

## How to submit Online Application form for Admission to MBA, M.Pharm, B. Pharm(Lateral Entry)

Candidates have to complete the following three steps for completing the online submission of application form :-

- I. Registration (log in for NEW REGISTRATION)
- II. Filling PERSONNAL INFORMATION
- III. ONLINE APPLICATION

<b>NEW REGISTRATION (STEP-I)</b>	
S.No.	
	Go to University website <a href="http://www.ggu.ac.in">www.ggu.ac.in</a>
1.	Please select category others for admission to MBA, M.Pharm, B.Pharm (Lateral Entry).
2.	Write your name as per 10 <sup>th</sup> Mark Sheet/ Certificate
3.	Write your Father's Name
4.	Select your date of Birth from calendar (First select Year, then month and date)
5.	Candidate must write his/her Mobile No. after Registration a SMS will be send to his/her Mobile No.
6.	Select Category (General, OBC, SC, ST) from drop down menu
7.	If you belongs to PH category, please select appropriate category
8.	Candidate write his/her email address
	PRESS SUBMIT BOTION (The following information appear on your screen
	<p style="text-align: center;"><b>Thank You for Registration!</b></p> <p>Your User ID is 8251854042 (for example) Date of Birth is 15/01/1982 (for example)</p> <p>Kindly note down for future login. Your User ID &amp; Date of Birth has also been sent to your E-mail ID &amp; on your Mobile. You can use the User ID &amp; Date of Birth for login.</p> <p style="text-align: center;"><b>Please Print SBI Challan</b></p>
<b>Next Step</b> (Fee deposition through SBI Challan)	Print State Bank of India (SBI) Challan, write SBI branch name, date and put your signature on SBI Challan in prescribed place then deposite the fee to any SBI Branch.
<b>PERSONNEL INFORMATION (STEP-II)</b>	
Column No.	After depositing the fee through SBI Challan in any SBI Branch. Candidate has to login by user ID & (Date of Birth) personnel Information window will automatically open. The information at the time of Registration, automatically appears in the respective column. Candidates have to fill up the remaining information in the column as given below and update it.
4.	Write Mother's Name
5.	Fill up Correspondence details as per instructions.

6.	Permanent Address – If your permanent address and Correspondence address is same click in the Box. Automatically it appears in the permanent address column.
7.	Date of Birth – Already Filled
8.	Nationality click the oval as the case may be
9.	Gender – Select from menu (Male or Female)
10.	Select your Religion from drop down menu.
11.	Caste Category – Already Filled
12.	Physically Already Filled
PRESS UPDATE, The online Application form will open, please fill the online application as given in STEP - III	
<b>Next Step – III Complete Online Application</b>	
1.	Fill up your educational qualification in the window from 10 <sup>th</sup> onward. If result is not declared, please <b>enter appearing in the Remarks Column.</b>
2.	Candidates have to select the course from drop down menu in which he/she wants admission.
3.	Mode of Payment – Candidate has to fill Journal No. allotted by SBI, date of fee deposit, SBI Branch Name, SBI Branch Code.
4.	Read the declaration carefully.
5.	Accept Declaration by clicking the box.
6.	Read the instructions carefully and click SAVE button, Record saved successfully appeared on the screen, then VIEW button. If all information is OK then click SUBMIT Button and take the print out of your application. If there is any mistake, correct it and SAVE it and then SUBMIT it.  <b>Note : After SUBMIT no correction can be done.</b>  After successfully submission of application form you will get a Registration No. through which you make correspondence with the University.
Take print out of the online application. Please follow the steps given below : 1. Put your Signature on each page of the printed application form. 2. Put your thumb impression on page 3. 3. Paste your photographs on page 1 & 3. 4. Submit the printed application form along with SBI Challan, SC/ST/OBC/PH Certificate (if applicable), Photocopy of the mark sheets/ certificate of educational qualifications.	