

Instructions for filling-up Online Application Form for Delhi Skill and Entrepreneurship University (DSEU) 2021-22

How to complete (DSEU) Online Admission Application Process?

The admission application process is comprising of the following steps:

- 1. Registration to the centralised portal for admissions
- 2. Filling your admission application form for desired courses
- 3. Confirm and submit the application form
- 4. Pay the application fees

The different steps of the above process are described below in a Step by Step manner.

Note: Applicants are required to keep the following things ready before applying:

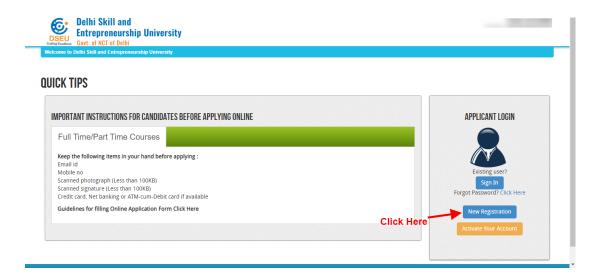
- 1. An E-mail ID for registration and for receiving all future correspondence till the admission process is over.
- 2. Mobile Number to receive SMS based notifications/communications related to the online application, Admit card, Admission etc till the admission process is over and subsequently, if admitted.
- 3. Scan copy in PDF format for all relevant supporting documents i.e., marksheet of qualifying examination, category certificate [if applicable] and other documents should be uploaded by the candidate along with the online application form.
- 4. Scan copy of a recent passport size colour photograph (for uploading in "jpeg/jpg" formats are allowed. File size of scanned photograph should not ideally be more than 100KB).
- 5. Your signature using Blue/Black pen on white sheet (for scanning and uploading in "jpeg/jpg" format only. File size of scanned signature should not ideally be more than 100KB).
- 6. Ability to pay online using any of the following methods:
 - Net Banking
 - Credit Card
 - Debit Card

Note: If there is any change in this rule it will be notified in the Notice section of the website.

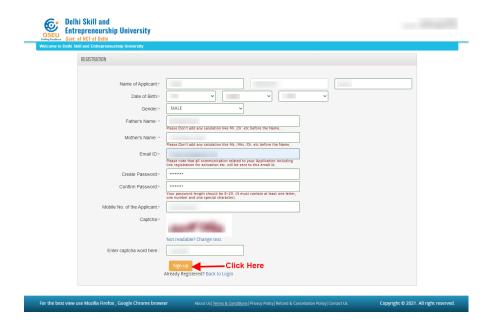
HOW TO COMPLETE THE REGISTRATION TO THE ADMISSION PORTAL?

Step 1: Please click on "**Apply Now for CET**" button given on the home page of the DSEU (DSEU) Application Portal from the website: http://dseuonline.in

Step 2: On clicking the link, you will be directed to a new page as given below. Please click on the "New Registration" link.

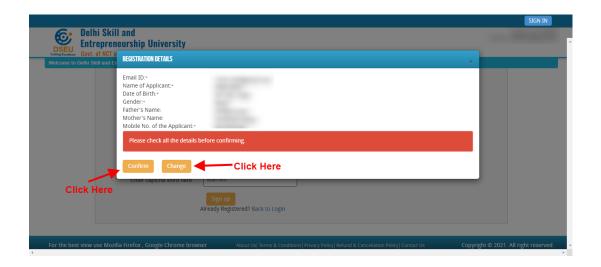


Step 3: When you click the link you will be shown a Registration Form asking for various details. Fields for information which is mandatory are marked with "*". These fields cannot be left blank. Once you fill in the details, you can click on the "**Sign up**" button at the bottom for completing the registration process.



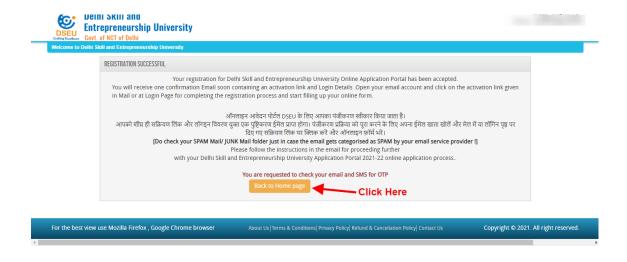


When you click the "Sign up" button here, you will get a new pop-up asking you to confirm the filled details in the Registration form. PLEASE NOTE THAT DETAILS SUBMITTED DURING REGISTRATION CANNOT BE CHANGED LATER. SO MAKE SURE YOU DO NOT MAKE ERRORS IN THE INFORMATION YOU FILL IN THIS STEP. If all details are correct then click "Confirm" for completing the registration process or click on "Change" to go back and edit the details.



