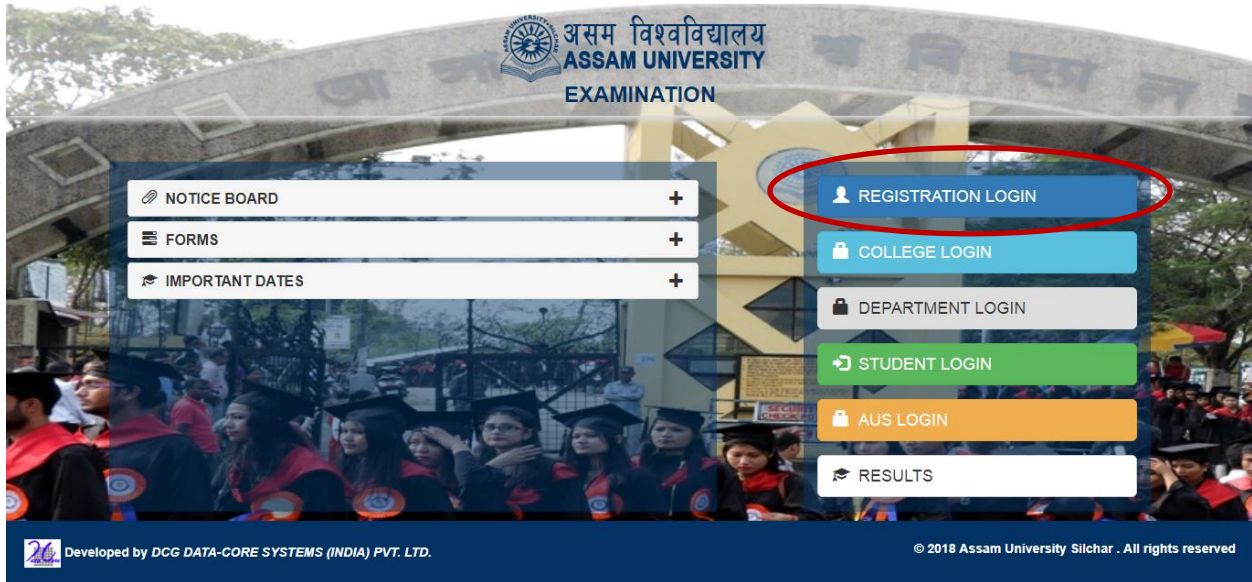


# Registration – Applicant Guide

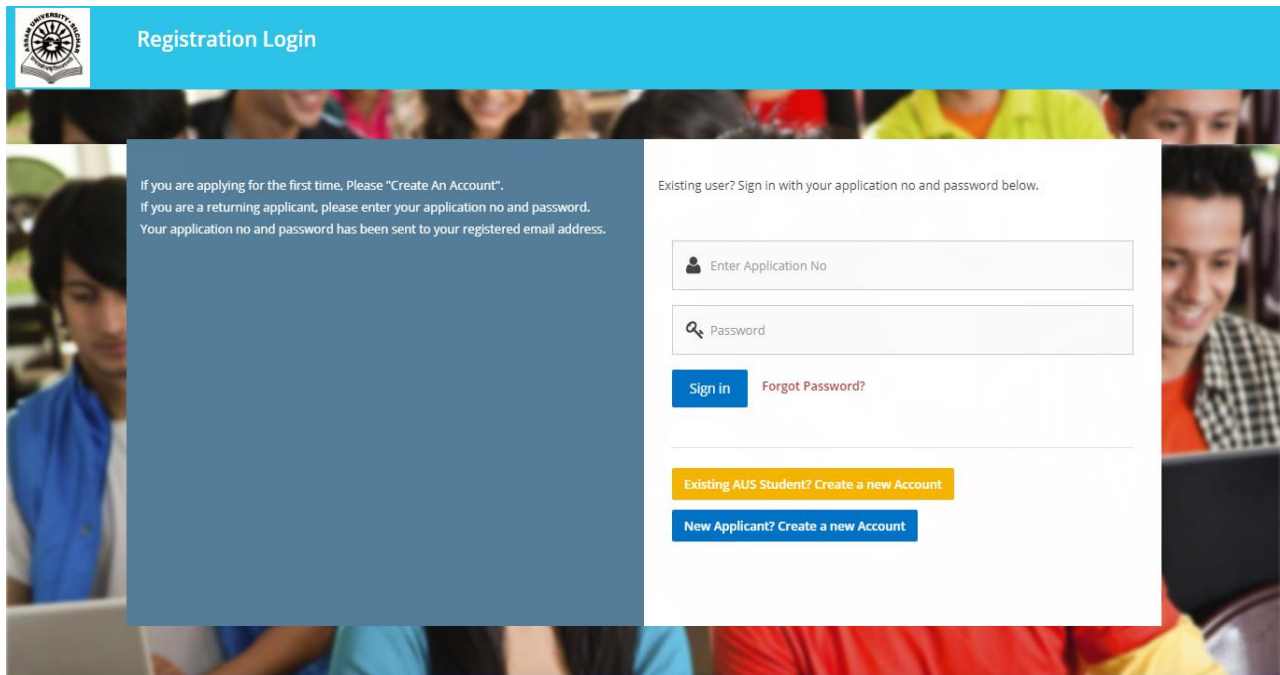
**Action** – Click on the Production URL, this will take the user to the Landing page

