



Kerala Agricultural University

How to Fill Online Application

A QUICK GUIDE FOR APPLYING ONLINE

This is only a quick reference that helps to fill up online application. If any details regarding terms and conditions of any field described here are needed, please refer the respective clause in Prospectus.

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Pre-requisites

Prospectus

Read the prospectus before filling up application.

Photograph

jpeg format of candidate's photograph (see the guideline for scanning photograph given in this document)

Email ID / Mobile Number

Candidate should possess a valid email-id. Keep this email-id live and secure till the end of the admission process. If the candidate does not have an email-id, a new email-id must be created before applying online. Candidate should not provide the email-id of others other than his/her parent/guardian, under any circumstances. A valid email-id or a mobile number should be given in the online application.

Application Fee

Candidates can make the payment of the application fee in two modes viz.

Pay-in Slip (for Candidates inside Kerala) : By remitting fee at any State Bank of Travancore Branch in the state, to the Comptroller Kerala Agricultural University SB Account No.57006546701 at State Bank of Travancore KAU Branch, Vellanikkara.

Demand Draft (for Candidates outside Kerala) : By way of Demand Draft (DD) drawn in favour of the Comptroller, KAU, Vellanikkara payable at State Bank of Travancore, KAU Campus Branch, Vellanikkara, Thrissur.

Certificates/Documents

Candidate should have other relevant documents which are needed to fill up all fields in the online application like, name, date of birth, category, caste, income, special reservation, disability etc.

Computer System

The computer system used for applying online should have the following facilities:

Internet : Should have an internet connection.

Browser : Should have a browser. Recommended browsers are Mozilla Firefox and Google Chrome only.

PDF reader : Should have a PDF reader like, Adobe PDF reader or Foxit Reader.

Printer : The printout of application should be taken in Laser printer/Deskjet Printer in A4 white paper only.

Seven Steps for applying online

Step 1 : **Candidate Registration**

Step 2 : **Candidate Login**

Step 3 : **Filling up of Application**

Step 4 : **Final Submission of Application**

Step 5 : **Details of Application fee paid**

Step 6 : **Print Application**

Step 7 : **Send the printout of Application and supporting documents to the Registrar, Kerala Agricultural University**

The address of website for applying online is admissions.kau.in Click on **Candidate Registration** link available on the page. There are 7 steps for the submission of application and all are mandatory. Candidates should complete all steps before the last date of submission of application, as per notification.

Step 1 : Candidate Registration

This is a one-time procedure. Click on '**Candidate Registration**' link available in the main page. The sample page is given below:

Candidate Registration

1. Admission Year *

2. Name of Applicant *

3. Date of Birth *

4. Email Id *

5. Mobile Number *

6. Choose your Password *

7. Re-type Password *

8. Security Question *

9. Answer *

10. Type the code in the box *

How to Fill in

1. Name of Applicant :

Give the Name of Applicant with initial as in the Xth Certificate. Do not put any dot(.) between initials and name, instead, provide a single space. Care is to be taken to enter the name.

2. Date of Birth :

Select Day, Month and Year of birth as in the Xth certificate. Age proof must be attached along with printout of the application. Applicants should have completed 17 years of age as on the date of closure of application. No relaxation in the minimum age will be allowed. There is no upper age limit.

3. Email ID :

Provide a valid Email ID as mentioned earlier.

4. Mobile Phone Number :

Give a 10 digit number of your or your parent's mobile phone. The number should not be prefixed with country code or zero. The mobile number provided by you facilitates KAU to communicate any special information through messages or by calling.

5. Password :

Preferably a strong password is recommended. It ensures safe online activities. The requirements of a strong password are:

- a minimum length of 8 characters
- a minimum of 1 alphabet character [a-z or A-Z]
- a minimum of 1 number (0-9). The number cannot be the first character of the password)
- a minimum of one symbol [! @ # \$ % ^ & *]

6. Re-type password :

Repeat the same password entered by you in the above field.

7. Security question :

Choose a question from the list provided in the page

8. Answer of Security Question :

Type your own answer to the above security question. Make sure your answer is memorable, but not easy for others to guess. This information will be useful for retrieving password, if forget.