Step 4: Activation and validation of Registration:

On successful submission of registration details, you will be shown a confirmation message on the screen as below.



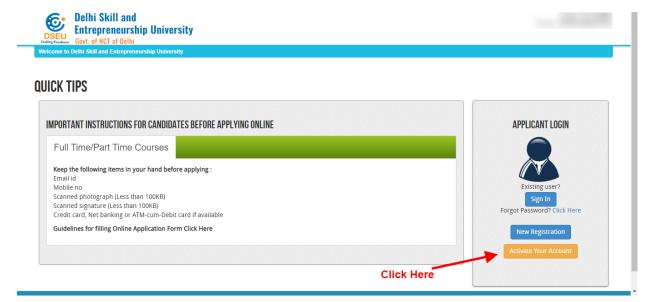
You will also **receive an email** on the e-mail ID provided by you in the registration form and a validation code on your registered mobile number. The email will contain an **activation link**. You need to click this activation link to confirm and complete your registration process.

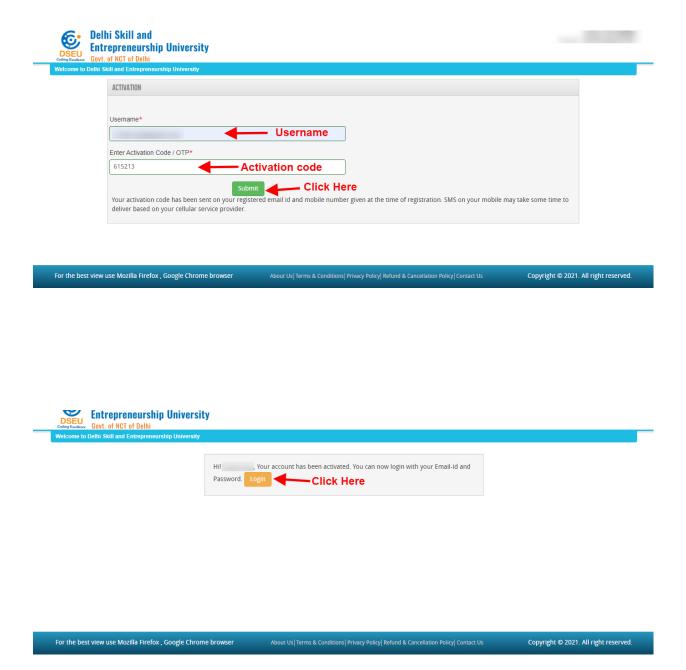
dseuonline@gmail.com <u>via</u> amazonses.com to me ▼	Jun 28, 2021, 11:51 AM (1 day ago)	☆	+
Dear			
Thank you for showing interest for admission to courses of Delhi Skill and Entrepreneurship University for the academic session 2021-2022.			
The details as submitted by you during the process of registration is given below:			
Name :			
Email:			
Password			
Your Activation Code : 615213			
Important Instructions for activation of Registration on the Delhi Skill and Entrepreneurship University Application Portal			
1.In order to proceed further it would be essential to activate your Delhi Skill and Entrepreneurship University Application Portal registration.			
2. For activating your registration and proceeding forward click the link below: Click Here to Verify/Activate	ng forward click the link below: Click Here to Verify/Activate Activation Link		
3. In case of difficulty please contact dseuonline@gmail.com			
4. It is advised that you keep a printout of this mail for record for easy reference to your registered e-mail id.			

Click on the activation link received in the email. Your account will not be activated until you have clicked on this activation link, so, do not forget this important step.

Note: The Email that contains confirmation and activation link might land up in your "Updates/Promotion/Spam Folder". So, in case you do not find the registration confirmation email in your "Inbox", please check your "Updates/Promotion/Spam Folder". If you find the email from dseuonline@gmail.com in your "Spam Folder" or "Junk Folder', please report it as "Not Spam" and/or add the same to your contact list so that the subsequent emails from dseuonline@gmail.com always come in your Inbox. Always check your "Spam Folder" or "Junk Folder" for emails from the DSEU Portal.