**Action** – Click button “Registration”



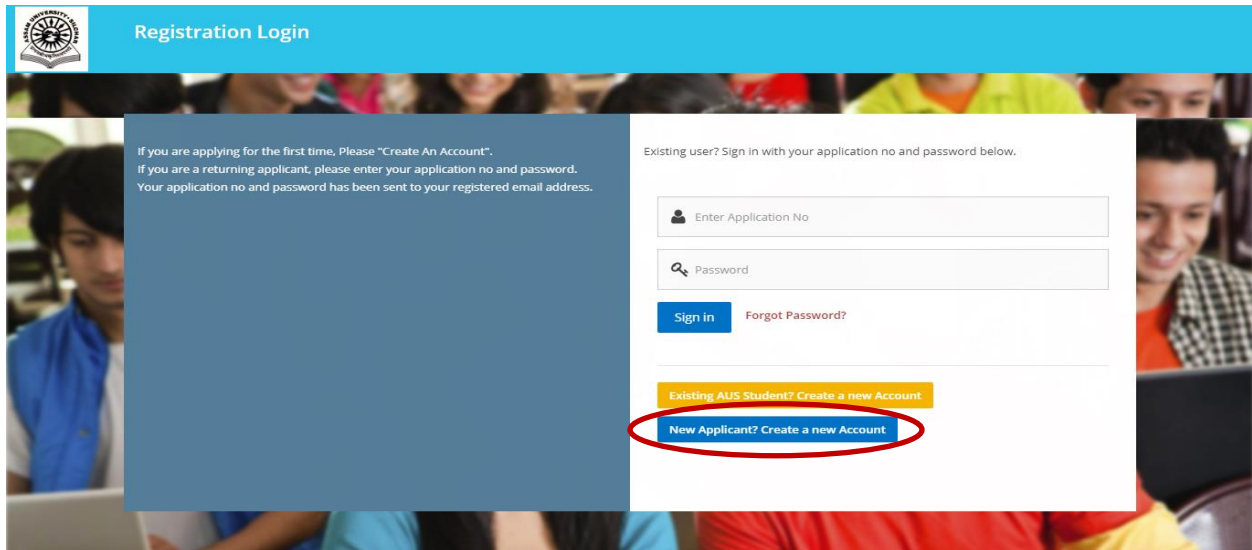
## Registration – Applicant Login

Reaching Registration Page



## New Applicant (Without AUS Registration Number & Account)

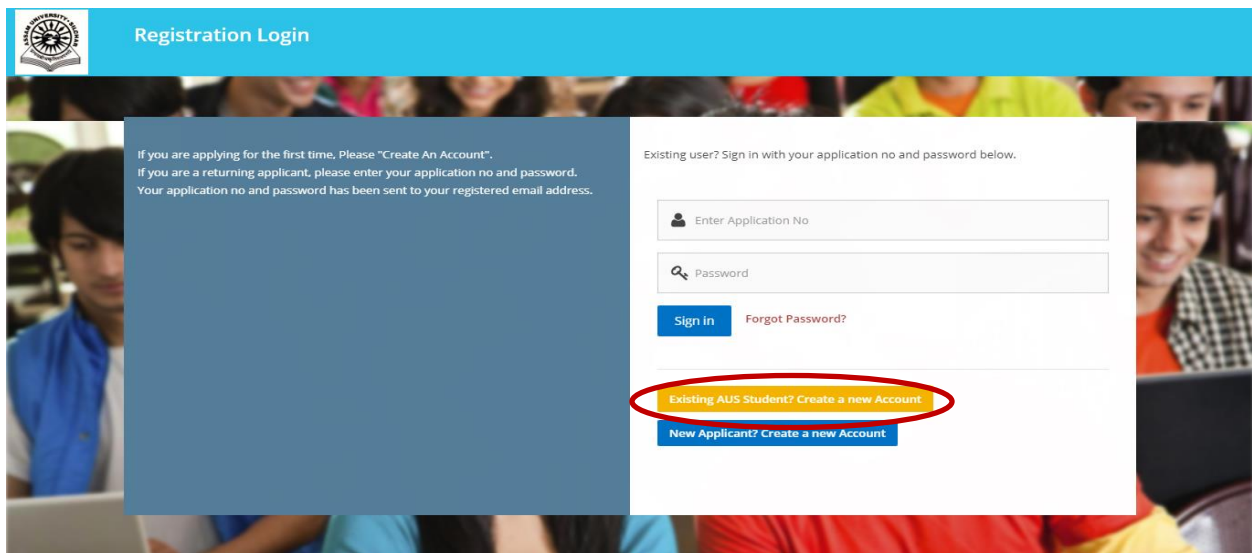
**Action** - Clicking on the **BLUE BUTTON** - “New Applicant? Create a new Account” will take the User to “New Candidate Registration Page”



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## New Account Creation (Candidate already having Registration Id issued by AUS and without Applicant Account)

**Action** - Clicking on **ORANGE BUTTON** - “Existing AUS Student? Create a new Account” will take the User to “New Candidate Registration Page”



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Clicking on **BLUE BUTTON**

(\*) Indicates Mandatory Fields.

