



Help Manual

Online Student Registration



GAUHATI UNIVERSITY
ASSAM



Help:-

This is a Student Help Guide to help them fill their **Online Registration Form** Step by Step.

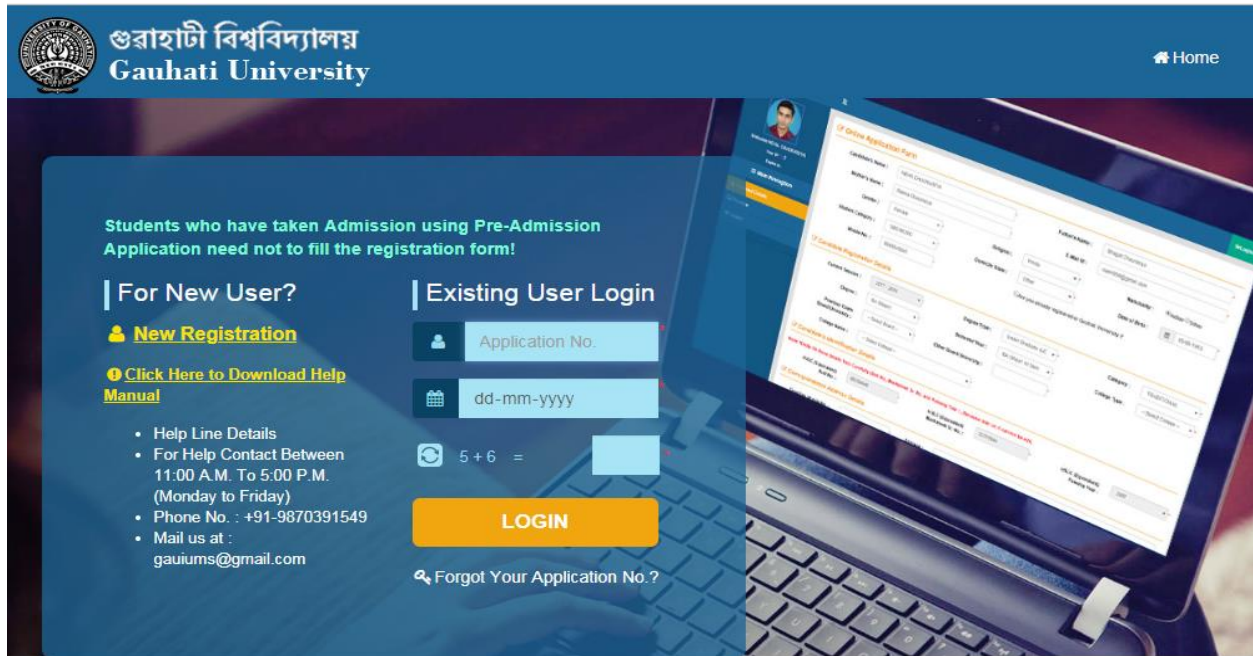
How to generate the Application No.

Step 1: Go to www.guportal.in

Step 2: Click on Registration Link on the left hand side of the page.

The screenshot shows the homepage of the Gauhati University portal. At the top, there is a blue header with the university logo and name on the left, and a login link 'College / GU Department Login' on the right. Below the header is a banner image of a building. The main content area is divided into several sections: 'Important Links' on the left, a central grid of service tiles, and 'General Instruction & Notification' on the right. The 'Students Registration Form' tile in the central grid is highlighted with a callout box that says 'Click here for registration'. The footer contains a 'News & Events' section and the URL 'www.guportal.in Home Page'.

After clicking on Registration Link, below option will be opened up for login and new registration.



Registration Login Page

Step 3: Click on the “New Registration” link to fill the New Registration Form.

Step 4: Fill in the form with the correct details

Note: This Form will generate the Application No. which will be later on used to fill the complete Registration Form.



Help Manual (Gauhati University, Assam)

Student's personal Information page

Note: If student is already registered with Gauhati University then please tick on “Are you already registered in Gauhati University” and enter the University Registration No.

Step 5: Click on “Register” button to submit your basic details.

Below screen will appear.

