### UTTAR BANGA KRISHI VISWAVIDYALAYA

Pundibari, Cooch Behar, West Bengal-736165



### **Filling up Application Form**

- 1. The entire Admission and Counseling Procedure is ONLINE,
- 2. Check the eligibility requirement for the respective degree programme.
- 3. Read all relevant information thoroughly before start of application process.
- 4. Visit the university website https://admissionubkv.in click the link for Undergraduate Admission and log in for online application.

Username or Email Address		
Password	<	•
I'm not a robot	reCAPTCHA Privacy - Terms	
	Log In	

5. Before you start applying, you must keep scanned copy (Preferably in jpeg format) of the following documents ready as specified-

#### **Remember:**

Take a photocopy of the relevant document, put your signature before scanning and make a separate folder and rename the documents appropriately, so that you upload a correct document in respective place.

- i) Passport size recent colour photograph size 50kb-100kb
- ii) Signature of the candidate- size 20kb- 50kb

- iii) Self-attested copy of proof of date of birth i.e., either Birth certificate from competent authority or admit card of Madhyamik/equivalent (10<sup>th</sup>) examination (Size 200 kb -300 kb)
- iv) Self-attested copy (both side) of mark sheet of Madhyamik/equivalent (10<sup>th</sup>) examination (Size 200 kb -300 kb)
- v) Self-attested copy (both side) of mark sheet of Higher Secondary/equivalent (10+2) examination (Size 200 kb -300 kb)
- vi) Self-attested copy of SC/ST/OBC [non-creamy layer certificate issued within last one year from competent authority.] /PWD certificate. (Size 200kb-300kb)
- vii) Self-attested copy of Residential/Domicile certificate from competent authority as available in University website. (Size 200 kb -300 kb)
- 6. After log in a page appeared 'Your Dashboard' (given below). Click the link 'Fill-up Admission form' to fill up the form.

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Home	Your Dashboard				
Password Reset	UBK	V Admission Ste	eps		
Your Dashboard		$\sim$			
Application Form				₿╹→(፹ጰ°	'
Application Fee	Check Instruction Sign-up & Activate Filling-up	Check Choosing Preferre	d Follow Allo	ted Seat Document Verif	íy
Prefer Degree Programme Choice	& Eligibility Login Information Application Form	Merit Rank Programme	Counselling Steps Acc	eptance & Admission	
Latest Admission Notification	Your Name Your	Email ID Mobile N	lumber User Name		
Check Eligibility Details	MILAN MANDAL user	9182403 +9182403	306243 user04		
Ph. D. Admission Notification 2020-21					
PG ADMISSION NOTICE 2020					
UG ADMISSION 2020 NOTIFICATION	<u> </u>				
Merit List Publication	Fill-up Admission Form		Pay Application	Fee	
	hore to Fill up Admission fo				

7. After clicking the above link you have to fill up 'Personal Information' (as given below)

Home	Application Form	
Password Reset		
Your Dashboard	Step 1 of 5	
Application Form	20%	
Application Fee	PERSONAL INFORMATION	
Prefer Degree Programme Choice	USER NAME	USER ID
Latest Admission	amitkumarghosh	212
Notification	EMAIL	MOBILE NUMBER
Check Eligibility Details	amitjrassistant@gmail.com	+918101799265
Ph. D. Admission Notification 2020-21	FULL NAME"	
PG ADMISSION NOTICE	AMIT KUMAR GHOSH	
UG ADMISSION 2019	FATHER NAME*	MOTHER NAME*
NOTIFICATION		
Merit List Pull Ication	NAME OF GUARDIAN*	OCCUPATION OF GUARDIAN*
		Business
	RELATIONSHIP WITH GUARDIAN*	ADHAR NUMBER*
		123456789011
		12 of 12 max characters
	FAMILY INCOME PER YEAR*	BLOOD GROUP*
		A+
	DATE OF BIRTH*	NATIONALITY
	0.0	INDIAN •
	GENDER*	
	MALE FEMALE	TRANSGENDER
	CATEGORY*	
		O OBC-A O OBC-B O PWD