### New Candidate - Registration


Registration No. of Last Exam Passed: *	<input type="text" value="AA/102345/A"/>
Class Roll Number (CRN): *	<input type="text" value="45125"/>
Registration In	<input checked="" type="radio"/> College <input type="radio"/> Department
Select College *	<input type="text" value="Cachar College, Silchar"/>
Select Course *	<input type="text" value="BACHELOR OF SCIENCE"/>
Specialization *	<input type="text" value="Honours"/>
First Name: *	<input type="text" value="PARTHA"/>
Middle Name:(optional)	<input type="text" value="PRATIM"/>
Last Name: *	<input type="text" value="GANGULY"/>
Email Address: *	<input type="text" value="prth.ganguly@gmail.com"/>
Mobile: *	<input type="text" value="9231872435"/>
Date of Birth: *	<input type="text" value="1"/> <input type="text" value="January"/> <input type="text" value="1990"/>
Gender: *	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> TG

#### Login & Password

Your password must be 6-13 characters length and contain at least one lower and upper case letter, one number, and one special character.

Password: *	<input type="password" value="....."/>
Confirm Password: *	<input type="password" value="....."/>

Enter the verification code shown below: \*

	<input type="text" value="2N24"/>
---	-----------------------------------

I agree to the Terms of Service and authorize text messages to my mobile number above.

[Already Registered? Go Back to Login](#)

Clicking on **ORANGE BUTTON**

(\*) Indicates Mandatory Fields.

### Existing AUS Student - Registration

HSSLC Roll No & Passing Year: \*

First Name: \*

Middle Name:(optional)

Last Name: \*

Registration In  College  Department

Select College \*

Select Course \*

Class Roll Number (CRN): \*

Email Address: \*

Mobile: \*

Date of Birth: \*


Gender: \*  Male  Female  TG

#### 🔒 Login & Password

Your password must be 6-13 characters length and contain at least one lower and upper case letter, one number, and one special character.

Password: \*

Confirm Password: \*

Enter the verification code shown below: \* 

I agree to the [Terms of Service](#) and authorize text messages to my mobile number above.

[Already Registered? Go Back to Login](#)

**Note:** Please read the form carefully before filling it.  
Attached the required documents as mentioned in educational qualification.  
Result/Score of qualification examination.  
Incomplete application will be rejected.

Please note the points mentioned below:

1. All (\*) marked information are Compulsory
2. The Registration Page is same for all courses offered by Assam University, Silchar
3. For Under Graduate Candidate – College selection is a REQUIRED.
4. For Post Graduate Candidate – Department selection is REQUIRED.
5. Login Credential
  - a. The Candidate will have to create the password following the under mentioned password Rule
    - i. Password Length minimum 6 Character
    - ii. Password Length maximum 13 Character
    - iii. At least One Lower Case Letter
    - iv. At least One Upper Case letter
    - v. At least One Number &
    - vi. At least One Special Character
  - b. The User id will be the Application Number
6. Once successfully registered system will give a Success message and request the **User to login with the credentials (User Id, Password & OTP) sent in the Applicants Email.**

The image shows a login page with a blue sidebar on the left and a white main area on the right. The sidebar contains instructions for new and returning applicants. The main area has a heading 'Existing user? Sign in with your application no and password below.' Below this is a green success message box: 'Please check your email for login & further process.' This message is circled in red. Underneath are input fields for 'Enter Application No' and 'Password', a 'Sign in' button, and a 'Forgot Password?' link. At the bottom, there are links for 'Existing AUS Student? Create a new Account' and 'New Applicant? Create a new Account'.

If you are applying for the first time, Please "Create An Account".  
If you are a returning applicant, please enter your application no and password.  
Your application no and password has been sent to your registered email address.

Existing user? Sign in with your application no and password below.

Please check your email for login & further process.