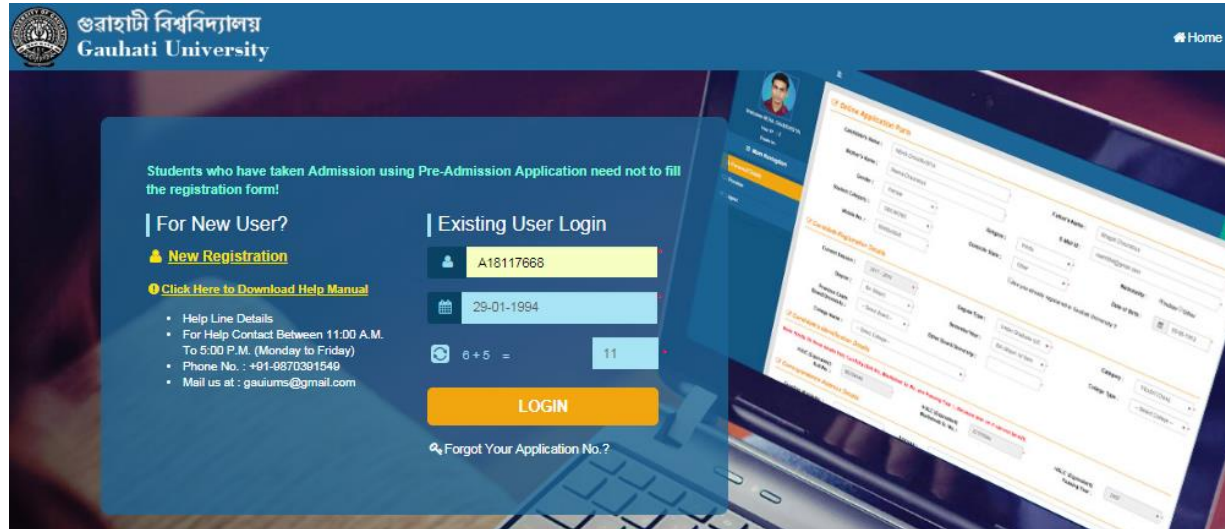
Student's Login ID and Password

Step 6: Note the Application No. and DOB as password, the student will also receive the same in their Registered Mobile Number



How to Complete the Registration Form.

Step 1: Re- login with the Application No. and DOB to complete the registration process




Re-login to complete Registration

Step 2: After login you can check the Personal Details and continue to fill the registration form by entering the Address and uploading your Photograph and Signature.

A18117781




Help Manual (Gauhati University, Assam)



গোহাটী বিশ্ববিদ্যালয়
Gauhati University

Logout



Welcome ARNAV
Your IP : 125.63.102.106
Expire in : 02:19
Status : In Complete

Logout

Personal Details

Preview

Logout

Online Application Form

Candidate's Name : <input type="text" value="ARNAV"/>	Father's Name : <input type="text" value="Trdib"/>	
Mother's Name : <input type="text" value="pink"/>	E-Mail Id : <input type="text" value="arnav@gmail.com"/>	
Gender : <input type="text" value="Male"/>	Religion : <input type="text" value="Hinduism"/>	Nationality : <input checked="" type="radio"/> Indian <input type="radio"/> Other
Student Category : <input type="text" value="GEN"/>	Domicile State : <input type="text" value="Assam"/>	Date of Birth : <input type="text" value="21-02-1994"/>
Mobile No. : <input type="text" value="899999999"/>	<input type="checkbox"/> Are you already registered in Gauhati University ?	

Candidate Registration Details

Current Session : <input type="text" value="2018 - 2019"/>	Degree Type : <input type="text" value="Under Graduate"/>	Category : <input type="text" value="TRADITIONAL"/>
Degree : <input type="text" value="B.COM (General)"/>	Semester/Year : <input type="text" value="B.COM (General)"/>	College Type : <input type="text" value="AFFILIATED TO"/>
Previous Exam Board/University : <input type="text" value="AHSEC"/>	Other Board/University : <input type="text"/>	
College Name : <input type="text" value="Arya Vidyapeeth College (001)"/>	Subject Name : <input type="text" value="COMMERCE"/>	

Candidate's Identification Details

Note: Kindly fill these details Very Carefully (Roll No., Marksheet Sr. No. and Passing Year) , Because later on it can not be edit.

