

N O T I C E

Online filling of Form by students of affiliated colleges of Kazi Nazrul University for registering themselves in Undergraduate courses will be started at 10pm of 26.12.2018.

Students are requested to keep the following things ready with them before filling of the form:

1. A **Mobile Number** to receive **SMS** based notifications/ communications related to the online application for Registration Certificate, Admit card, Results etc.
2. An **E-mail ID** for registration and for future correspondence.
3. A recent passport size colour photograph (for scanning and uploading in "jpeg" format only. File size of scanned photograph should not be more than 80 KB).
4. Your signature using **Blue/Black** pen on white sheet (for scanning and uploading in "jpeg" format only. File size of scanned signature should not be more than 50KB).
5. Access to facilities of computer with internet connectivity, B/W printer and scanner.
6. Original Migration Certificate is mandatory for other than W.B.B.S.E. pass out students and LLB-3years students.
7. Registration Fees : **Rs. 300/-** and University sports fee: **Rs.50/-** (submitted to the respective college only)

All applicants should note that:

1. **Printout** of online submitted application form is to be submitted to your own College on/from **02.01.2019 to 09.01.2019** **along with necessary/supportive documents and requisite Fees.** However, the candidates should retain a copy of the said documents for their own record.

Note: *If there is any change in this rule it will be notified in the Notice section of www.knu.ac.in*

2. If data provided in the online application is not supported by appropriate documents then your application / claim for Registration shall be summararily cancelled/rejected.

Steps to be followed for filling the online application:

Before proceeding to fill up the online application form, please ensure that you have the required details and scanned image files of your (i) recent passport size colour photograph and (ii) signature [as specified at para 5 above], which will be needed at different stages of process. The entire process of filling of online application form can be completed in five stages. The five stages are:

1. Online form fill up link will be available on the University website (www.knu.ac.in).
2. Register your mobile number first.
3. If you choose to apply for the selected course, application form will appear on the screen. Fill up the details in the application form which will have following sections:
 - i. Personal Details
 - ii. Qualification Details
 - iii. Upload scanned image file of your Photograph and Signature [as specified in para 5 above]
 - iv. Document details
 - v. Declaration
4. Print preview of details entered in the Application Form and if they are correct then 'Confirm' the submission. Else, edit the details before confirming submission.

Link: <https://g21.digialm.com/EForms/configuredHtml/1697/59266/application.html>

Schedule of UG Registration form fill up: 2018

Particulars	Courses	Date & Time
Date of opening online application submission	All (Honours)	26.12.2018 (22:00 hrs.)
Date of opening online application submission	All (Program)	28.12.2018 (14:00 hrs.)
Last date of online application submission	All (Honour + Program)	07.01.2019 (23:55 hrs.)
Last date of submission of print out of online filled in application to the respective colleges	All (Honour + Program)	09.01.2019 (16:00 hrs.)

Sd/-
Registrar (OSD)