



## MEDIUM OF APPLICATION

After getting yourself familiar with the course information – overview, course structure, admission requirements, annual intake, fee structure, how to apply and other related information. - for the course(s) that you have chosen to study, you may choose to apply for the course(s) either in-person or online.

## IN-PERSON APPLICATION

Please visit the university building located on the university campus with the required documents - as mentioned in the prospectus and on the course pages on the website - and application form fee to apply.

Our representative will provide you with the prospectus and application form which is to be duly filled out and submitted along with the required documents and application form fee at the university.

**If you visit the university, please ensure that you follow all rules, made by central and state government, related to COVID-19.**

## ONLINE APPLICATION

Please use a desktop PC or a laptop to apply online.

### Step 1 - Register

- Register on the university website on <http://alkarimuniversity.edu.in/registration>
- Please note that the “Title”, “Given name(s)”, “Surname”, “Date of Birth”, “Age”, “Gender”, and “Email”, cannot be changed. However, if you have made any error you will need to inform us immediately on [admissions@alkarimuniversity.edu.in](mailto:admissions@alkarimuniversity.edu.in) .

- For “Contact 1” and “Contact 2”, please provide the “STD code” if the contact number you are providing is a landline number.
- Your User ID is the email ID that you have used for the purpose of email verification.
- Please ensure that your password contains the following: At least 8 characters, including 1 special character (!, @, # etc.), 1 uppercase letter, 1 lowercase letter, and 1 number. Please do not share your password with anyone.

## Step 2 – Login

- Login using your user ID and password on the university website on <http://alkarimuniversity.edu.in/login>
- The page that opens after logging in is referred to as the dashboard.
- There are two tables on the dashboard, *i.e.*, “Continue saved application(s)” and “Completed application(s)”.
  - Continue saved application(s): This table shows the application form(s) that you have saved to complete and submit later.
  - Completed application(s): This table shows the completed application forms(s) that you have submitted and paid for.

Please note that only when you have completed and paid for the application form by clicking on “Submit and pay” in the “Review and submit application” section, the university will consider your application form for the purpose of admission.

## Step 3 – Start a new application

- Click on “Start a new application” to make a new application.
- There are 10 sections in this application form.
- Please ensure that all the sections are duly filled out and true and correct to the best of your knowledge and belief.
- The button “Save and exit” saves the application form and leads you to the dashboard so that you may complete the application form later.

- The button “Save and continue” saves the current section and moves the application to the next section.
- A few important points for each section:
  - Basic details
    - In “Contact 1” and “Contact 2 (optional)” please provide the “STD code” if the contact number you are providing is a landline number.
    - “Permanent address” refers to your permanent place of residence and the “Correspondence address” refers to the place where you would like the university to communicate with you.
  - Course preference(s)
    - You may choose up to two course preferences. If you wish to apply for more than two courses, you may submit a separate new application by clicking on “Start a new application” on the dashboard. In every application form you may choose up to two course preferences.
  - Parents’ details
    - In “Contact 1” and “Contact 2” for both father and mother, please provide the “STD code” if the contact number you are providing is a landline number.
  - Academic qualification(s)
    - Please provide all the qualifications that you are pursuing or have completed till date.
  - Award(s) and Scholarship(s)
    - Please mention if you have received any award or scholarship till date. If you have not received any award or scholarship, please leave the section blank.

- Other achievement(s)
  - Please mention your achievements except award(s) and scholarship(s).  
If you do not have achievements, please leave the section blank.
  
- Sponsorship
  - You may choose a single or multiple sponsors for your course.
  - In "Other (please specify)", please mention, if any, the name of the sponsor(s) other than yourself, father and mother.
  
- Documents
  - Please attach a clear scanned copy of documents in color as asked.
  - Please also ensure that all documents are attested by the holder of the document.
  - For "Applicant's government issued ID", the acceptable documents are any of the following:
    - Aadhaar
    - Driving license
    - Passport
    - PAN card
    - Any other government issued ID card containing the applicant's name, photo and date of birth
  - For "Applicant's government issued address proof", please attach a proof of permanent address that you have mentioned in the "Basic details" section.
  - For "Applicant's government issued address proof", the acceptable documents are any of the following:
    - Aadhaar
    - Driving license
    - Passport
    - Electricity bill (in the name of father, mother or applicant)
    - Water bill (in the name of father, mother or applicant)

- Municipality / Municipal corporation tax receipt (in the name of father, mother or applicant)
    - Any other government issued address proof in the name of father, mother or applicant.
  - You will also be asked to attach the mark sheet of each course that you have mentioned in “Academic qualification(s)” section. For each course, please attach a clear scanned copy in color of the latest mark sheet.
  - While attaching the documents, you may receive a warning regarding the file size if any file size is more than 500 KB. Please ignore it and continue. If the problem persists, reduce the file size and continue.
- Declaration
  - Please read the declaration properly before proceeding.
- Review and submit application
  - You will be shown the application form that you have filled out. Please review it carefully before you click on “Submit and pay” to pay the application form fee. You will be directed to a payment gateway wherein you will have multiple options to make the payment.
  - If you need to make any changes, please click on “Go back and edit the application”.
  - You may download the form that you have filled out by clicking on the “Download form” button.
- Once you have successfully paid the application form fee, you will be redirected to the dashboard, wherein you can see your completed application under the “Completed application(s)” table.
- If after paying for the application form, you do not see your application under the “Completed application(s)” table on dashboard, please send us an email describing the issue at [admissions@alkarimuniversity.edu.in](mailto:admissions@alkarimuniversity.edu.in) without any delay.

## COMMUNICATION

- For in-person applications, the university may communicate with you through email. Please keep checking your email regularly.
- For online applications, the university may communicate with you through email and/or by adding message on the “Status” column under “Completed application(s)” table on the dashboard. Please keep checking these regularly.

## TROUBLESHOOTING

If you face trouble with the in-person or online application form process:

please call us on (+91) 6452 249924 (Monday through Saturday, 10:00 am - 5:00 pm, on business days);

or email us at [admissions@alkarimuniversity.edu.in](mailto:admissions@alkarimuniversity.edu.in) (expected time to reply is within 2 business days);

or visit our university building, located on our campus (Monday through Saturday, 10:00 am - 4:00 pm, on business days).

**If you visit the university, please ensure that you follow all rules, made by central and state government, related to COVID-19.**

+91 6452 249924 | Karim Bagh, Katihar-Purnea Road, Katihar, Bihar, 854106, India

[admissions@alkarimuniversity.edu.in](mailto:admissions@alkarimuniversity.edu.in) | [www.alkarimuniversity.edu.in](http://www.alkarimuniversity.edu.in)