Enter Application No

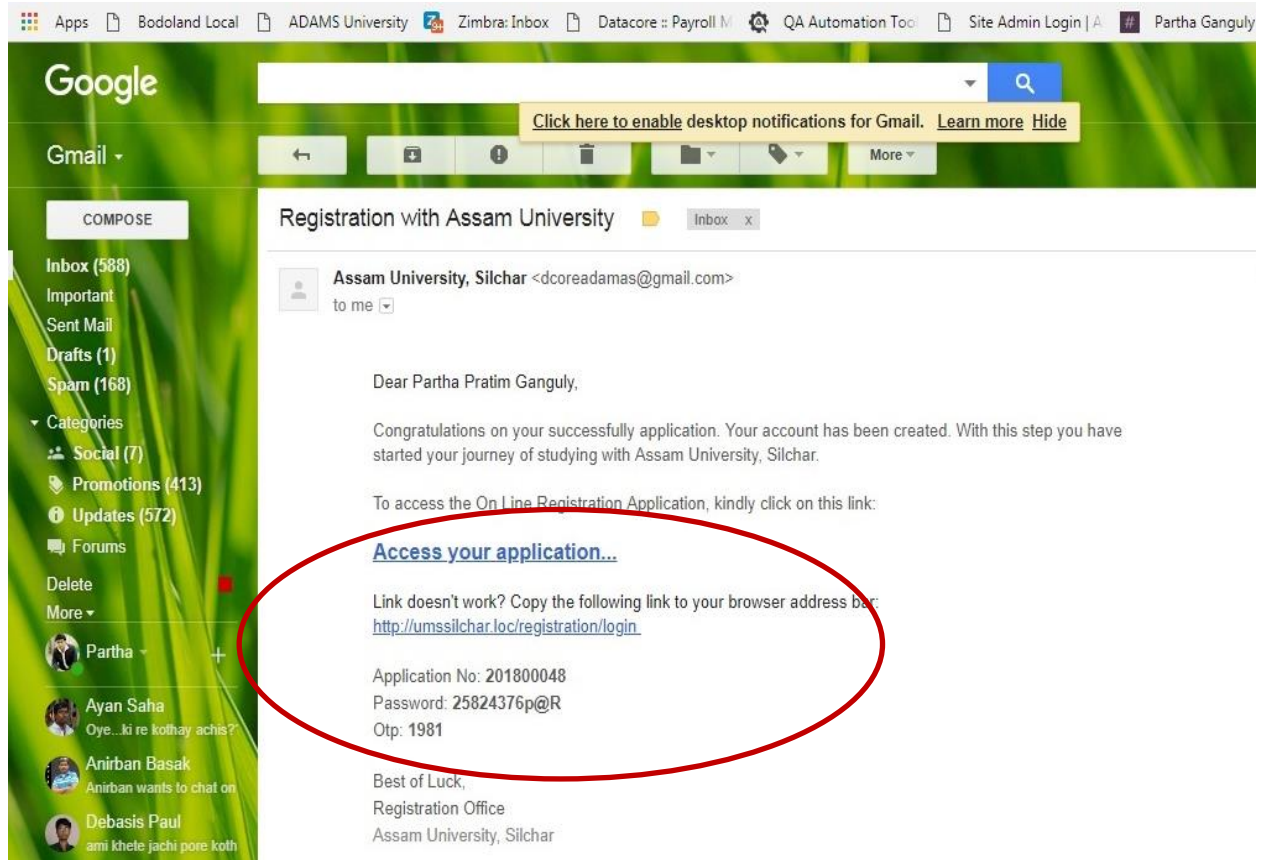
Password

Sign in [Forgot Password?](#)

Existing AUS Student? [Create a new Account](#)  
New Applicant? [Create a new Account](#)