In case your activation link doesn't work then click on the activate your account button and follow the steps as shown in the screenshot below.



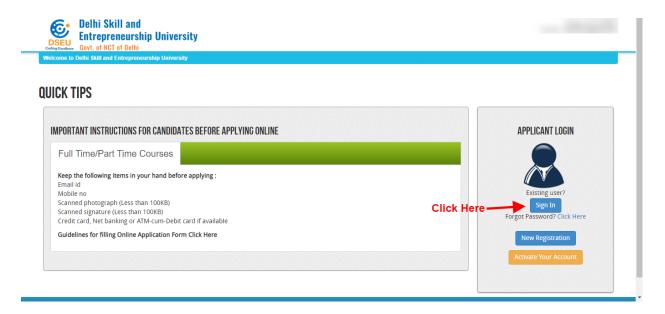


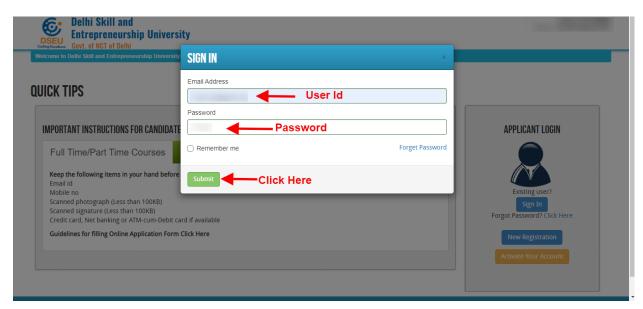
After successful validation, you will be allowed to login into the portal to complete the rest of the process.



2. HOW TO FILL THE APPLICATION FORM

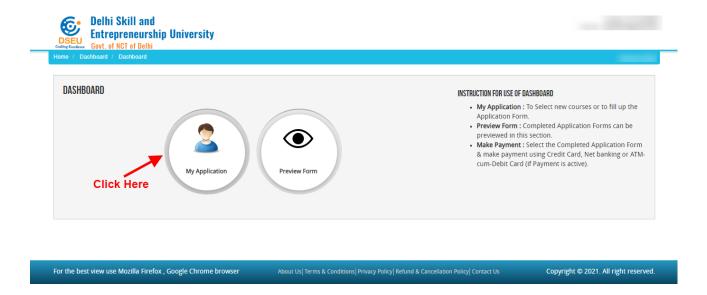
Step 1: After activation and validation of your Registration on the Delhi Skill and Entrepreneurship University (DSEU) Portal, you can login into the application portal with your registered mail ID & password



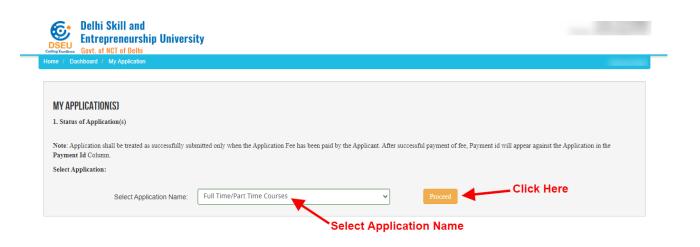




After login, you will be able to see the dashboard then to proceed please click "My Application"

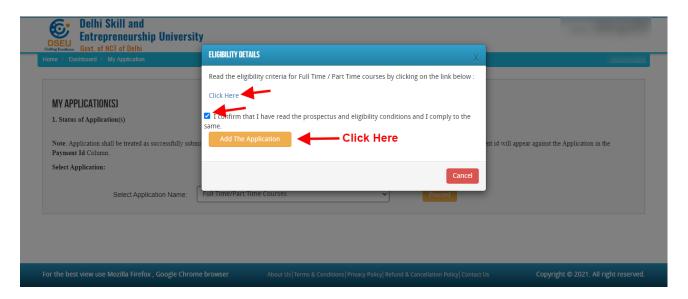


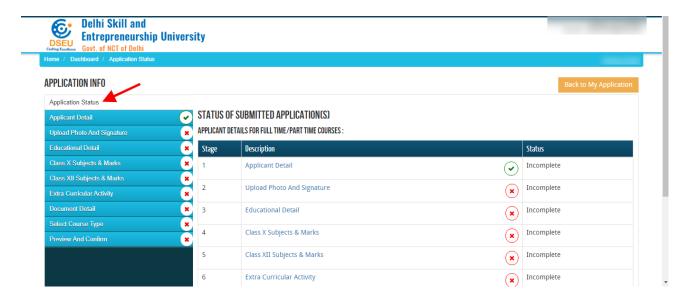
Then you will be able to see the following page with the title "Status of Applications"





Now the Confirmation Popup will appear on the screen, Check confirmation and click on "Add the Application button". As shown in the screenshot below.

