



## Guidelines to fill up the Online Application Form

### INSTRUCTIONS FOR SUBMISSION OF

### ONLINE APPLICATION FORM FOR UG/PG PROGRAMMES 2021-2022

#### [I] Kindly read the following guidelines to fill up the online application form:

1. Before filling the online application, ensure the availability of digital form (soft copy in prescribed file format and size) of documents of the following:
  - 1) 10<sup>th</sup> Mark Sheet (PDF file format of not more than 200KB size),
  - 2) 12<sup>th</sup> Mark Sheet (PDF file format of not more than 200KB size),
  - 3) Consolidated Mark Sheet of UG Course Studied (if the UG Course is Completed) (PDF file format of not more than 1MB size),
  - 4) 1<sup>st</sup> to 5<sup>th</sup> Semester Mark Sheets of UG Course.(If the applicant is studying in last semester of UG Course under [10+2+3] Pattern) [ The file format of not more than 1MB size of combined all marksheets in one PDF file ]
  - 5) 1<sup>st</sup> to 7<sup>th</sup> Semester Mark Sheets of UG Course. (If the applicant is studying in last semester of UG Course under [10+2+4] Pattern) [The file format of not more than 1MB size of combined all marksheets in one PDF file ]
  - 6) Community Certificate in PDF file format of not more than 200KB size.
  - 7) Special Category Certificate in PDF file format of not more than 200KB size.
  - 8) A Passport Size Photograph of the applicant (for scanning and uploading in "JPEG" format with the file size of scanned passport size photo should not be more than 200KB) with the Image Height should be 3.5cm and width 4.5cm.
  - 9) Applicant's signature using Blue/Black pen on white sheet (for scanning and uploading in "JPEG" format with the file size of scanned signature should not be more than 200KB).
2. A valid E-mail ID for the registration process is mandatory to have and submit with the application process for receiving all future correspondence till the admission process is over and subsequently, if admitted.
3. A valid Mobile Number (in use) is mandatory to receive SMS based password/notifications/communications, related to the online application, till the admission process is over and subsequently, if admitted.



## [II] Online Application Process

The online application process have the following stages:

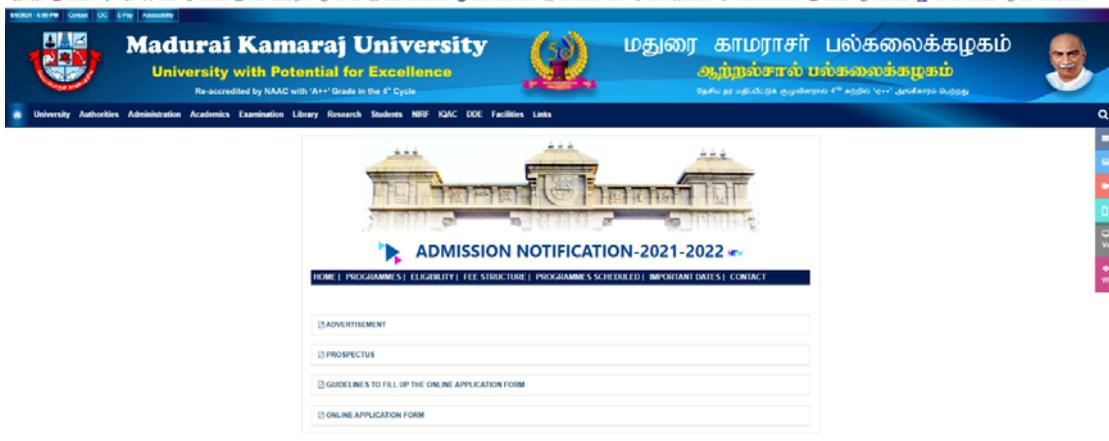
### STAGE 1: Web Portal [<https://mkuniversity.ac.in>]

Go to the above portal, and click on the scrolling text



Or

Under Notifications, View All and Click Online Application Form



The selection click will redirect to the page

<https://erp.mkuniversity.ac.in/mkuonlineapplication/Default.aspx>

Click on New User / Sign Up here, to create your login details.



**New Applicant Registration**

Applicant Name  \*  
[Name as in 10th Mark Statement]

Date of Birth Date  - Month  - Year  \*

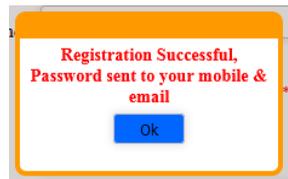
Mobile No  \*

E Mail ID  \*

Please click on "New User? Sign Up Here" button given on the page of the MKU Online Application Portal.