Now, you need to fill the form, be careful about spelling of names and correctness of information you fill-in. Be careful to select your category. If you belong to any kind of reserved category, you have to Upload the certificate (proforma given for OBC-A and OBC-B)

- 8. Fill each of the above information and submit 'Next' button to proceed to next section.
- 9. You will be able to fill these sections in multiple sessions. The filled in information of previous session will remain saved and you will be allowed to complete your application from where you had left in last session.

# *Remember:* <u>You must complete the application including payment of application</u> <u>fees before the last date of application.</u>

10. After filling up the personal information you have to fill up the 'Address Details' (as given below) –

	Application Form		
ord Reset			
ashboard	Step 2 of 5		
ation Form	40%		
tion Fee	ADDRESS DETAILS		
Degree mme Choice	PERMANENT ADDRESS*		
Admission	VILL- NETAJI ROAD MADHYAPARA		
cation	STREET ADDRESS		
MISSION 2019 CATION	ALIPURDUAR		
ist Publication	ADDRESS LINE 2		
Eligibility Details	ALIPURDUAR	WEST BENGAL	
	CITY	STATE / PROVINCE / REGION	
ation 2020-21	736121	INDIA	•
MISSION NOTICE	ZIP / POSTAL CODE	COUNTRY	
	CORRESPONDENCE ADDRESS*		
	✓ SAME AS PERMANENT ADDRESS		
	PERMANENT POLICE STATION*	CORRESPONDENCE POLICE STATION*	
	ALIPURDUAR	ALIPURDUAR	
	DOMICILE*	CORRESPONDENCE TELEPHONE*	
	O DOMICILE OF WEST BENGAL	1234567890	
	Previous Next Save and Continue Later		

Upload Domicile certificate as per prescribed proforma given in the website.

11. After filling up the above details you have to fill up the next section i.e. 'Academic Qualification' (as given below) -

	Application Form				
Password Reset					
Your Dashboard	Step 3 of 5				
Application Form			60%		
Application Fee	ACADEMIC QUALIFIC	ATION			
Prefer Degree Programme Choice	MADHYAMIK/10TH EXAM BOARD*				
Latest Admission	Please select your 10th Exam Boar	·d.			•
PG ADMISSION NOTICE	10TH EXAM FULL MARKS*		10TH EXAM MARKS	OBTAINED*	
UG ADMISSION 2019 NOTIFICATION	10TH EXAM FULL MARKS IN LIFE SC/	BIOLOGY MARKS*	10TH EXAM LIFE SC	/BIOLOGY MARKS*	
Merit List Publication					
Check Eligibility Details	10TH EXAMINATION DIVISION*				
Ph. D. Admission Notification 2020-21	1ST DIVISION/CLASS	•			
	HIGHER SECONDARY EXAM/12TH BO	ARD*			
	West Bengal Council of Higher Se	condary Education			•
	WBCHSE: West Bengal Council of Higher Second Others Board: CBSE, CISCE etc. WBSCVET: West Bengal State Council of Technice	ary Education Il and Vocational Education and	Skill Development		
	H.S. FULL MARKS*		H.S. MARKS OBTAIN	ED*	
	Best of 5 subjects		Best of 5 subjects		
				FULL MARKS OF BIOLOGY(C)*	
	FULL MARKS OF PHYSICS(A)*	FULL MARKS OF	CHEMISTRY(B)*		
	FULL MARKS OF PHYSICS(A)*	FULL MARKS OF	CHEMISTRY(B)*	BIOLOGY(C)*	
	FULL MARKS OF PHYSICS(A)*	FULL MARKS OF	CHEMISTRY(B)*	BIOLOGY(C)*	
	FULL MARKS OF PHYSICS(A)*         PHYSICS(A)*         ENGLISH*         PASSED WITH ENGLISH	FULL MARKS OF	CHEMISTRY(B)*	BIOLOGY(C)*	
	FULL MARKS OF PHYSICS(A)*  PHYSICS(A)*  ENGLISH* PASSED WITH ENGLISH	FULL MARKS OF	CHEMISTRY(B)*	BIOLOGY(C)*	

