This document is for Student Help Guide to help them for form fill up of their **UG CBCS –TDC Degrees 1st Semester Registration and Examination** Step wise by using <https://guportal.in/>

How to fill **UG CBCS –TDC Degrees 1st Semester Registration and Examination Form**

1. Need to click on **UG CBCS –TDC Degrees 1st Semester Registration and Examination Form** link in the G.U Portal.



Image 1 [**UG CBCS –TDC Degrees 1st Semester Registration and Examination Form]**

After clicking on **UG CBCS –TDC Degrees 1st Semester Registration and Examination Form** link A form will be opened where students need to fill up the form accordingly.

In the form there will be six sections, those are- “Online Application Form” , “Candidate Registration Details” , “Candidates Identification Details” , “Correspondence address Details” , “Permanent Address Details” , “Upload your photo & signature”.

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Image 2 [All the relevant forms is been displayed in single web pages]

1. **How to fill “Online Application Form” Section**

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Image 3 [Online Application Form]

Candidate has to enter Candidate Name (As per HSLC Admit Card), Father’s Name, Mother’s Name, E-Mail Id. Gender, Religion, Nationality, Student Category, Domicile State, Date of Birth (As per HSLC Admit Card) and Mobile No. Student need enter valid email ID and mobile number.

1. **How to fill “Candidate Registration Details” Section**

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Image 4 [Candidate Registration Details]

In the candidate registration details student have to all the details accordingly.

1. **How to fill “Candidates Identification Details”**

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Image 5 **[Candidates Identification Details]**

In this section student have to entre HSLC Roll No, Marksheet Serial No and Passing year. Once students is submitted this details students cannot change the details.

1. **How to fill “Correspondence address Details” and “Permanent address Details” Section**

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Image 6 [Correspondence address Details]



Image 7 [**Permanent address Details**]

Student has to enter their address accordingly.

1. **How to fill “Upload your photo & signature”**

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Image 8 [Upload your photo & signature]

Student have to upload Photo and Signature, which is mandatory. Student Can Upload Migration/TC/Registration Card but it is not mandatory

**Note:** Once candidate filled all the above relevant forms, they have to click on “SAVE & CONTINUE” Button in case candidate wanted to reset the form then they can click over “RESET” Button.

**E.g.** take a look into the below given screen shot which has been given in the next page:



Image 9 [Save & Continue]

After clicking over “SAVE & CONTINUE” a new page would be opened where candidate will get their “Application Number” and “Password” E.g. AN: A19001664 & PWD: 80YHdhnr. Also, there would a button for “LOGIN” so candidate needs to click on the same.

Once candidate will click on “LOGIN” page then the web page will be redirected on GU student portal where candidate can login by entering their Application number & password. For being easiest kindly take a look into the below screen shot:



Image 10 [Login Page]

The login page will be seen like the above screen shot.

There would be two ways to login into exam form fill up:

1. Login with Password
2. Login with OTP

For being more easily kindly have a look into the following screen shot



Image 11 [Entered application number and password login]

After entering the Application Number and password/OTP need to enter the shown captcha (which will be in two digits so need to add both of them) and finally click on “LOGIN” Button.

By clicking on “LOGIN” Button the candidate will be get into “Online Exam Form” dashboard which would be shown like the below given screen shot:



1. **How to fill Online Hons Exam Form**



Note: If you have fee waiver then only select the fee waiver option, otherwise don’t select the same. Those students who select fee waiver option need not to pay their registration fee only examination fee will be paid by the students. The registration fee will be paid by colleges only in case of fee waiver.

After filling the exam form and submitting the same, candidate need to pay the application & online exam form fee by selecting the payment method.

Following screen shot is indicating the Registration fee & examination form fee structure and payment method too.