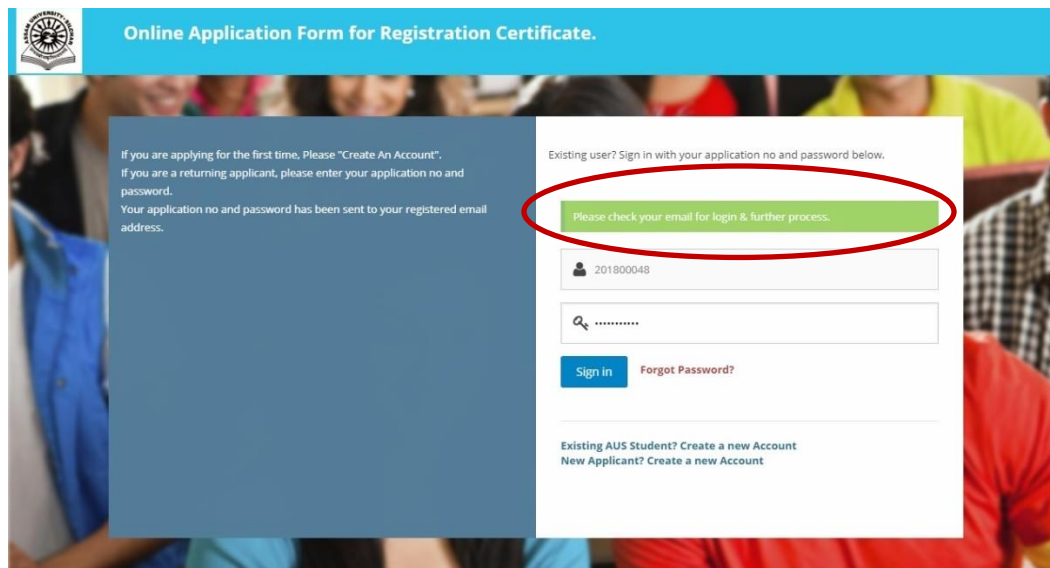


## Email with Login Credential



## 7. Redirection to Applicant Login page

**Action** – Click on the Link in Email or the URL



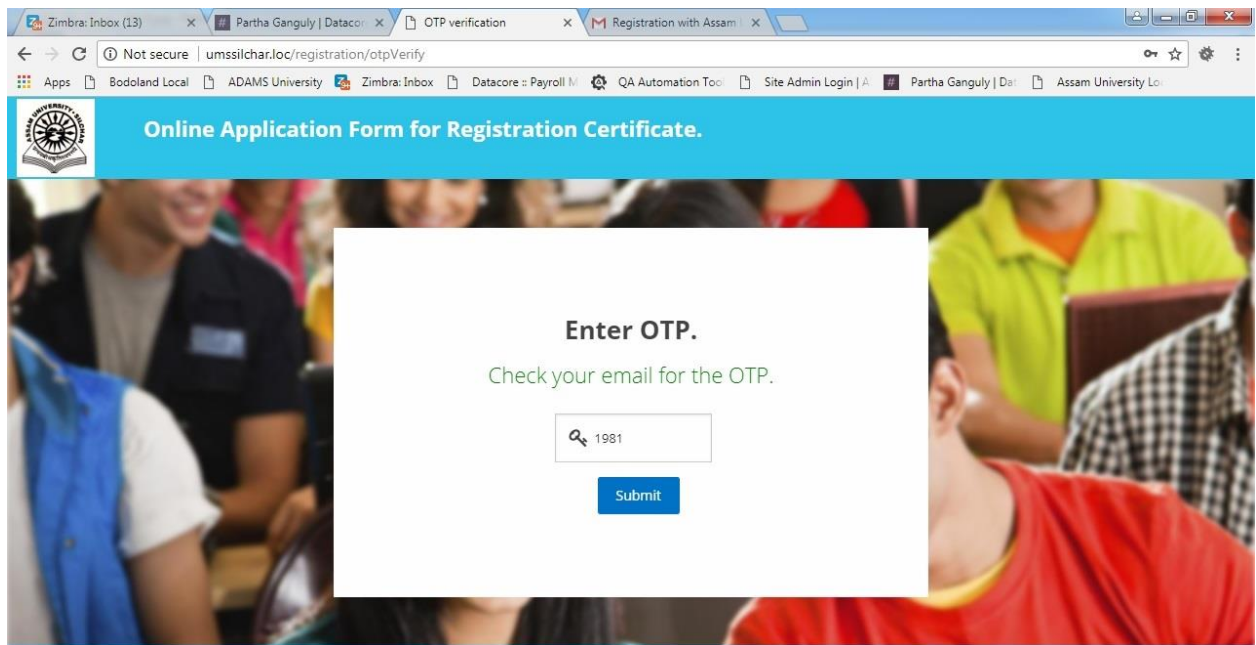
**Action** – Enter User Id – Which is the Application Id

**Action** – Enter the Password (created by the applicant)

## 8. Acceptance of OTP (First time login only)

**Action – Enter OTP**

**Action – Click Submit**



The screenshot shows a web browser window with the URL [umssilchar.loc/registration/otpVerify](http://umssilchar.loc/registration/otpVerify). The page features a blue header with the Assam University logo and the text "Online Application Form for Registration Certificate." Below the header is a large image of a group of people. In the center of the image is a white box with the following content:

**Enter OTP.**  
Check your email for the OTP.

Below the text is a text input field containing the number "1981". Below the input field is a blue "Submit" button.

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## 9. Filling Up of One page Registration Application

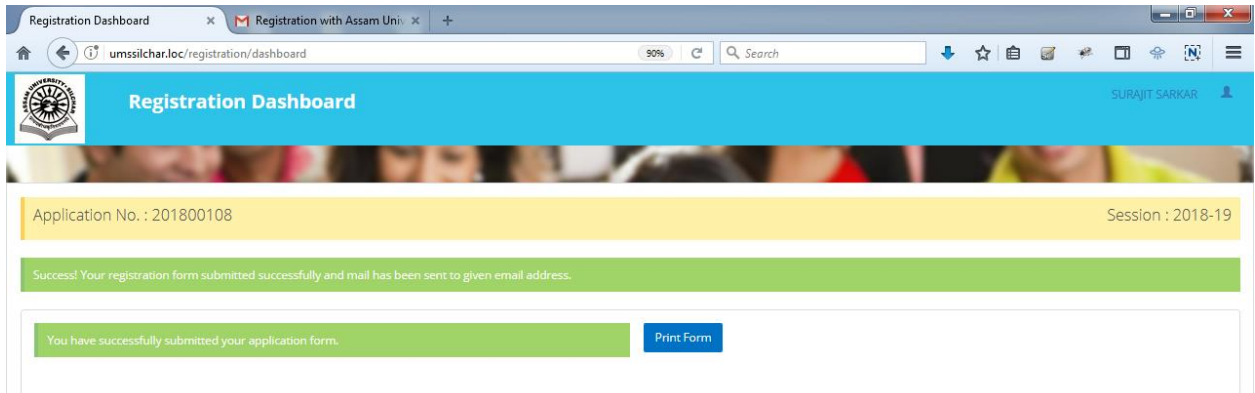
Please note the points mentioned below :