9. Type the code (Captcha) in the box :

You will see a special set of characters displayed on the screen. These characters are called captcha. Type the letters exactly as shown in the box.

After completing the necessary fields correctly, press '**Register**'. If you have successfully completed the registration process, a '**Candidate Registration confirmation**' page will be displayed. If the applicant is sure that the information provided by them are correct, press '**Confirm**'. If any mistakes are found, press '**Edit**' for correcting the data. Candidate will get a system generated Registration Number. **Write down the Registration number and remember the password** for future login to apply online, to view/print application, to know the status of application, to download admission ticket for entrance examination etc.

- Either Email ID or mobile number is mandatory for applying online.
- You should ensure that email ID and mobile number are entered correctly.
- Don't disclose password to others. Password is case sensitive.
- Make sure the answer of your selected security question is memorable. It will be useful when you forget the password.
- Note down the Registration Number for further login and reference.
- Name and DOB cannot be edited later.

Step 2 : Candidate Login

Login is required for doing all other steps of online submission. The picture of login screen is as given below:



The screenshot shows a web form titled "Candidate Login". It contains the following fields and elements:

- Register No :** A text input field.
- Password :** A text input field.
- Apply For :** A dropdown menu with the text "-SELECT PROGRAMME-".
- A CAPTCHA image showing the number "764436" and a refresh icon.
- Enter the above code :** A text input field for the CAPTCHA code.
- A green **Login** button.
- A link: "Forgot your password ? Please click [here](#)".

How to Fill in

Registration Number :

In order to login, you should enter your Registration Number provided by the system at the time of registration.

Password :

The password must be typed exactly as provided at the time of registration. Remember that the password is case sensitive.

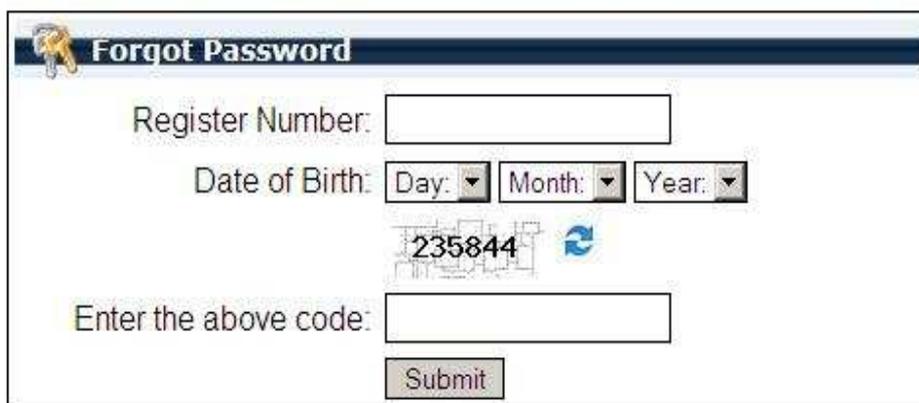
Apply For :

Select the programme from the list to which the candidate wants to apply online.

Type the code in the box :

This is another captcha. Type the letters exactly as shown in the box. After giving the above information correctly, press '**Login**' button to logon to your home page.

If you cannot remember the password, you can go through the link '**Forgot your password?**' to recover the password. You are required to give the Registration Number, Date of Birth, Security Question you have chosen, and the answer of security question.



The screenshot shows a web form titled "Forgot Password". It contains the following fields and elements:

- Register Number:** A text input field.
- Date of Birth:** Three dropdown menus for Day, Month, and Year.
- A CAPTCHA image showing the number "235844" and a refresh icon.
- Enter the above code:** A text input field for the CAPTCHA code.
- A **Submit** button.

If you forget password or registration number just after the registration and before doing other steps of online application, you can create a new registration.

Step 3 : Filling up of Application

Certain fields in the application are to be filled compulsorily. The mandatory fields are marked with a red star mark (*). Eg. Programme Applied for*



Uploading your recent photo :

The first step for filling up application is to upload a recent passport size photograph.

Fields marked with * are Mandatory.