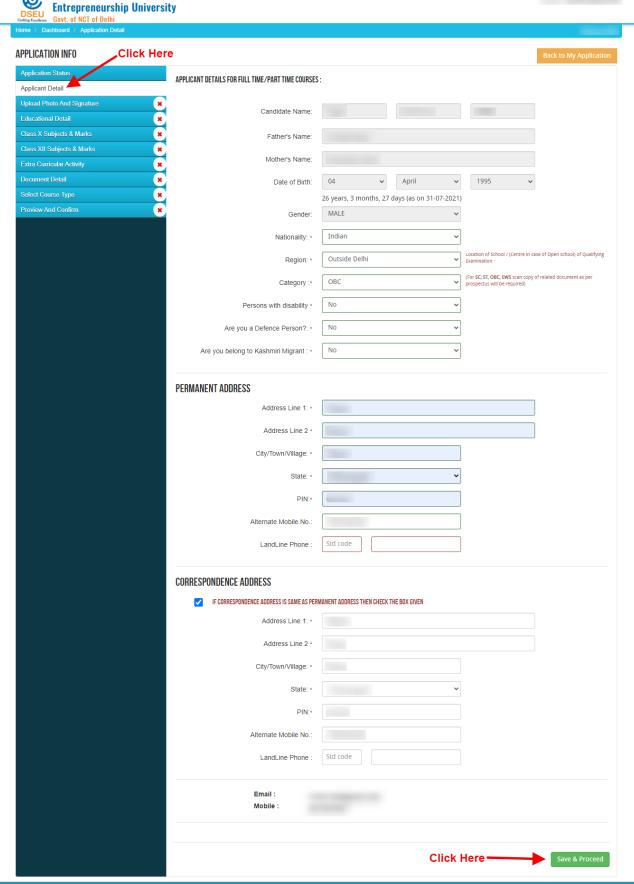




Now click on **Application Details** and then you will be able to see the applicant details page. As shown in the screenshot below.









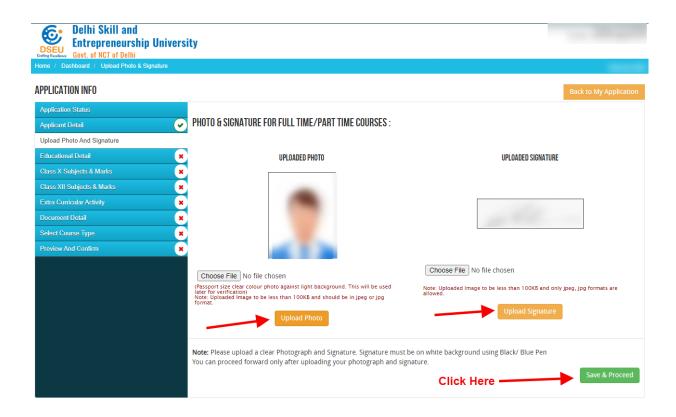
In the Applicant detail page please fill all the required details correctly

Note: Mandatory fields have been marked with red asterisks. They are to be essentially filled to 'Save' the form.

After filling up the application click on the 'Save and Continue' Button given at the bottom.