- a. Initial Registration Information are Pre Populated
- b. All (\*) marked information are Compulsory
- c. For Qualification HSLC & HSSLC will appear automatically, to add more the applicant will have to click on "Add" and to remove the applicant will have to click on "Remove"
- d. Applicant can "Save" the form in draft mode by Clicking on "Save As Draft" and in this mode the Applicant can edit the filled in information.
- e. Same Application form is used for Registration in all courses under Assam University Silchar.
- f. Once the Application is Submitted, Applicant cannot edit the Application form. Applicant can edit the Application Details before Submission i.e. the Application is in "Save As Draft"
- g. Editing of Application after Submission can be done from College Login & University Login





## 10. After Submission of the Application Form Showing the “Print” Application Page






The screenshot shows a web browser window with the URL `umssilchar.loc/registration/dashboard`. The page title is "Registration Dashboard" and the user is logged in as "SURAJIT SARKAR". The main content area displays the following information:

- Application No. : 201800108
- Session : 2018-19
- Success! Your registration form submitted successfully and mail has been sent to given email address.
- You have successfully submitted your application form.
- [Print Form](#)

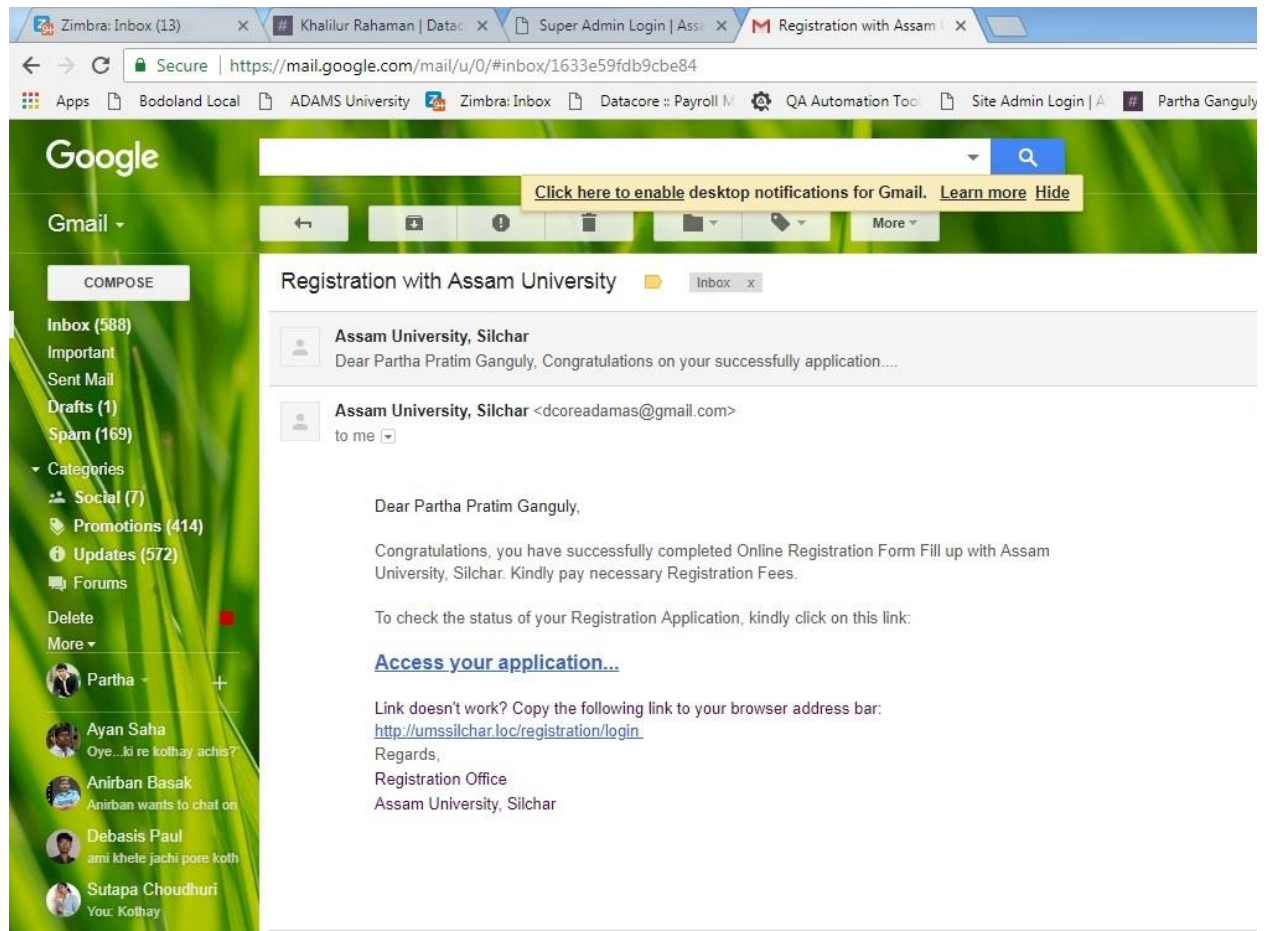


11. Applicant Print the filled up Registration form

Action – Click on the Print Button

RECEIPT COPY OF ONLINE APPLICATION FOR ADMISSION								
		<b>ASSAM UNIVERSITY</b> ADDRESS1, ADDRESS2, SILCHAR, 788011						
		Application for Admission Academic Year:2018-19 APPLICATION NO.:201800048						
APPLICATION DETAILS								
Application No.	201800048	Application Submission Date	08-05-2018 06:23 AM					
College	CACHAR COLLEGE, SILCHAR	Selected Course	BACHELOR OF SCIENCE					
Category	S.C	Caste Certificate(If not General)	YES <a href="#">UPLOADED</a>					
Registration No. of Last Exam Passed	AA/102345/A	Date of Admission	10-APR-2018					
OBTAINED MARKS DETAILS								
SERIAL	Examination Passed	Name of Board/University	Year of Passing	Division	Total Marks	Obtained Marks	Mark Sheet	Passing Cert.
1.	H.S.L.C	WBBSE	2005	1st	800.00	600.00	<a href="#">UPLOADED</a>	
