Guru Ghasidas Vishwavidyalaya, Bilaspur, C.G. STEPS FOR ONLINE SUBMISSION OF APPLICATION FORM FOR VET 2020-21

- 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 2020-21.
- 3. Select New Registration 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 enter 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 below 50 kb.
 - b. Scanned Signature in .JPG format (Width 3.5 cm, height 1.5 cm) with the size below 20 kb.
- 7. Enter all required personal/academic Information and click the NEXT Button.
- 8. Please select the course and name of examination centre carefully as the University shall not allow the applicant to change the course/centre at the time of examination.
- 9. Please see preview of your application form before clicking for payment/final submission and assure yourself that all information and course selected have chosen correctly as per your choice.
- **10.** Go for online payment.
- 11. In case if you fail and amount is deducted from your account and status is shown as Unsuccessful then kindly wait for 24 hours for the receipt/print out of your application form. In case after 24 hours the status is same then contact to 07752-260342 Email- admissionsggv@gmail.com with details mentioning user ID and date of birth.
- 12. Fee once paid to the University will not be refunded or adjusted in any case. So please check all the details, read all relevant documents and information before filling application and making payment.
- 13. In Next step, take a printout of your application form and keep it for future use. Print out of your application form will be the receipt of successful submission.
- 14. You may be able to download your admit card only after 15th June 2020.