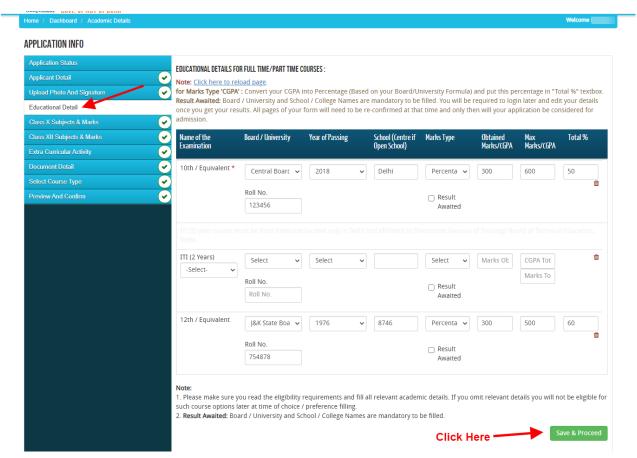
Photo & Signatures upload:

To upload the image file of your scanned passport size colour photograph and signature, click on the 'Upload Photograph and Signature' button available on the left panel. On clicking, you will see the following screen:



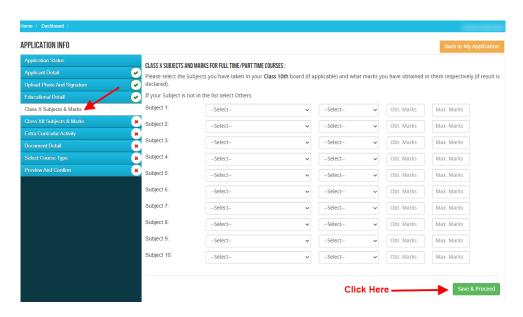
After filling up the application click the 'Save and Proceed' button given at the bottom. Now, you have to fill the required fields of the 'Educational Details', here you have to fill various details of previous examinations and Click on the 'Save' button to proceed further.

Note: If your result is awaited then click on the "Result Awaited" checkbox button.



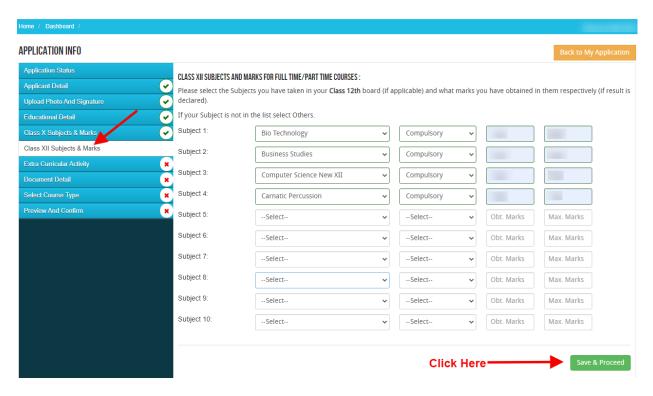
After entering the Educational Details press "Save & Proceed" to go to the next section

Class X Subjects & Markes: You need to fill class X marks of *all* the subjects and then Click on the 'Save & Proceed' button. If the subject name is not found then choose "Other" and type your subject name. If results are declared then fill the marks also here. Please read the eligibility condition of various courses as some of them require students to have taken specified subjects at Class X level for becoming eligible for those courses.

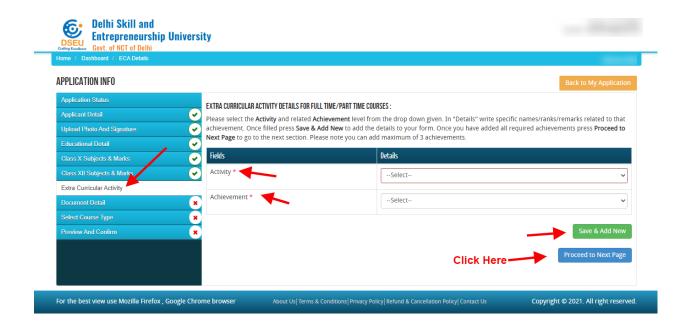




Class XII Subjects & Markes: You need to fill class XII marks of *all* the subjects and then Click on the 'Save & Proceed' button. If the subject name is not found then choose "Other" and type your subject name. If results are declared then fill the marks also here. Please read the eligibility condition of various courses as some of them require students to have taken specified subjects at Class XII level for becoming eligible for those courses

