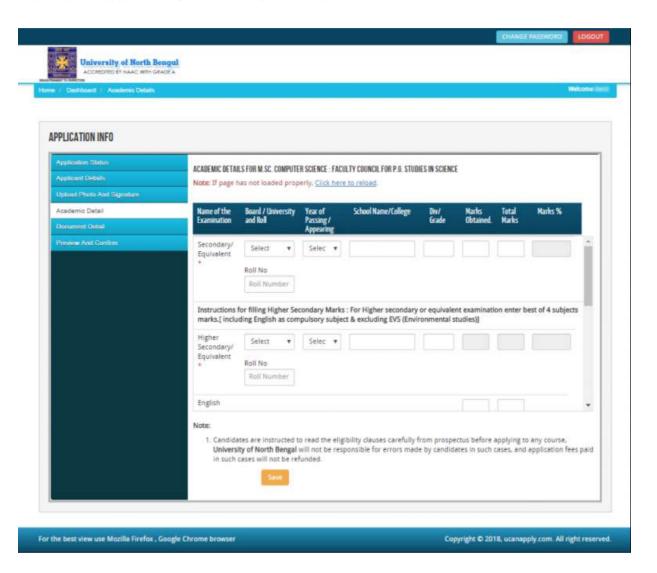
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elcome to University of North Bengal		
APPLICATION INFO		Back to My Application
Application Status		•
Applicant Details	PHOTO & SIGNATURE FOR M.SC. COMPUTER SCIENCE : FACULTY COUNCIL FOR P.G. STUDIES IN SCIENCE	
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	Passport size colour photo 4.5 cm x 3.5 cm) Note: Unicaded Image to be less than 100KB (Scan to be done in 100kp only) and only jpeg, jog formats are allowed.	SCHOOL STATE OF THE STATE OF TH
	Upload Photo	Upload Signature
	Note: Please upload clear Photo. Signature must be on white background using Black / Blue ink pen.	
	You can proceed forward only after uploading your photogra	ipri and signature.

Step 5: Choose the image file (jpeg format; photo should be within 4.5 x 3.5 cm in size, scanning resolution should be within 100 dpi & file size not more than 100 kb) of your scanned passport size photograph and signature and click the button '**Upload Photo**' and '**Upload Signature**' button given below the Box. After you have successfully uploaded the photograph and signature, you will see the following page:



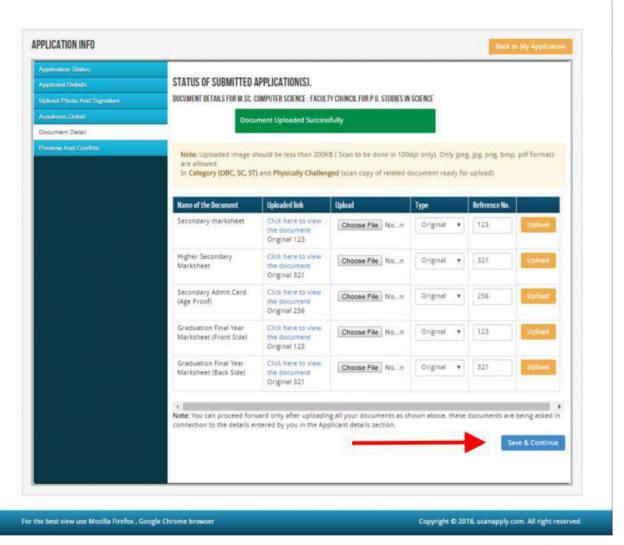


Step 6: After filling up application click the 'Save and Proceed' Button given at the bottom you have filled up all the required fields of the '**Academic Details**', here you add your passed examination details and Click on the 'Save' button.





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 document details and Click on the 'Save & Continue' button.



Up to this stage, you have completed all stages of the Application Form. Now, click the 'Save & 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.

For the other subject system will go for **Applicant Form View** page. Here you can check all information which you have entered in your application process. If everything is ok then click the button **I CONFIRM THE ABOVE** & Click 'Confirm & Submit' button.