**12.** After filling the Academic Details, you have to upload the required documents as mentioned in the Admission notification-

Application Form	
Step 4 of 5	
	80%
UPLOAD DETAILS AN	ID PAYMENT
PICTURE UPLOAD*	
Remove	
SIGNATURE UPLOAD*	
Amit kumar Thosh.	
Remove	
MADHYAMIK MARK-SHEET FONT &	BACK UPLOAD*
	Drop files here or Select files
() 1.pdf MADHYAMIK ADMIT UPLOAD*	
	Drop files here or Select files
Maximum number of files reached	
H.S MARK-SHEET FONT & BACK UPL	LOAD*
	Dran film have an Colort film
🛞 1.pdf	
H.S ADMIT UPLOAD*	
	Drop files here or Select files
Maximum number of files reached	
(8) 1.pdf	
CASTE/PWD CERTIFICATE UPLOAD*	
	Drop files here or Select files
Maximum number of files reached	
I HEREBY DECLARE THAT THE IN INFORMATION IS/ARE FOUND TO CANDIDATURE/STUDENTSHIP SH	FORMATION FURNISHED ABOVE ARE TO THE BEST OF MY KNOWLEDGE. IF AN > BE INCORRECT AT ANY POINT OF TIME DURING MY STUDY, THE ALL LIABLE TO BE CANCELLED.
✓ I agree to the DECLARATIO	N 1
DECLARATION 2*	
I UNDERSTAND THAT THE ADMIS ADMISSION AND COUNSELLING THOSE INSTRUCTIONSIN TIMELY	SION OFFICE OF UBKY WILL COMMUNICATE ALL INSTRUCTIONS RELATED TO IN MY REGISTERED EMAIL AND MOBILE NUMBER AND THAT RESPONDING TO MANNER IS SOLEY MY RESPONSIBILITY.
✓ I agree to the DECLARATIO	N 2
	ORMATION REGARDINGADMISSION AND COUNSELLING FROM "IMPORTANT
DECLARATION 3" I HAVE READ ALL RELEVANT INF INFORMATION" TAB	
DECLARATION 3" I HAVE READ ALL RELEVANT INF INFORMATION" TAB	

**13.** Before you precede to the last section i.e., 'Pay Application fee', you will be able to review your whole application and modify any of the information as you need but remember <u>after final submission you cannot edit your application further.</u>