Register Number: KAU150006



Guidelines for scanning and uploading photograph :

For applying online, you must have a scanned/digital image of your photograph. The Specification of photograph image should be as follows:

- Size of the photograph should be passport size
- Photograph must be in colour with a light colour background, white is preferable.
- The face should be straight and clear.
- Photo wearing caps and dark glasses will be rejected.
- Scanned image file should be in **jpg (jpeg) format** only.
- Dimensions of the photograph **150 pixels width and 200 pixels height**
- Size of the image file should be **between 15 kb and 30 kb**
- Your **name and date of birth** should be printed at the bottom of the photograph with black letter and white background.

If the photograph is unclear, the candidates should edit the application and re-upload the photograph. The uploaded photo and affixed photo on the printout of application should be identical. Otherwise application will be

Procedure for Uploading the Photograph :

There is a section named 'Upload Photograph' in the online application for uploading Photograph. Click on '**Browse**' or '**Choose File**' and select the location where the scanned photograph file has been saved. Select the file by clicking on it and then click the '**Upload**' button. If the above specifications are met, the selected photograph will be uploaded.

Remember, a printed copy of uploaded photo should be affixed on the specified place in the printout of the application.

Fill up Basic information :

All the basic information required for processing your application are to be filled at this step. Before filling the details, please read the Prospectus carefully.

The data provided here will be used for processing the application. Any mistake in filling this sheet or providing false/incomplete/wrong information will affect your eligibility for admission or claim for reservation under any category. It is obligatory that you should fill all the items in the application. A sample screen is given below:

Programme Details

Admission Year: * 2016

Programme Applied for: * B.Sc. - M.Sc. (INTEGRATED)



Change Photo

Preferences

1. Give the order of preference of courses (Biotechnology/Climate Change Adaptation):

1) SELECT COURSE PREFERENCE

2. Subject preferred for paper II of the Entrance Examination :

2) SELECT COURSE PREFERENCE
SELECT SUBJECT PREFERENCE

Personal Details

3. Name of candidate in full as recorded in SSLC/matriculation Certificate:

VIVEK K

4. Gender: *

--SELECT--

5. Date of Birth: (Attach Self Attested Copy of Proof)

06/02/1997

Age: 18

6. Place of birth/domicile: *

7. Citizenship: *

INDIAN

8. Nativity: (Attach Certificate of Proof) *

--SELECT--

9. State of Permanent Residence: *

--SELECT--

10. * (i) Name of Father:

(ii) Name of Mother:

(iii) Name of Guardian:

(iv) Relationship with Guardian:

11. Religion: *

--SELECT--

Caste: *

12. Permanent Address: *

PIN Code : *

Save

Reservation Category

13. Physically Challenged ? * :

YES NO

14. Select a Category * :

--SELECT CATEGORY--

Annual Income *

--SELECT COMMUNITY--

Income Certificate No. *

--SELECT SUBCOMMUNITY--

Income Certificate Date *

Community Certificate Number *

Community Certificate date *

15. Any special Reservation other than communal Reservation ? * :

NO

Save

Contact Details

16. Address for Communication: * Same as above

17. Contact Telephone Number:

PIN Code : *

STD/ISD:

Tele No:

Telephone Number in India (if applicable)

Mobile No:

STD:

Tele No:

Education Details

18. Details of qualifying examination: *

Qualifying Exam: * --SELECT--

Board/University: *

Register No. & Year: *

Name of Institution: *

Save

Marks Details

19. Details of marks secured: *

Subject	Maximum Marks	Marks Secured	Grade Secured
Part I - English	0	0	
Part II - Additional Language/Subject	0	0	
Part III - Optional Subjects			
1. PHYSICS	0	0	
2. CHEMISTRY	0	0	
3. MATHEMATICS	0	0	
4. BIOLOGY	0	0	
Total for Part III - Optionals	0	0	
Grand Total	0	0	

Save

Declaration

20. I Agree: *

Declaration

1. I hereby declare that, I have fully read the conditions for admission to the Course as contained in the Prospectus and agree to abide by these.
2. I hereby solemnly and sincerely affirm that the statements made and information furnished in my application form and also in the enclosure there to submitted by me are true. Should it however be found that any information furnished therein is untrue in material particular, I realise that I am liable for criminal prosecution and also agree to forego my seat.

