

Nalanda Open University Online Admission Procedure For Re-Registration

1. Re-registration details are available on the University website www.nalandaopenuniversity.com & www.nou.ac.in
2. Candidates seeking online re-admission / re-registration 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 **“Re-registration”** button.
5. For **Candidates who have not passed out or not completed their existing course** will have to **Cancel their existing admission** and then can apply for Re-registration in New Course.
6. For those **Candidates who have passed their existing course** will not be required to **Cancel their existing admission**, they can re-register in new course by simply uploading the **Scanned Copy of their Original Registration Slip** (Max 100 Kb).
7. To **Cancel Admission**, the student will have to go to University Website, click on the **Online Admission Link** and apply for cancellation of Admission; on approval by the University Authority the admission of the Student will be treated as cancelled and the student can re-register. The student will receive message/email regarding the course cancellation.
8. Final Year candidates whose final year examination is yet to be conducted and their course duration has not lapsed as per NOU regulation are requested not **Re-Register** for New Course.
9. For Re-registering, Candidate will have to **UPLOAD the Scanned Copy of their ORIGINAL EXISTING REGISTRATION SLIP** (Max 100 Kb).
10. Candidate who have already applied or registered in any course in the current academic year i.e. 2021 – 2022 can change their Course through **COURSE TRANSFER** or can change their Subject through **SUBJECT TRANSFER**, both of these application should be done within **One Month** of Student’s Admission.
11. For **COURSE TRANSFER**, student will have to contact University Authority, whereas for **SUBJECT TRANSFER**, student can apply from Student Portal.
12. For New Applicant click on the yellow button indicating **“Create Account for Re-Registration”**.
13. All information in the **“Existing NOU Student - New Registration” IS COMPULSORY and will have to be filled up.**
14. 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”
15. 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
 16. The candidate will also be taken to OTP Page where the Candidate will have to enter the OTP.
 17. After entering OTP the candidate will be taken to the main Application Form.
 18. 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 your email and SMS received by the candidate.
 19. All (*) marked field on the main application form are compulsory. The Compulsory Information will have to be filled before Final Submission.
 20. Candidate can save the form in **draft mode** and can login again for completing and submitting it.
 21. For submission of the form, filling up of **Captcha** is a must.
 22. 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.
 23. Candidate can take admission in only one course. **There is no provision for applying in multiple courses.**
 24. 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. 1000 Kb
(b) Candidate’s Signature (In English)	–	Size Max. 50 Kb
(c) Candidate’s Signature (In Hindi)	–	Size Max. 50 Kb
(d) Copy of Mark Sheets	–	Size Max 100 Kb
 25. 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 qualifying examination (Marksheet scanned from Original is to be uploaded.)

(Clearly scan your original Marksheet for uploading. Scan of xerox / photocopy of Marksheet will not be accepted).
 26. 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.
 27. 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.
 28. Before submitting, candidate can preview the filled up application by Clicking on **“Preview”** button.

29. 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.
30. 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.**
31. Only **Paid Applications** will be accepted for further processing.
32. All payments will be online through NOU Admission portal. Amount cannot be altered.
33. **Payment is not refundable.**
34. Candidates will be **provisionally** registered for admission, subject to the eligibility criteria and verification of passing Certificate/ Marksheet & Registration Certificate.
35. University will inform you regarding study learning material & prospectus through SMS or Email.
36. Candidate shall take the **print out** of the admission form and keep it with them for future reference.
37. 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.