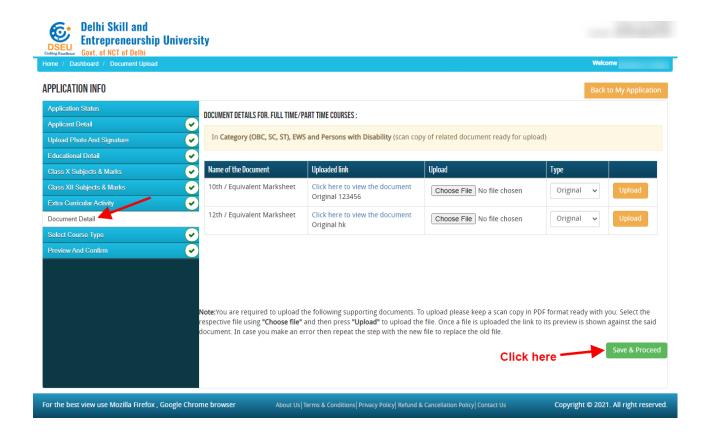


After filling class XII marks an Extracurricular activity page will appear on the screen. Here you can add various extracurricular activities from the drop down list (maximum 3) and then Click on the "proceed to next page button"

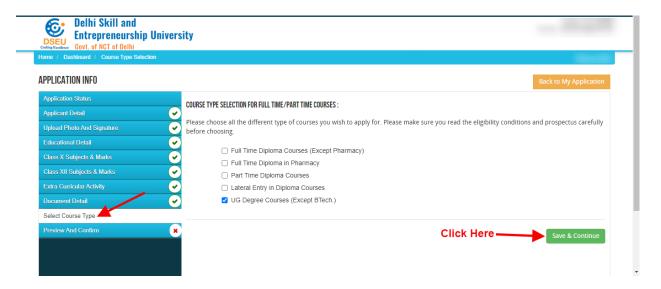




Now you have to upload all the required Documents as PDF files in the "Document Details'. You have to choose the file and press on the "Upload button" for uploading the PDF files one by one for each document requested. Only after all required documents are uploaded will you be able to proceed forward.

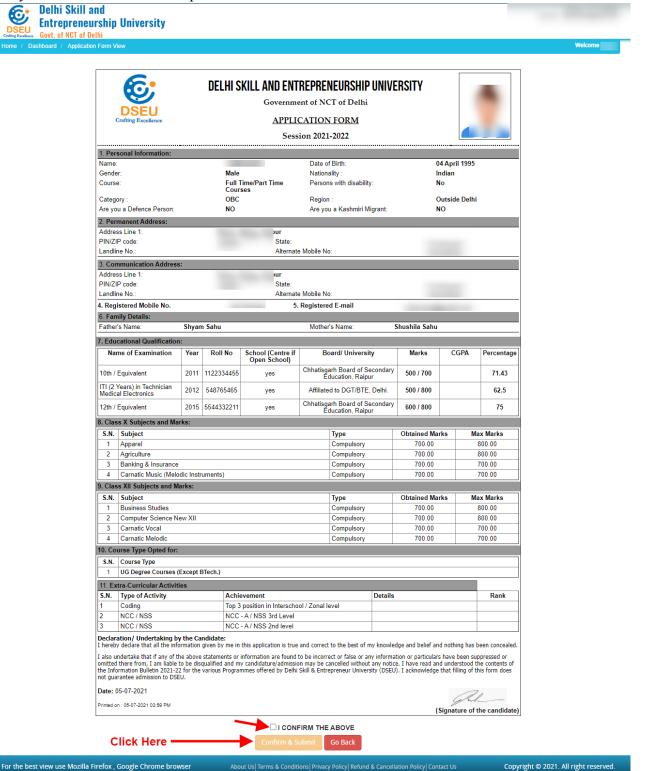


Now the Course type page will appear on the screen, here you can select the Course Types you want to apply to. Please make sure you read the eligibility conditions properly. Once the right course types are chosen then click on the "Save & Continue" button. As shown in the screenshot below.





Now you can see the final form preview as shown in the screenshot below:

