

# UNIVERSITY OF NORTH BENGAL

Raja Rammohunpur, Dist.-Darjeeling, West Bengal, PIN – 734013, INDIA.

## CENTER FOR DISTANCE AND ONLINE EDUCATION (FORMERLY DIRECTORATE OF DISTANCE EDUCATION)

(UGC Recognised)

### How to apply

#### **A. What do you need to complete the Online application process for NBU?**

As an applicant you would need the following:

1. A mobile Number for registration and to receive SMS based notifications/communications related to the complete online admission process.
2. An E-mail ID for receiving all future correspondence till the admission process is over and subsequently, if admitted.
3. Access to facilities of computer with internet connectivity, connected printer and scanner.
4. A recent passport sized colour photograph (for scanning and uploading in “*jpeg*” format only. File size of scanned photograph should be within 20-40 KB).
5. Your signature using Blue/Black pen on white sheet (for scanning and uploading in “*jpeg*” format only. File size of scanned signature should not be more than 10-20 KB).
6. Access to an online payment facility/ service such as ONLINE Payment mode:
  - Net Banking (NEFT on SBI & Others)
  - Credit card
  - ATM-cum-Debit card

#### **B. 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) scanned signature [ as specified at para A.(5) above]
- (iii) All other supporting documents, 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. Click on NBU Online portal [www.ddenbu.in](http://www.ddenbu.in) for online application process.
2. Read “Information Booklet” and other information of your eligibility etc. carefully before start.
3. Register your mobile no. [Note: preserve your created password for future use. After mobile-verification through OTP it will get activated.]
4. Application form will appear on the screen. Fill up the details in the application form which will have following sections:
  - a. Applicant’s Basic Information
  - b. Academic details
  - c. Selection of Semester-I papers/subjects.
  - d. Document uploading section where, scanned image file of your Photograph, Signature and other required supporting documents in prescribed format to be uploaded.
  - e. Preview of Application-Form alongwith Confirmation & Declaration.

5. After confirmation of the Preview of Application-form, you can pay the Admission-fee as it appears in the next section through our secured payment gateway.
6. After a successful payment of the given application-fee, you will be able to download/print-out the submitted Application-form and Money-receipt. In this download you will get your Application-ID, which will represent the applied candidate till the admission process get over.
7. If you are having AAY/BPL certificate and you are opting fee-concession for AAY/BPL category, you have to wait till the confirmation from "Directorate of Distance Education". The authority will check your uploaded document of AAY/BPL category and confirm your eligibility accordingly. Once you will get the confirmation from the authority, you will be able to pay the Admission-Fee.

### **C. Important Notes:**

- At the stage of PREVIEW of Application-form, if you notice any incorrect or insufficient data/information in your form, you can edit/change/modify your form. Once you submit/confirm the PREVIEW and save the form, you will not be able to change/edit/modify anything in your application-form.
- You can save your application at any stage and you can continue after next login.
- Once you successfully pay the admission-fee, you can see only your application-form/money-receipt download link.
- Scanned copy of educational qualification should be in PDF format and all other documents should be in JPEG format in mentioned size (check your requirements, file-size and file-type in the UPLOAD section before scanning).
- **Documents to be uploaded –**
  - Colour Passport size Photograph
  - Signature of the Candidate
  - Age Certificate (Admit Card of Secondary/Madhyamik or Equivalent Examination)
  - Caste Certificate issued by the appropriate authority.
  - PWD Certificate issued by the appropriate authority.
  - Aadhar card / PAN Card
  - AAY/BPL certificate issued by the gazetted officer of BDO/SDO rank.
  - All Academic marksheets of Secondary, Higher Secondary or other Examination
- You cannot proceed further without uploading all documents required by the system in prescribed file size and file-format.