Final Submission

How to Fill in

Preference {for B Sc.-M Sc.(Integrated) Programmes}

1. Programmes Preference :

Select appropriate programmes from the list indicating the programme to which admission is sought for.

2. Subject for Entrance Examination :

Select appropriate subject from the list for the entrance examination, if conducted.

Personal Details

3. Name of Applicant :

The name given at the time of registration of candidate will be displayed here. It cannot be altered.

4. Gender :

Select male or female as the case may be.

5. Date of Birth :

The date of birth given at the time of registration procedure will be shown on the screen and cannot be modified.

6. Place of Birth/Domicile :

Give place of birth/domicile.

6. Citizenship :

Only Indian candidates can apply online.

7. Nativity :

Options available to choose are Keralite and Non-Keralite.

8. State of Permanent Residence :

Select the State in which the candidate is residing permanently.

9. Details of Parents/Guardian

(i) Type name of father of the applicant.

(ii) Type name of mother of the applicant.

(iii) Type name of guardian

(iv) State relation of the applicant with the guardian

(Either the names of the father & mother of the applicant or the name of the guardian is mandatory. If the name of the guardian is entered, then the relation of the applicant with the guardian should also be provided.)

10. Religion:

Select the religion and input the caste of the applicant.

11. Permanent Address :

Type full permanent address with pin code.

Contact Details

12. Address for Communication :

If the address for communication is same as permanent address, click on the '**Same as above**'. Otherwise, give the address for communication with PIN code. This is used for communication purpose.

13. Contact Telephone Number :

Type land phone number with STD code for communication purpose. Mobile number and email ID will be automatically taken from candidate's registration entry.

Fill up Other Information :

Details of Communal reservation, Income and Special reservation, Education are collected through the following screen:

Reservation Category

11. Physically Challenged ?* ; YES NO

12. Select a Category :* ?

Annual Income *

Income Certificate No *

Income Certificate Date *

Community Certificate Number*

Community Certificate Date *

13. Any special Reservation other than communal Reservation ?*

Education Details

16. Details of qualifying examination: * ?

Qualifying Exam: *

Board/University: *

Register No. & Year: * YEAR

Name of Institution: *

Save

Mark Details

17. Details of marks secured: * ?

Subject	Maximum Marks	Marks Secured	Grade Secured
Part I - English	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
Part II - Additional Language/Subject <input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
Part III - Optional Subjects			
1. <input type="text" value="PHYSICS"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
2. <input type="text" value="CHEMISTRY"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
3. <input type="text" value="MATHEMATICS"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
4. <input type="text" value="BIOLOGY"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
Total for Part III - Optionals	<input type="text" value="0"/>	<input type="text" value="0"/>	
Grand Total	<input type="text" value="0"/>	<input type="text" value="0"/>	

Save

Communal Reservation

14. Eligible Reservation Category :

Reservation to eligible communities will be available in the prospectus.

Community : Community list will displayed based on the given reservation category. Choose suitable one from the list.

15. Details of Income and Community Certificate :

SC/ST candidate who claim for any communal reservation should obtain Community Certificate from Tahsildar.

The candidate who has claim for any communal reservation other than SC/ST should obtain Community and Income Certificates from the Village Officer/Tahsildar.

(i) **Community Certificate :** Input the Certificate number and date of issue

(ii) **Income Certificate:** Type the Certificate number, issue date and annual income.

16. Do you claim Special Reservation? :

Select 'Yes' or 'No'. If yes, Choose reservation category/categories from the provided list. The list include following values

- i) Sports – Applicable for B Sc. (Hons.) C & B
- ii) VHSE Agriculture – Applicable for Diploma in Agricultural Sciences
- iii) Lakshadweep – Applicable for Diploma in Agricultural Sciences

17. Reservation for Person with Disabilities (PH) :

If you are a person with disabilities, select 'Yes', otherwise 'No'. Self-attested copy of Medical certificate from the District Medical Board should be sent along with the printout of application.