2.	HSSLC	WBCHSE	2008	2nd	1000.00	600.00	<a href="#">UPLOADED</a>	
PERSONAL DETAILS								
Name of the Applicant	PARTHA PRATIM GANGULY			Father's Name	MR.GANGULY			
Permanent Address	B-17/2A, CHAKRABERIA ROAD, KOLKATA-700027, KOLKATA, WEST BENGAL, 700027, 9458124578							
Present Address	B-17/2A, CHAKRABERIA ROAD, KOLKATA-700027, KOLKATA, WEST BENGAL, 700027, 9458124578							
Email Address	prth.ganguly@gmail.com			Contact Number	9231872435			
Nationality	INDIAN			Gender	MALE			
Religion	OTHER			Aadhar No.	121212121212			
Date of birth	01-JAN-1990			Birth Certificate	<a href="#">UPLOADED</a>			
OTHER DETAILS								
PARENT DETAILS								
Mother's Name	MRS. GANGULY			Father's Name	MR.GANGULY			
Mother's Occupation	HOUSE WIFE			Father's Occupation	SERVICE			
Annual Income	100000.00							
LAST INSTITUTE DETAILS								
Last Institute Name	EXPERIMENTAL HIGH SCHOOL			Reason of Leaving	PERSONAL			
Roll No	1233			Passing Year	2008			
Application Date : 08-May-2018								
Applicant should retain this receipt copy for future use. This is system generated print, require no signature.								

## 12. Registration Completion Email



The screenshot shows a Gmail interface with a green background. The left sidebar contains navigation options: COMPOSE, Inbox (588), Important, Sent Mail, Drafts (1), Spam (169), Categories (Social (7), Promotions (414), Updates (572), Forums), Delete, and More. The main content area displays an email titled "Registration with Assam University" from "Assam University, Silchar". The email body reads: "Dear Partha Pratim Ganguly, Congratulations on your successfully application....", "Dear Partha Pratim Ganguly, Congratulations, you have successfully completed Online Registration Form Fill up with Assam University, Silchar. Kindly pay necessary Registration Fees.", "To check the status of your Registration Application, kindly click on this link:", "[Access your application...](#)", "Link doesn't work? Copy the following link to your browser address bar: <http://umssilchar.loc/registration/login>", "Regards, Registration Office, Assam University, Silchar".

## 13. View Registration Status

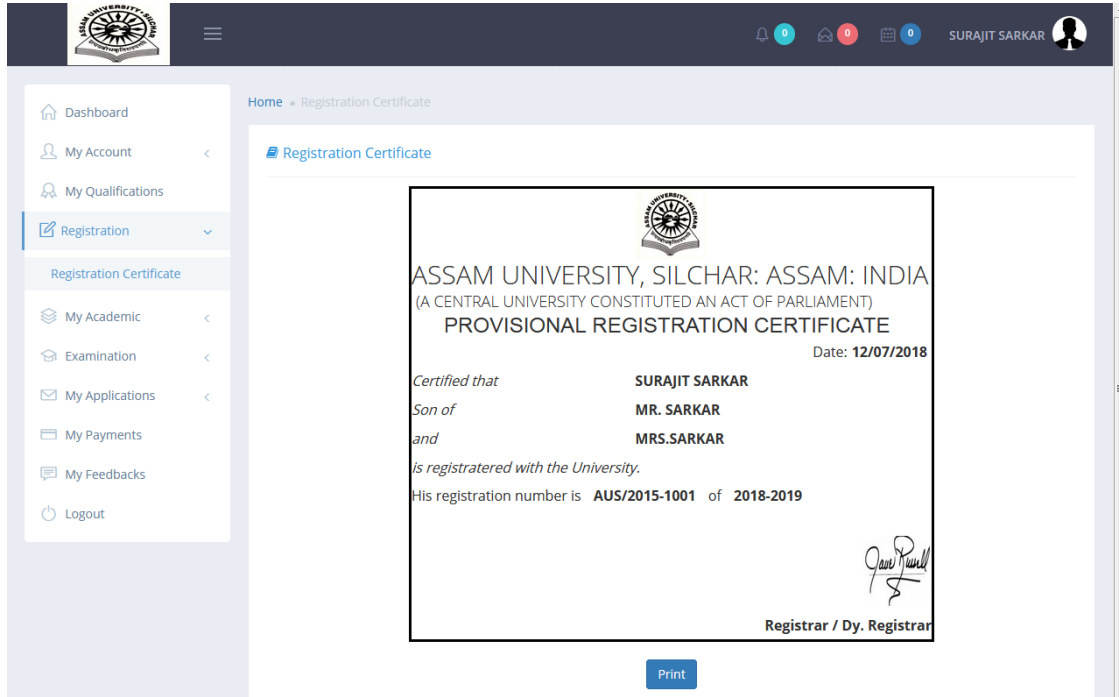
Applicant can view the Registration Status by Clicking on the Link provided in the Email above.

