**Guru Ghasidas Vishwavidyalaya, Bilaspur, C.G.** STEPS FOR ONLINE SUBMISSION OF APPLICATION FORM FOR VET 2018

- 1. Go to the University web site <u>www.ggu.ac.in</u> or <u>www.ggv.ac.in/spa</u>.
- 2. Select on the link VET Admission 2018-19.
- **3.** Select New Registration or Online Application Form link for online submission of forms.
- 4. Create your user account for online form by filling up information required on this page and summit it. (*Please fill the active mobile number on the registration page and check it carefully because your mobile number will be used for communication*).
- 5. Your User Id and Password (Date of Birth) generated will be display on your screen and the same will be sent to you through SMS on your registered mobile number. Please note-down your user ID and password.
- 6. Be ready with the following information before starting online submission.
  - a. Scanned Photo in .JPG format (Width 3.5 cm, height 4.5 cm) with the size 10 kb 50 kb.
  - b. Scanned Signature in .JPG format (Width 3.5 cm, height 1.5 cm) with the size 10 kb 50 kb.
- 7. Again go to the candidate login page and put-up your login id and Date of Birth in DD/MM/YYYY format.
- 8. Fill the Personal Information and click the NEXT Button.
- 9. Next is Educational Qualification form.
  - a. Fill your academic information.
  - b. Select your exam center
  - c. Click on the declaration check box and submit button for final submission.
- 10. Please check all the information before making payment.
- 11. Go for online payment.
- 12. Next tab is online receipt. Please download your payment receipt. In case if you fail to get a receipt, or the amount is deducted from your account but the status is shown as Unsuccessful Kindly wait for 24 hours for the receipt to update and then contact to 07752-260299, 9424169003.
- **13.** In Next step, take a printout of your application form and keep it for future use.

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