Education Details

14. Details of Qualifying Examination :

- (i) Qualifying Examination : Select suitable educational qualification from the list. If your qualifying examination is not listed in the drop down select option "OTHER" and type in the qualification in the box provided below.
- (ii) Board/University : Type the board/university conducting the qualifying examination
- (iii) Register Number and Year of Passing : Type the Register number and year of passing the qualifying examination.
- (iv) Institution : Type the name of institution in which the candidate studied for qualifying examination.

15. Mark/Grade obtained for Subjects Studied for Higher Secondary /Equivalent :

- i) Part I – English : Type in the maximum mark (for 2 years) and mark/grade obtained for English
- ii) Part II – Main Subject/Addition Language : Type in the name of Subject or Additional Language , corresponding maximum mark (for 2 years) and mark/grade secured.
- iii) Part III – If your qualification examination is already selected subjects under that combination will automatically display here. You can continue entering maximum mark, mark/grade secured for the subjects listed(if the subject listed matches with subjects you have studied in qualifying examination). Otherwise select "Other" in Qualifying Examination and type subjects you have studied in qualifying examination.

For those boards providing grade in qualifying examination candidates are required to enter the grade secured in the subjects they have studied in the qualifying examination. No need to enter maximum mark and mark secured.

Declaration

25. I Agree :

Candidate should read the declaration carefully stated on the screen and agree with statements by clicking on the 'I Agree' box

20. I Agree: *

Declaration

1. I hereby declare that, I have fully read the conditions for admission to the Course as contained in the Prospectus and agree to abide by these.
2. I hereby solemnly and sincerely affirm that the statements made and information furnished in my application form and also in the enclosures there to submitted by me are true. Should it however be found that any information furnished therein is untrue in material particular, I realise that I am liable for criminal prosecution and also agree to forego my seat.

Final Submission

Step 4 : Final Submission of Application

This is also a one-time procedure. If candidate is sure that the information provided in the application are correct, click the button '**Final Submission**'. Please note that modification of your application will not be possible after doing this step. If you want to view your entered application, before doing Final Submission, save the document using '**Save**' button on the right of page, go to home page by clicking '**Home**' link and click '**View Application**'.

If any mandatory fields are found unfilled or any related fields are found mismatched, Final submission cannot be possible. In such cases, label will be colorized in red for the respective fields. You should correct the errors, press '**I Agree**' button once again and press '**Final Submission**'. Application Number is generated after successful submission of Application and can be view either by clicking '**View Application**' or '**Print Application**'

Before pressing the Final Submission, you must ensure that all the information provided by you are correct and true. No modification will be allowed after the Final Submission.

Declaration

20. I Agree: *

1. I hereby declare that, I have fully read the conditions for admission to the Course as contained in the Prospectus and agree to abide by these.
2. I hereby solemnly and sincerely affirm that the statements made and information furnished in my application form and also in the enclosures there to submitted by me are true. Should it however be found that any information furnished therein is untrue in material particular, I realise that I am liable for criminal prosecution and also agree to forego my seat.

Final Submission

Step 5 : Payment of Application Fee

This step facilitates to provide payment details of your application fee. You should have the details of Application fee remitted. Modes of Payments are through Demand Draft or Pay-in Slip.

The screen shown below:

- Demand Draft (Drawn from Nationalised/Scheduled bank)
- Pay-in Slip (SB Account Number 57006546701)

Important!

General and SC/ST candidate should remit the specified fee meant for them. Otherwise the application will be rejected.

Demand Draft (Candidates outside Kerala) :

The Demand Draft drawn in favour of the Comptroller, Kerala Agricultural University, Vellanikkara, payable at State Bank of Travancore, KAU Campus Branch, Vellanikkara, Thrissur will be accepted as Application Fee. DD Number and date, amount, name and branch of bank have to be provided in respective columns in the application and DD in original should be sent to Kerala Agricultural University along with print out of application.