HSLC (Equivalent) Roll No. : <input type="text" value="AC-1212"/>	HSLC (Equivalent) Marksheet Sr. No. : <input type="text" value="AC-2142"/>	HSLC (Equivalent) Passing Year : <input type="text" value="2010"/>
---	--	--

Correspondence Address Details

Guardian Mobile No. : <input type="text" value="899999999"/>	Address : <input type="text" value="pahse 1"/>		
Pin/Postal Code : <input type="text" value="11009"/>	Country : <input type="text" value="India"/>	State : <input type="text" value="Assam"/>	District : <input type="text" value="BARPETA"/>



Permanent Address Details

Same As Above

Guardian Mobile No. : <input type="text" value="899999999"/>	Address : <input type="text" value="pahse 1"/>		
Pin/Postal Code : <input type="text" value="11009"/>	Country : <input type="text" value="India"/>	State : <input type="text" value="Assam"/>	District : <input type="text" value="BARPETA"/>

Upload Your Photo and Signature (Only .jpg, .png, .bmp, .pdf file support)

Note: Photo Dimensions should be 413x531 pixels and Signature Dimensions should be 512x128 pixels.

Upload Passport Size Photo: <input type="button" value="Choose file"/> download.jpg  <small>(File Size limit is 100 KB.)</small>	Upload Your Signature: <input type="button" value="Choose file"/> signa.jpg  <small>(File Size limit is 100 KB.)</small>
---	---

Personal Details Page After Re - login

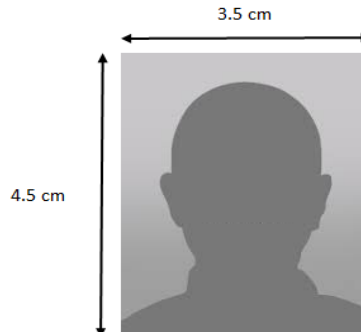
“Use your Latest Photograph in this form”.

DECLAIMER

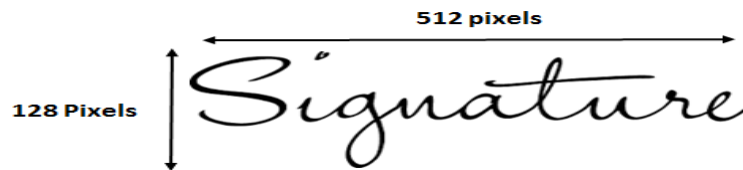
The screens used in the creation of this Document may vary with time been changes which happens in the due course. It is suggested to the candidate to go through the Help Manual properly before filling their Online Registration Form.



Note: The Photo uploaded should have dimensions of 413x531 pixels up to 100Kb.



The Signature should be not less than 512x128 Pixels and size should be up to 100Kb.





Step 3: Click on the “**Save & Next**” button to save and move the next page.

Step 4: The Preview option is to check the form details which you have fill. If there is any changes which required you can edit them by going to their respective tab.



Help Manual (Gauhati University, Assam)


Logout



Welcome ARNAV
Your IP: 125.63.102.195
Expire In: 04:35
State: In Complete

Personal Details

Preview

Logout

Online Application Form

Candidate's Name : ARNAV	Father's Name : Trlob	
Mother's Name : pini	E-Mail Id : arnav@gmail.com	
Gender : Male	Religion : Hinduism	Nationality : Indian
Student Category : GEN	Domicile State : Assam	Date of Birth : 21/02/1994
Mobile No. : 9999999999	Are you already registered in Gauhati University ? : No	

Candidate Registration Details

Previous Exam Board/University : AHSEC	Other Board/University :	
College Name : Aya Vidyaapeeth College (001)	Subject Name : COMMERCE	
Current Session : 2018 - 2019	Degree Type : Under Graduate (UG)	Category : TRADITIONAL
Degree : B.COM (General)	Semester/Year : B.COM (General) 1st Sem	College Type : AFFILIATED TO GU

Candidate Identification Details

HSLC (Equivalent) Roll No. : AC-1212	HSLC (Equivalent) Marksheet Sr. No. : AC-2142	HSLC (Equivalent) Passing Year : 2010
--------------------------------------	---	---------------------------------------



Correspondence Address Details

Guardian Mobile No. : 9999999997	Address : pahae 1		
Pin/Postal Code : 781001	Country : India	State : Assam	District : BARPETA

Permanent Address Details

Guardian Mobile No. : 7777777777	Address : pahae 1		
Pin/Postal Code : 781001	Country : India	State : Assam	District : BARPETA

Photo and Signature

Photo : 	Signature : 
---	---

Student Fee Details View Fee Structure

S. No.	Head Name	Fee Amount
1	Enrollment Fee	200.00
2	Registration Fee	430.00
TOTAL FEE		630

Payment Mode : Online Pay At College Level

Note : If student is waiving the fee in that case the fee to be deposited in the university by the college.

