

UTTAR BANGA KRISHI VISWA VIDYALAYA

Pundibari, Cooch Behar

West Bengal-736165



HOW TO APPLY

1. The entire Admission and Counselling Procedure is ONLINE,
2. Check the eligibility requirement for the respective degree programme
3. Visit the university website www.ubkv.ac.in and click the link for Undergraduate Admission.
4. Read all relevant information thoroughly before start of application process.
5. Click 'New User' button for registration, you will be asked to enter Email-id, Mobile Number and Password.

Remember: The Email-ID and Mobile number you provide will be used for all further communication related to admission and counselling. The Mobile Number you provide MUST NOT have DND activated)

Uttar Banga
Krishi Viswavidyalaya

UTTAR BANGA KRISHI VISWAVIDYALAYA
PUNDIBARI, COOCH BEHAR
West Bengal
INDIA - 736165

Important Information
Login / Register

Registration

NAME *
(As per Secondary Examination Certificate)

EMAIL *

MOBILE NUMBER *

PASSWORD *

CONFIRM PASSWORD *

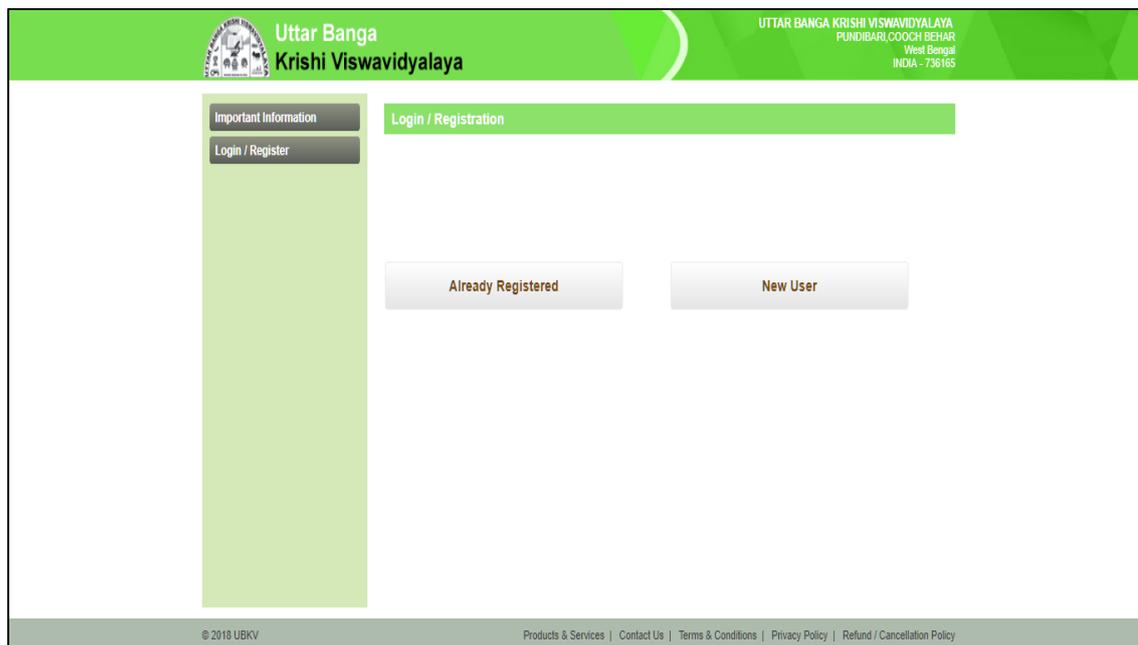
Register Reset

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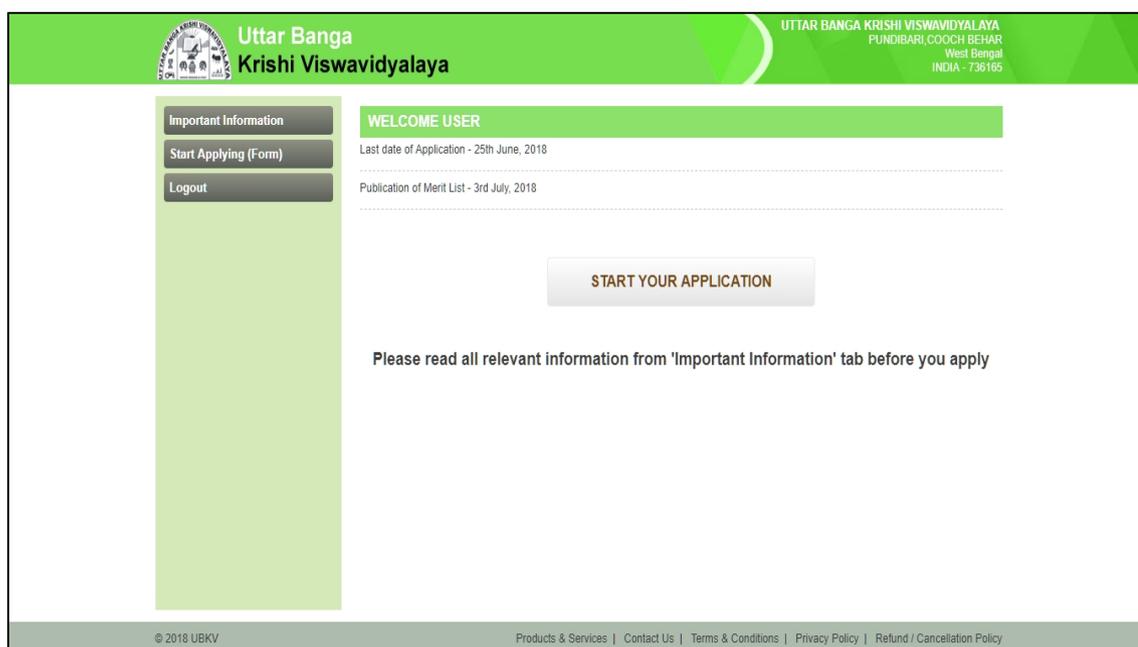
6. Upon successful registration, a link will be sent to your registered E-Mail ID. Therefore, you must check your e-mail and click the link to activate your account before start applying.