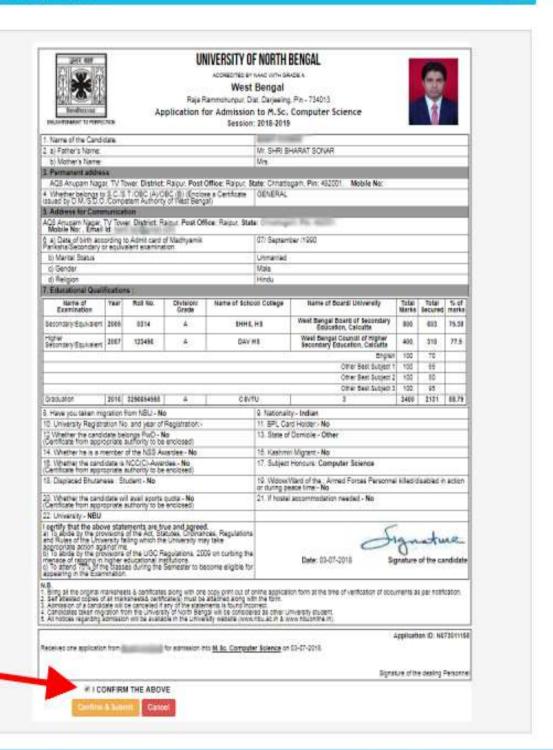
After that system will show you the **Proceed to Payment** button to complete the payment.

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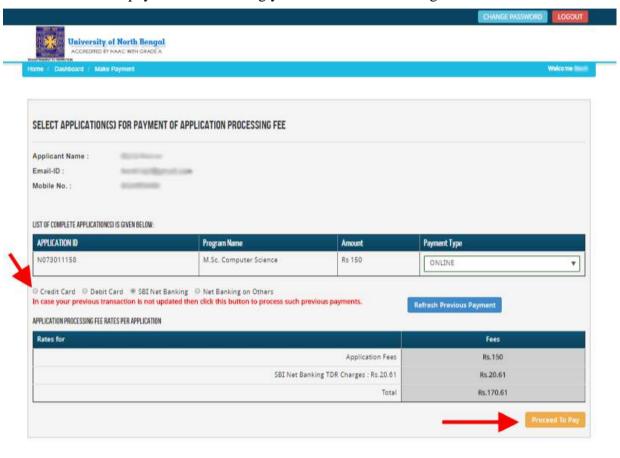


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How to pay the Application Fees?

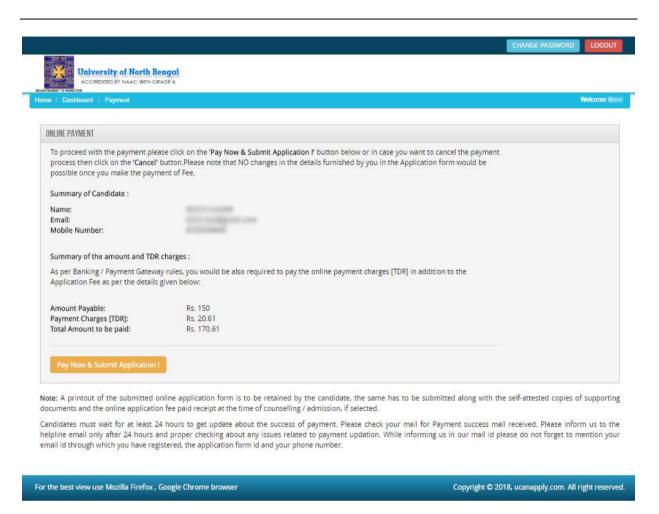
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Step 1: You will get dropdown for '**Payment Type**'; here you can get ONLINE Payment type. Click here to make payment. On clicking you will see the following screen.



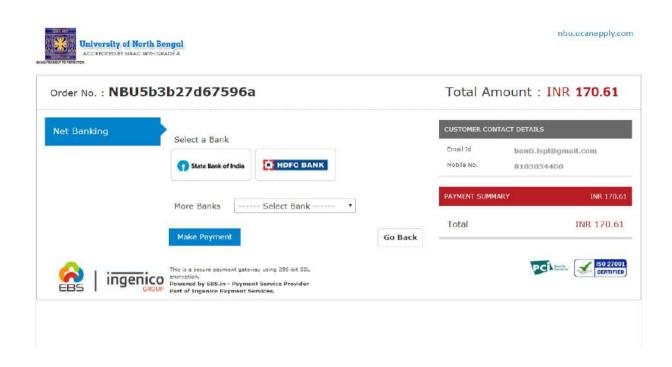
Step 2: You can select the applications for which you want to pay the NBU Online Fee by clicking 'ONLINE' the check box given in the bottom left for 'Select to Pay'. You have option of paying NBU Online Fee online [using Credit Card/Debit Card/NEFT (Net Banking on SBI)/NEFT (Net Banking on Others)] through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





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.





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

Online Support Services
University Of North Bengal
NBU Admission Portal 2018-2019