This stage involves authentication of applicant's Email id and mobile number. In the New Applicant's Registration form, the given details cannot be edited during online application process and you are advised to give the correct details. The username to access the online application portal will be the Email ID or the mobile number provided during this registration and the password will be sent to the applicant's Email ID as well as mobile number as SMS on successful registration. All the important communications related to Admission will be sent to the registered Email id and mobile number. Once again the candidates are instructed to give their valid Email ID and mobile number.

On Successful registration, you receive a message as



Example as for the Password from the Email.



Login with the username as your registered mobile number or Email ID and password with the mail received or from mobile SMS and your welcome screen as follows:



**Instructions**

Candidates can apply for several courses.

**Step 1:** Select the program title and program.

**Step 2:** Fill your Personal Information. Address for Communication. Academic detail and marks obtained in qualifying exam. Upload the mandatory Documents. Check to ensure all required fields are filled and click SAVE button. Once you have entered all the fields, you will get the message "SUCCESSFULLY".

**Step 3:** Check to ensure all required fields are filled and click SAVE button. Once you have entered all the fields, you will get the message "SAVED SUCCESSFULLY". Then click on Next Button to verify the application and make your payment.

**Step 4:** You have to proceed for online payment to complete application procedure. After completing your payment please wait until it redirects to the application.

\* Indicates mandatory fields

Read the instructions carefully and then click accept Button

First, you have to select the program title and program, then apply.

**APPLICATION FOR ONLINE ADMISSIONS 2021 - 2022**

**WELCOME : SARANYA** [Password Change](#) [Sign Out](#)

Programme Please Check Eligibility Document

Select the Education Level	PG PROGRAM/POST GRADUATE DIPLC
Select the Programme Group Title	Programme(1) *
Select the Programme	Programme(1) *
Entrance Test Centre	Select *

Entrance Exam - Online

**APPLICATION FOR ONLINE ADMISSIONS 2021 - 2022**

**WELCOME : TEST** [Password Change](#) [Sign Out](#)

Name of the Applicant: TEST

Date of Birth: 8 SEP 1993 Age: 25

Gender: Female \*

Name of the Father: FF \*

Father/Guardian Date of Birth: 12 AUG 1966 \*

Father Occupation: OCC

Annual Income: 450000 \*

Door No. / Flat No: 56 \*



10th MarkSheet  sample - Copy (4).pdf File uploaded successfully.

12th MarkSheet  sample (2).pdf File uploaded successfully.

Upload only JPG file. Less than 200 KB only.

Marksheet  sample.pdf File uploaded successfully.

Combine all the Marksheet as a single PDF file and Upload. Less than 1MB only.

**DECLARATION BY THE APPLICANT**

I Declare that the entries made by me and the documents submitted in support of the information furnished by me in the application form are true in all respects and in case any entry or information or document is found to be false. This shall entail automatic cancellation of my admission besides rendering me liable to such action as the university may deem proper. I note that my admission to the University and my Continuance on its roll are subject to the provisions of the university Statutes, Ordinances and other Rules and instructions, which may be issued from time to time. I shall abide by the rules of discipline and proper conduct, which may be framed in this regard.

Fill your Personal Information, Address for Communication, Academic detail and marks obtained in qualifying exam. Upload the mandatory Documents. Check to ensure that all mandatory and required fields are filled, then only click **SAVE** button. Once you have entered all the fields, you will get the message "**SUCCESSFULLY**".

If any problem arises in the middle of uploading the **PDF files**, remove the files already uploaded and start uploading from the beginning. Check to **ensure** all required fields are filled and **click SAVE** button. Once you have entered all the fields, you will get the message "**SAVED SUCCESSFULLY**". Then click on **Next Button** to verify the application.

Marksheet  sample.pdf File uploaded successfully.

Combine all the Marksheet as a single PDF file and Upload. Less than 1MB only.

**DECLARATION BY THE APPLICANT**

I Declare that the entries made by me and the documents submitted in support of the information furnished by me in the application form are true in all respects and in case any entry or information or document is found to be false. This shall entail automatic cancellation of my admission besides rendering me liable to such action as the university may deem proper. I note that my admission to the University and my Continuance on its roll are subject to the provisions of the university Statutes, Ordinances and other Rules and instructions, which may be issued from time to time. I shall abide by the rules of discipline and proper conduct, which may be framed in this regard.