Pay-in Slip (Candidates inside Kerala) :

Fee may be remitted at any State Bank of Travancore Branch in the state, to the Kerala Agricultural University Comptroller's SB Account No. 57006546701 maintained at State Bank of Travancore, KAU Campus Branch, Vellanikkara. Details regarding the payment such as payment date, amount, bank and branch should be entered in application form and the counterfoil of the remittance slip must be attached with the print out of application form.

- Demand Draft (Drawn from Nationalised/Scheduled bank)
- Pay-in Slip (SB Account Number 57006546701)

DD/Pay-in Slip Details

DD/Pay-in SlipNo:
DD/Pay-in Slip Amount (Rs.):
DD/Pay-in Slip Date: DAY: MONTH: YEAR:
DD/Pay-in Slip Bank Name:
DD/Pay-in Slip Branch Name:

Step 6 : Print Application

Candidate should take a printout of his/her application in A4 size paper using the link available on the home page named '[Print Application](#)'.

Welcome, **VIVEK E K (KAU150006)** Log Out

Last visit on 2015-05-18 13:38:43 IP: 192.168.164.150

Payment details of application fee saved successfully. X

<input type="button" value="Fill-Up Application"/>	<input type="button" value="View Your Application"/>
<input type="button" value="Payment of Application Fee"/>	<input type="button" value="Change Your Password"/>
<input type="button" value="Print Your Application"/>	<input type="button" value="Download Proformas,if needed"/>
	<input type="button" value="Memo Card"/>

Important:

Take printout of application in a good quality A4 size paper using the link '[Print Application](#)'. Any other kind of printout is not accepted. If candidate wishes to leave the computer system or he/she has completed the online submission of application, he/she may 'Log off' the system by clicking on '[Logout](#)' link. This action is compulsory for preventing the misuse of his/her Home Page by strangers.

Procedures to be followed after taking printout of the application:

- Affix a passport size (3.5 x 3.5 cm) photograph (this should be the copy of uploaded photo).
- The applicant and the parent should sign in the specified areas on the printout of the Application.

Step 7 : Send the printout of the Application and supporting documents to Kerala Agricultural University

Enclose the application and all supporting documents in the envelope and send so as to reach the Registrar, Kerala Agricultural University before the last date specified for submission of application.

Address :

The Registrar,
Kerala Agricultural University,
KAU P.O, Vellanikkara,
Thrissur, Kerala - 680656.

The procedure of submitting online application will be complete only after receiving the printout of the online application and supporting documents by the Registrar KAU.

Do not fold the envelope.
Do not tamper the barcode on the face of printout of application.

Your Application Status

The status of application procedure will be available in the home pages of all candidates. After successful login, you can view the status. The green colour text highlighted in pale green symbolizes the completion of respective step. The red colour text highlighted in pale red stands for non-completion status. The meaning of each status is described below:

Registration : Indicates Candidate's Registration for online application.

Final Submission : Shows whether the candidate made the final submission of application by pressing '[Final submission](#)' button.

Payment : Payment section of online application finished or not.

Printed : Printout of application taken or not.

Received by KAU : Receiving status means that whether the application sent by the candidate reached at Registrar, KAU and taken for scrutinizing or not. Remember, it may take some days to update this status to green.

Reason(s) for rejecting Application

The following are some of the reason(s) that may lead to rejection of your Application.

- If **Applicant and Parent have not signed** in the specified areas on the printout of the Application.
- If self attested copy of **Mark list of qualifying examination is not attached** along with the printout of the application.
- If the particular **Application Fee** meant for each category **is not paid**.
- If printout of **application** (use the 'Print Application' link) and supported documents **reach after the last date specified**.

Before sending application the candidate should ensure that he/she has the required qualification for the course as detailed in the prospectus.

Helpline Numbers:

Technical – 0487 2438198

B Sc. (Hons.) C & B – 0487 2438501

B Sc.-M Sc. (integrated) Biotechnology – 0471 2382221

B Sc.-M Sc. (integrated) Climate Change Adaptation – 0487 2438691

Diploma in Agricultural Sciences – 0466 2212228

Diploma in Organic Agriculture – 0471 2388000

Details regarding admission

Diploma Courses – 0487 2438136

Other Courses – 0487 2438137