Nalanda Open University Online Admission Procedure

1. Online registration details are available on the University website **www.nalandaopenuniversity.com** & **www.nou.ac.in**

2. Candidates seeking online admission to various courses of Nalanda Open University are required to first register online.

3. Kindly download the instructions for ready reference and follow the guidelines during online filling of the application form.

4. On the landing Page (the webpage which opens after you click on the Admission link) please click on **"New Admission"** button.

5. For New Applicant click on the blue button indicating **"New Applicant? Create a New Account"**.

6. All information in the **"New Candidate – Registration"** IS COMPULSORY and will have to be filled up.

7. Password of the candidate will have to be entered by the candidate as per the following rules:
   (a) Password should be minimum 6 character and maximum 13 characters i.e. it should be between 6 and 13 characters
   (b) There should be at least one UPPER CASE
   (c) There should be at least one LOWER CASE
   (d) There should be at least one NUMBER
   (e) There should be at least one SPECIAL CHARACTER (!;@;#;$:%)
   (f) Example of Password – "Shukla@2020"

8. After filling up the form and clicking on the "Register" button the candidate will receive an email and SMS with all the credentials for login:
   (a) User Name – Which will be also the Application Number
   (b) Password, and
   (c) OTP

9. The candidate will also be taken to **OTP** Page where the Candidate will have to enter the OTP.

10. After entering OTP, the candidate will be taken to the **registration cum Prospectus fee payment page.**

11. After successfully paying the **registration cum prospectus fee (Rs 500 Non-refundable)**, the candidate will be taken to the main **Application Form page**.

12. Please remember your APPLICATION NUMBER & PASSWORD. These will be required for login to the Application Portal If you forget the same can be obtained from the email and SMS received by the candidate.

13. All (*) marked field on the main application form are compulsory. The Compulsory Information will have to be filled before Final Submission.

14. Candidate can save the form in draft mode and can login again for completing and submitting it.

15. For submission of the form, filling up of Captcha is a must.

16. Applicant shall choose the Course in which she/he wishes to apply based on the eligibility. The applicant is advised to check the eligibility of the Courses before making a choice.

17. Candidate can take admission in only one course. **There is no provision for applying in multiple courses**.

18. While filling up the form it is suggested to scan clearly the following documents as per the size given below:
    (a) Candidate's Passport size photograph   – Size Max. 50 Kb
    (b) Candidate's Signature (In English)   – Size Max. 30 Kb
    (c) Candidate's Signature (In Hindi)   – Size Max. 30 Kb
    (d) Copy of Mark Sheets   – Size Max 100 Kb

19. In the mandatory upload section, the applicant has to upload clear scanned document of the following:
    (a) Passport size photograph of the applicant.
    (b) Scanned signature of the applicant – English & Hindi
    (c) Clear copy of scan qualifying examination Marksheet from Original, is to be uploaded.
    (Clearly scan your original Marksheet for uploading. Scan of xerox / photocopy of Marksheet/Marksheet downloaded from website will not be accepted).

20. Please note that it is not compulsory to fill up the entire Application at one go, candidate can preserve already filled up information by saving the form in the draft mode and later on can complete and submit it.

21. Application can be saved in the draft mode by clicking on **"Save As Draft"** button, doing so will allow the information already entered to be saved.

22. Before submitting, candidate can preview the filled up application by Clicking on **"Preview"** button.

23. User / Candidate can change or edit information in the Application as long as the Application is not submitted. Once the application is submitted candidate cannot change or edit or modify the information. For any correction in the application form the candidate will have to visit Nalanda Open University, Patna. Therefore candidates are advised to check the form carefully before final submission.

24. After final submission of Application form the Candidate will be taken to Payment page. Candidates are required to pay the requisite fee online through this portal only. **SBI Collect or Demand Draft will not be accepted in Online form submission**.

25. Only Paid Applications will be accepted for further processing.

26. All payments will be online payment through Admission portal. Amount cannot be altered.

27. **Payment is not refundable**.

28. Candidates will be **provisionally registered** for admission, subject to the eligibility criteria and verification of passing Certificate/ Marksheet.

29. University will inform you regarding study learning material & prospectus through **SMS or Email**.

30. Candidate shall take the print out of the admission form and keep it with them for future reference.

31. The applicant will be solely responsible for providing information in the application form. In case of any discrepancy found during verification of the documents the application may be **cancelled** by the University any time.