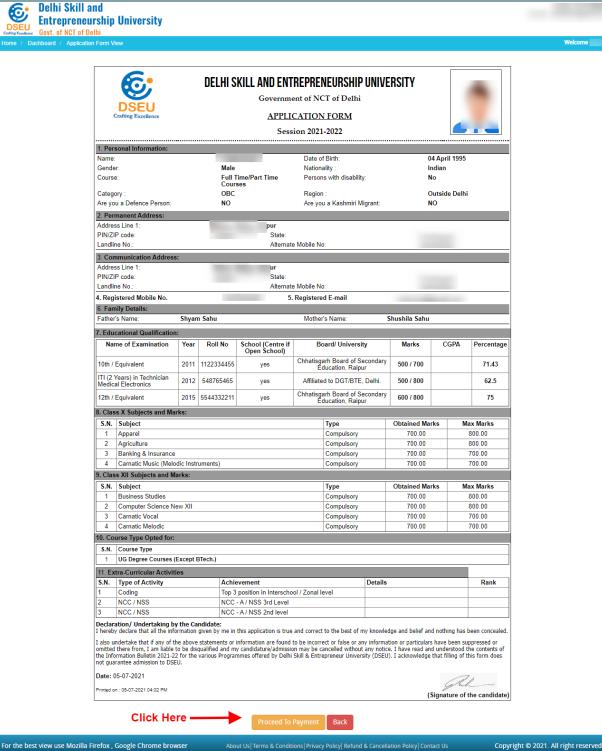


Now you can see all the details filled in by you. If everything is ok then click on the I CONFIRM THE ABOVE checkbox & Click on the 'Confirm & Submit' button.

In case you want to edit some details then click on the Go Back button

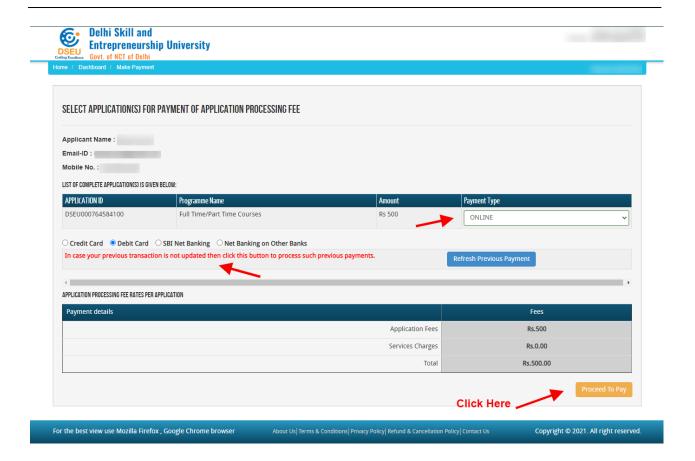


After confirming all the details you will be shown the **Proceed to Payment** button to start the payment process.



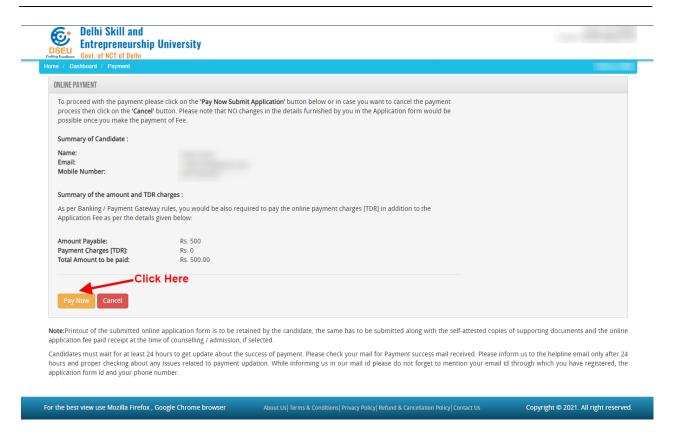
How to pay Application Fees?

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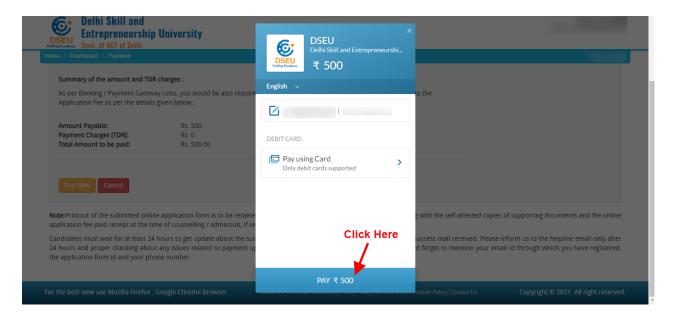


Step 1: To proceed with the online payment you need to select an online method (Credit Card, Debit card, SBI Net Banking or Net Banking on other banks.)





Step 2: After selecting an online method and entering various card or netbanking details you will be shown the 'Proceed to Pay' button then Click on the Pay Now & Submit Application button to complete your online application process.



After successful payment you can click on the **Print** button and **Save** your form for future correspondence.