Application Form					
Step 5 of 5					
PREVIEW		1			
FULL NAME:			JMAR GHOSH		
USER ID:		212			
EMAIL		amitjras	sistant@gmail.co	m V	
USER NAME:		amitkum	arghosh		ANT
MOBILE NUMBER:		+9181017	99265		
ADHAR NUMBER:		12345678	9011	Amit ku	mas those
BLOOD GROUP:		A+			
DATE OF BIRTH:		01/06/20	004		
GENDER:		MALE			
TELEPHONE:		12345678	990		
CATEGORY:		ST			
CASTE/PWD CERTIFICATE:		1.pdf			
FAMILY DETAILS					
FATHER'S NAME:		ASHISH	KUMAR GHOS	н	
MOTHER'S NAME:		TAPASH	I GHOSH		
FAMILY INCOME PER YEAR:		798,464,646			
GUARDIAN NAME:	GUARDIAN NAME: ASHIS KU		SHIS KUMAR GHOSH		
OCCUPATION OF GUARDIAN	OCCUPATION OF GUARDIAN:		Service		
RELATIONSHIP WITH GUARD		FATHER			
ADDRESS					
	< <u>&lt;</u> .	VILL- N ALIPURI ALIPURI WEST B 736121 INDIA	ETAJI ROAD MA DUAR DUAR DUAR ENGAL		
CORRESPONDENCE ADDRESS		ALIPURDUAR ALIPURDUAR ALIPURDUAR WEST BENGAL 736121 INDIA			
DOMICILE:		OTHER			
MADHYAMIK/10TH EXAM BO	ARD				
MADHYAMIK/IOTH EXAM BO	ARD:	West Be	ngal Council of S	Secondary Education	
FULL MARKS:		400			
MARKS OBTAINED:		399			
EXAMINATION DIVISION:		IST DIVI	SION/CLASS		
FULL MARKS IN LIFE SC./BIO	LOGY MARKS:	100			
LIFE SC./BIOLOGY MARKS:		100			
MADHYAMIK MARK-SHEET:		1.pdf			
MADHYAMIK ADMIT:		1.pdf			
HIGHER SECONDARY EXAM/	12TH BOARD				
HIGHER SECONDARY EXAM/	12TH BOARD:	West Ber	ngal Council of I	Higher Secondary Educe	ation
	H.S./12TH EXA	AM	PHYSICS(A)	CHEMISTRY(B)	BIOLOGY(C)
FULL MARKS	600		100	100	100
PIARIS OBTAINED		110			
H.S MARK-SHEET		1			
H.S ADMIT:		.par			
ENGLISH MARKS:					
FULL MARKS:		100			

- 14. After Final submission of the application form you will get the admission registration from in your mail along with the uploaded documents.
- 15. At the last step you have to pay the application fee from your Dashboard.

lome	Your Dashboard			
Password Reset	U	BKV Admission Step	s	
our Dashboard				
Application Form		-(ʰ)→(∴°)→	(₩)→	
Application Fee	Check Instruction Sign-up & Activate Filling-up	Check Choosing Preferred	Follow Alloted Seat	Document Verify
Prefer Degree Programme Choice	& Eligibility Login Information Application Form	Merit Rank Programme	Counselling Steps Acceptance	& Admission
atest Admission Notification	Your Name Y	four Email ID Mobile Nur	nber User Name	
Check Eligibility Details	MILAN MANDAL L	iser04@gmail.com +918240306	5243 user04	
Ph. D. Admission Notification 2020-21	<b>^</b>			
PG ADMISSION NOTICE	E			
IG ADMISSION 2020 IOTIFICATION	- Cl			
Merit List Publication	Fill-up Admission Form		Pay Application Fee	

Click here for payment of application fees

*Remember:* Payment of application fee is must for successful submission of your form and must be done before the last date of application otherwise your form will be rejected.

16. In the payment page, the application fees can be paid through ONLINE mode only using Credit Card/ Debit Card/Internet banking/ UPI

Credit Card	Pay by Credit Card		Merchant Name UTTAR BANGA KRISHI VISWAVIDYALAYA
for Internet Banking	Card Number Enter card number Expiration Date Month Year Card Holder Name Enter card holder name	CVV/CVC	Payment Amount: ₹250.00

17. After successful payment of application fees, you will get 'APPLICATION FEE PAYMENT Details' in your mail box. You can take a printout of this receipt along with the application form for your reference -

<b>UTTAR BANGA KRISHI VISWAVIDYALAYA</b> উত্তরবঙ্গ কৃষি বিশ্ববিদ্যালয়				
APPLICATION FEE RECEIPT				
APPLICATION ID:	710404			
NAME:	KAUSIK SAHA			
USER ID:	216			
H.S./12th BOARD:	WBCHSE			
CATEGORY:	SC			
APPLICATION FEE:	3.00			
TRANSACTION REFERENCE:	****			
BANK REFERENCE:	351209			
BANK ID:	SM2			
BANKER ID:	459200			

18. Your application process is now completed.

## (Please check the Important Dates for Counseling and look for updates in University Website)