**Verification**

Correction if any, Please click the back button

Course Information	
Institution Name	: Madurai Kamaraj University
Graduation	: PG
Programme	: M.Sc-GENOMICS
Total % of Marks in All Subjects(Major/Allied/Ancillary/Elective/Practicals)	: 85
Total % of Marks in Major subjects alone (Including theory & Practicals)	: 75
Total % of Marks in major & Allied/Ancillary subjects alone (Including theory & Practicals)	: 70
<b>Personal Information</b>	
Applicant's name	: TEST
Date of birth	: 08-09-1993
Gender	: Female
Religion	: Hindu
Nationality	: INDIAN
Community	: SC
Special Category	: -



Occupation	: FSF
Annual Income	: 450000
<b>Communication Address</b>	
Door No	: 56
Street	: SS
Area	: AA
City	: CC
District	: DD
State	: SS
Country	: CC
<b>Fees Structure</b>	
Application Fees	: 200
Entrance Fees	: 400
Total Fees to be Paid	: 600

Signature of the applicant  


List Of Documents Enclosed

1. Community Certificate
2. 10th Marksheet
3. 12th Marksheet
4. Marksheet

**Make Payment / Application Submit**

After verification click on make payment to proceed with the payment.  
(If you are SC/ST/ST(A) Candidate the application will be saved successfully. Initially there is no application and entrance fees, if you apply for more than one programme, then you have to pay registration and entrance fees)

Click on Pay Now for payment.

Click PayNow for payment checkout. Please wait for sometime after completing your payment until it returns back to the application.

**Pay Now**

Please select the Payment Option.

**SBIePay**

As per RBI Guidelines all cards (physical and virtual) shall be enabled for use only at contact-based points of usage [viz. ATM's and Point of

<p><b>Payment Details</b></p> <ul style="list-style-type: none"> <li>Debit/Credit Card</li> <li>Internet Banking</li> <li>BHIM UPI</li> <li>NEFT</li> <li>SBI Branch Payment</li> </ul>	<p>Please enter your card details</p> <p>Card Number <span style="float: right;">VISA   </span></p> <p>Expiry Date/Valid Thru <span style="float: right;">CVV/CVC 4-DBC</span></p> <p>Month <input type="text"/> Year <input type="text"/></p> <p>Name of the card holder <input type="text"/></p> <p><input checked="" type="checkbox"/> Use your GSTIN for claiming input tax (Optional)</p> <p style="text-align: center;"><b>Pay Now</b> <span style="float: right;">Cancel</span></p>	<p><b>Order Summary</b></p> <p>Order No.: 2816</p> <p>Merchant Name: Madurai Kamaraj University</p> <p>Amount: 1.00</p> <p>Processing fee:</p> <p>GST:</p> <p>Total:</p> <p>APM ID: PG TRANS 106</p>
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*Please wait until payment is successful.*



After completing the payment *please wait until it redirects to Application Screen* then you can take a print out.

**Madurai Kamaraj University**

Student Name	: TEST
Application Number	: MKUPG210005
Stream	: MKU
Degree	: CERTIFICATE PROGRAMME IN
Department	: GEO-INFORMATION TECHNOLOGY
Batch Year	: 2021
Receipt No	: RC2000199
Transaction Id	: 2817
Transaction Date	: 06/05/2021
Payment Detail	: Online Fee Payment
Amount Paid	: Rs.1/- (Rupees One Only)
Payment Status	: SUCCESS

After completing the payment procedure, please check your mail.



Please again login to the application form and click on the Application Print Button to download the application



WELCOME : TEST Password Change Sign Out

Programme Please Check Eligibility Document

Select the Education Level	PG PROGRAM/DIPLOMA/POST GRADU
Select the Programme Group Title	--Select-- *
Select the Programme	--Select-- *

Application Print
Apply

Madurai Kamaraj University, India

**If you have not completed the application payment process or application submit process, then Please login again and click on view application.**

**APPLICATION FOR ONLINE ADMISSIONS 2021 - 2022**

WELCOME : TEST Password Change Sign Out

Programme Please Check Eligibility Document

Your payment for the application is pending. Please View the application and proceed with payment.

[View Application](#)

Select the Education Level	PG PROGRAM/DIPLOMA/POST GRADU
Select the Programme Group Title	--Select-- *
Select the Programme	--Select-- *

Application Print
Apply

Madurai Kamaraj University, India



Annual Income	: 7
<b>Communication Address</b>	
Door No	: 7
Street	: L
Area	: L
City	: L
District	: L
State	: L
Country	: L
<b>Fees Structure</b>	
Application Fees	200
Entrance Fees	400
Total Fees to be Paid	600

Signature of the applicant

*P. Rajadheeshini*

List Of Documents Enclosed

1. Community Certificate
2. Special Category
3. 10th Marksheet
4. 12th Marksheet
5. Marksheet

**Make Payment / Application Submi**

Please *check the details* and **click make payment button** and follow the above instructions regarding on payment process.

*After completing the first application* with the payment **Successfully**, you can continue with second application following the guidelines already you go through..

Wish you all a great success in all your applying process at MKU.  
Thank you for utilizing the Guidelines to fill up the Online Application Form of MKU.