Waive Off : Waive Off

Total Payable Amount : 680 INR

Important Note: Once clicked on the "Accept and Submit" button you cannot change any details, it is suggested to check the details properly before submitting the details.

I hereby declare that all the information stated above is correct and if there are any discrepancies found, my registration form may be canceled and I'll not claim for fee refund.

Preview and Payment information Page

DECLAIMER

The screens used in the creation of this Document may vary with time being changes which happens in the due course. It is suggested to the candidate to go through the Help Manual properly before filling their Online Registration Form.



Step 5: Check the Fee on the bottom of the page.

Step 6: Selecting the declaration, after that click on the “Accept and Submit” button to finally submit the Registration Form.

[Student Fee Details](#)

[View Fee Structure](#)

S. No.	Head Name	Fee Amount
1	Enrollment Fee	250.00
2	Registration Fee	430.00
	TOTAL FEE	680

Payment Mode : Online Pay At College Level

Note : If student is waiving the fee in that case the fee to be deposited in the university by the college.

Waive Off : Waive Off

Total Payable Amount : 680 INR

Important Note: Once clicked on the “Accept and Submit” Button you cannot change any details, it is suggested to check the details properly before submitting the details.



I hereby declare that all the information stated above is correct and if there are any discrepancies found, my registration form may be canceled and I'll not claim for fee refund.

PREVIOUS

Accept and Submit

Pay At College Level

Those Students who have submitted their registration fee along with their admission fees at college level need select “Pay at College Level” option. For these Students the college will pay their registration fee to University using the portal provided by university.

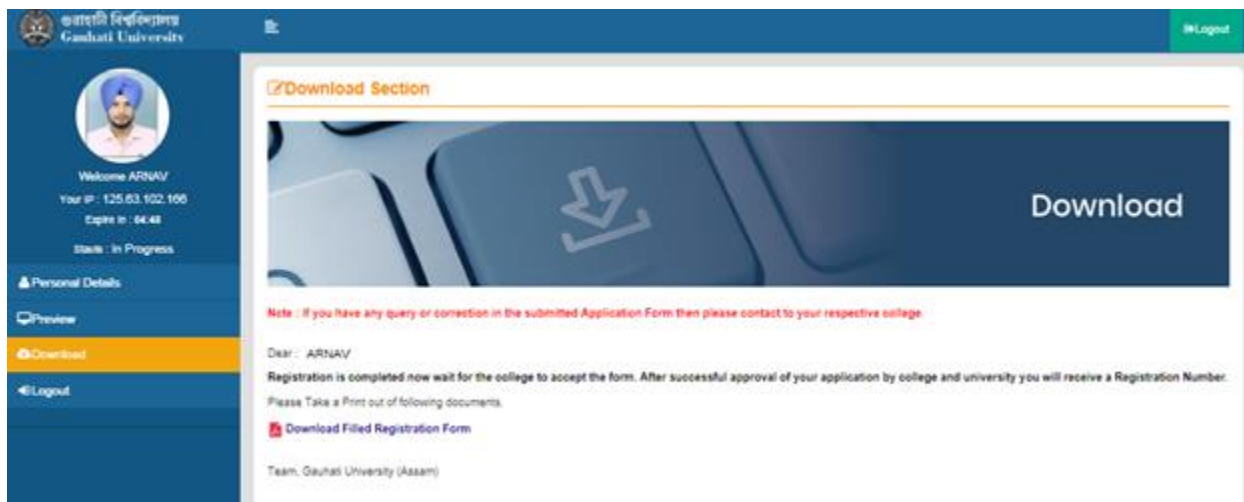
Important Note: Once clicked on the submit option you cannot change any details, it is suggested to check the details properly before Submitting the Form.

Step 7: After selecting Accept and Submit the payment gateway page will be opened for the student to do the online payment.

Note: The Students whose fees are waived off by the college need to select “Waive Off” option for the fees waiver cases.



Step 8: After payment submitting a new tab will appear where you can download the Registration Form



Filled Registration form download page after successful payment

Registration is completed now wait for the college to accept the form. After successful approval of your application by college and university you will receive a Registration No. which will be shown in this download section as Provisional Registration Certificate for your reference.