UTTAR BANGA KRISHI VISWAVIDYALAYA
PUNDIBARI : COOCHBEHAR : WEST BENGL-736165

Admission to M.Sc. or Ph.D in Agriculture / Horticulture / Forestry courses for the session – 2017-18

How to apply :

A) **Keep handy the scanned copies (in JPEG file) of all the documents (As mentioned in the admission notification) which have to be uploaded during final submission of application form.**
 # No document has to be sent to the University.
 # Original documents will be required at the time of counselling and admission.

B) If you are a New Applicant then Create an Account with your valid Email ID and mobile number in the website www.ubkv.ac.in as important communication may be communicated through that registered email id.

#To confirm email id, the following step will have to be followed –

If the applicant uses the email id under Gmail.com.

 i) Open your email by which you are primarily registered in our system.

 ii) Open your 'SPAM' folder which is available under 'option/more' button (At the left corner of your mail window). The email, sent from 'ubkv connect', may be available in the 'inbox' of your email.

 iii) Open the mail received from 'ubkv connect' and click on "click here to verify your mail and login". After that your email id will be finally registered in our system. Then login by your email id and password.

 # For other mail account (Except gmail.com) user :--- Open the email, received from 'ubkv connect', which will be available in your inbox and click on "click here to verify your mail and login". Then login by your email id and password.

C) If you are already registered then use your Old Login details to Login.

D) Start applying.

E) Upload required documents.

F) Submit your application form.

G) Preview

H) Submit finally.

I) Go to payment option page & select mode of payment.

 i) Online mode – Billdesk Payment (Pay with Debit / Credit card or Net Banking). Print your payment receipt. Please remember the transaction ID for future correspondence.

 ii) Offline mode – Through Bank Challan (United Bank of India) which will be downloaded after final submission of the online Application Form and deposit the required fee after two working days.

J) If pay Online mode then print final Application Form. If pay offline mode then print final Application Form after 48 hours of deposition of fee.

K) Take a print of your application form which has to be submitted at the time of Counseling and admission

Note: No option will be available for editing of your application form except academic marks (upto last date of submission of application form) after final submission of your online application form. Submission of wrong information by the applicant in the online application form may lead to cancel of candidature of the applicant.

L) Along with the downloaded application form and original copies of all required documents have to be submitted **at the time of counseling**, failing which his/her admission liable to be cancelled.

M) **Other Information:**

 1. Please note your form number, User ID and Password for future communication/ login.

 2. May keep in touch for any question or enquiry(Admission related) by the mail id -
  ubkvadmission@rediffmail.com