## 14. Provisional Registration Certificate

Once Provisional Registration Number is Generated, the announcement will be available on the Landing page Notice Board.

## 15. View & Down Load Provisional Registration

The user will login as applicant, Click to see Registration Status. The details of Student Login will to view & download Provisional Registration will be provided.



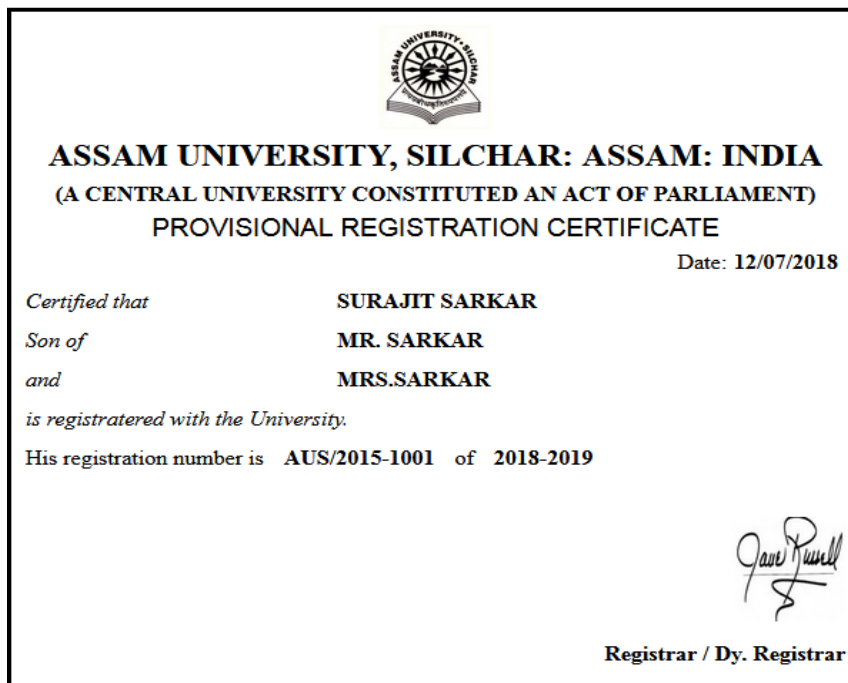
The screenshot shows a web interface for Assam University. On the left is a navigation menu with options: Dashboard, My Account, My Qualifications, Registration (selected), My Academic, Examination, My Applications, My Payments, My Feedbacks, and Logout. The main content area displays the 'Registration Certificate' page. At the top right, the user's name 'SURAJIT SARKAR' is visible. The certificate itself is framed and contains the following text:

**ASSAM UNIVERSITY, SILCHAR: ASSAM: INDIA**  
(A CENTRAL UNIVERSITY CONSTITUTED AN ACT OF PARLIAMENT)  
**PROVISIONAL REGISTRATION CERTIFICATE**  
Date: 12/07/2018

*Certified that* **SURAJIT SARKAR**  
*Son of* **MR. SARKAR**  
*and* **MRS.SARKAR**  
*is registratered with the University.*  
His registration number is **AUS/2015-1001** of **2018-2019**

At the bottom right of the certificate, there is a signature and the text 'Registrar / Dy. Registrar'. A 'Print' button is located below the certificate frame.

**Action** – Clicking on to Print Button, the print out of the Provisional Certificate can be taken or it can be saved as .pdf file.



This is a printed version of the Provisional Registration Certificate. It features the Assam University logo at the top center. The text is as follows:

**ASSAM UNIVERSITY, SILCHAR: ASSAM: INDIA**  
(A CENTRAL UNIVERSITY CONSTITUTED AN ACT OF PARLIAMENT)  
**PROVISIONAL REGISTRATION CERTIFICATE**  
Date: 12/07/2018

*Certified that* **SURAJIT SARKAR**  
*Son of* **MR. SARKAR**  
*and* **MRS.SARKAR**  
*is registratered with the University.*  
His registration number is **AUS/2015-1001** of **2018-2019**

At the bottom right, there is a signature and the text 'Registrar / Dy. Registrar'.