Remember: In case, you do not find any mail in the Inbox, please ensure to check your SPAM Folder)

7. Follow the link to login to your account by clicking 'Already Registered' button.



8. Click the 'Start Your Application' button for filling your application online.



9. Before you start applying, you must keep scanned copy (**Preferably in jpg format**) of the following documents ready as specified-

Remember:

Take a photocopy of the relevant document, put your signature before scanning
Make a separate folder and rename the documents appropriately, so that you
upload a correct document in respective place

- a) Passport size photograph of the candidates (Format: jpg, Size 50 kb -100 kb)
- b) Full signature of the candidates (Format: jpg, Size 20 kb -50 kb)
- c) Self-attested copy of proof of date of birth i.e., either Birth certificate from competent authority or admit card of Madhyamik/equivalent (10th) examination (Format: jpg/pdf, Size 200 kb -300 kb)
- d) Self-attested copy of both side mark sheet of Madhyamik/equivalent (10th) examination (Format: jpg/pdf, Size 200 kb -300 kb) [for Undergraduate only]
- e) Self-attested copy of both side mark sheet of Higher Secondary/equivalent (10+2) examination (Format: jpg/pdf, Size 200 kb -300 kb)
- f) Self-attested copy of both side mark sheet of Bachelors' Degree examination (Format: jpg/pdf, Size 200 kb -300 kb) [for Masters' and Doctoral (PhD) degree only]
- g) Self-attested copy of both side mark sheet of Masters' Degree examination (Format: jpg/pdf, Size 200 kb -300 kb) [for Doctoral (PhD) degree only]
- h) Self-attested copy of caste/category certificate in prescribed format (Format: jpg/pdf, Size 200 kb -300 kb) [for applicants of reserved category only]

Remember: Check for the Caste certificate format in 'Prescribed Format of Certificate' tabs, Date of issue of OBC, Non-Creamy Layer certificate must be after 01.04.2017.

- i) Self-attested copy of domicile certificate in prescribed format (Format: jpg/pdf, Size 200 kb -300 kb) [for undergraduate applicants and applicants belonging to reserved category only]

Remember: Check for the Domicile certificate format in 'Prescribed Format of Certificate Tabs'

10. Select the appropriate board from which you have passed your Higher Secondary (10+2) examination.

11. Now, you need to fill the form, be careful about spelling of names and correctness of information you fill-in.

12. Application form is divided in 7 (seven) sections- namely, ‘Biographic Information’, ‘Address and Domicile’, ‘Choice of Courses’, ‘Academic Qualification’, ‘Declaration by Candidate’, ‘Upload of Documents and Signature’ and ‘Payment of Application fees’
13. Fill each of these sections and submit ‘Next’ button to proceed to next section.
14. You will be able to fill these section in multiple session. The filled in information of previous session will remain saved and you will be allowed to complete your application from where you had left in last session.

Remember: You must complete the application including payment of application fees before the last date of application

15. Before you proceed to the last section i.e., ‘Payment of Application fees’, you will be able to review your application and modify any of the information.

16. After reviewing, you now, click the ‘Proceed to Pay’ button to proceed to payment page.

Remember: Once you click ‘Proceed to Pay’ button you will not be able to modify any of the information except for Academic Qualification. Academic qualification can be updated, even after payment, till the last date of application

17. In case of successful review of your marks by the Board/Council, the same can be updated, even after Last date of Application, by sending email to ubkvadmission@rediffmail.com with a copy of revised marksheet as attachment from your registered email only till midnight of 30.06.2018.
18. After you click the ‘Proceed to Pay’ button, an application ID will be generated. Note this Application ID for future reference. At this stage you may logout to complete the payment later.

Remember: Payment of application fees is must for successful submission of your form and must be done before the last date of application

19. In the payment page, the application fees can be paid through **ONLINE** mode only using Credit Card/ Debit Card/Internet banking.

20. The application fee for undergraduate programme shall be Rs. 1000/- (Rupees one thousand only) for Unreserved and OBC category candidates and Rs. 250/- (Rupees two hundred fifty only) for SC/ST category candidates.
21. Persons With Disability (PWD) category candidates are exempted from application fees and shall not be required to pay any application fees.
22. After successful payment of application fees, you will be able to take print out of your Application form

23. Your application process is now completed.
(Please check the Important Dates for Counselling and look for updates in University Website)

For any query/assistance in filling up of Application Form, please call: 9832444419