University of North Bengal
ACCREDITED BY NAAC WITH GRADE A
ENLIGHTENMENT TO PERFECTION

Guidelines to fill up the Application Form of University of North Bengal Online Application (NBU BA/B.Com 2019-2020)

What all do you need to complete the Online application process for NBU Online Application? As an applicant you would need the following:

1. An **E-mail ID** for registration and for receiving all future correspondence till the admission process is over and subsequently, if admitted.
2. A **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. Access to facilities of computer with internet connectivity, B/W printer and scanner.
4. A recent passport sized **colour photograph** (for scanning and uploading in "jpeg/jpg/png/bmp/gif" format are allowed. File size of scanned photograph should not be more than 100KB).
5. Your **signature** using **Blue/Black** pen on white sheet (for scanning and uploading in "jpeg/jpg/png/bmp/gif" format only. File size of scanned photograph should not be more than 100KB).
6. Access to an online payment facility / service such as ONLINE Payment mode:
    1. Net Banking (NEFT on SBI & Others)
    2. Credit card
    3. ATM-cum-Debit card

All applicants should note that:

1. **No printout** of online submitted application form or proof of payment of NBU admission fee is to be submitted to the University.

   However, the candidates should retain a copy of the said documents for their own record.
   Note: If there is any change in this rule it will be notified in the Notice section of www.nbuonline.in
2. Scan copy of original certificates issued by competent authority supporting your filled in details will be asked from you at the time of Online Application. If data provided in the online application is not supported by appropriate documents then your application / claim for admission shall be summarily rejected.

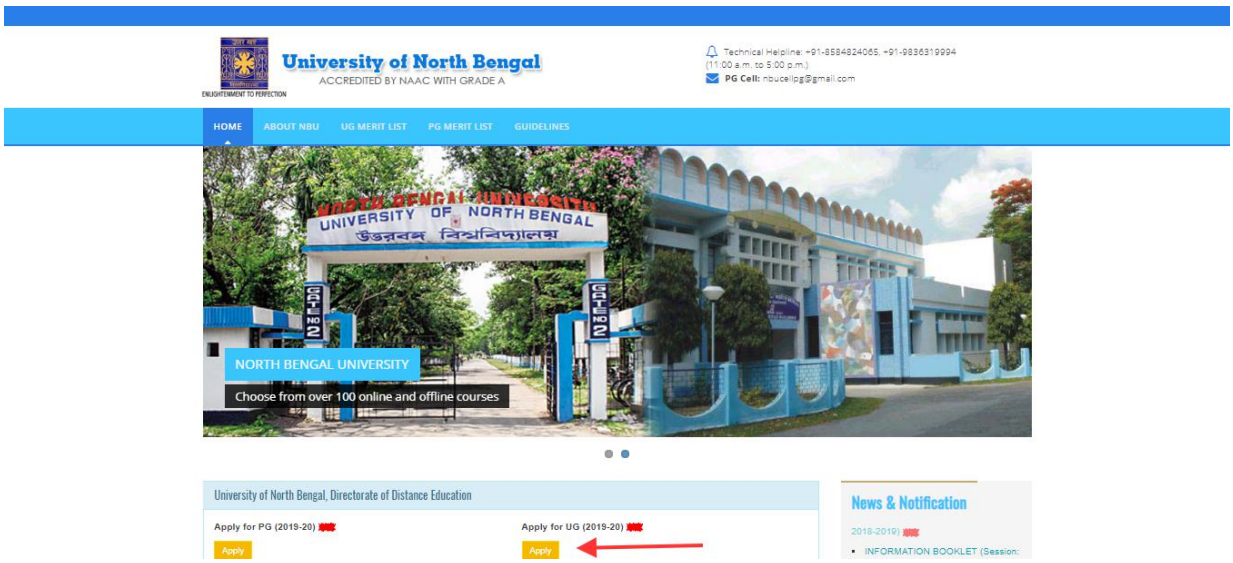
Steps to be followed for filling the online application:

Before proceeding to fill up the online application form, please ensure that you have the required details and scanned image files of your (i) recent passport size colour photograph and (ii) signature [as specified at Para 4 & 5 above], which will be needed at different stages of process. The entire process of filling online application form can be completed in six stages. The six stages are:

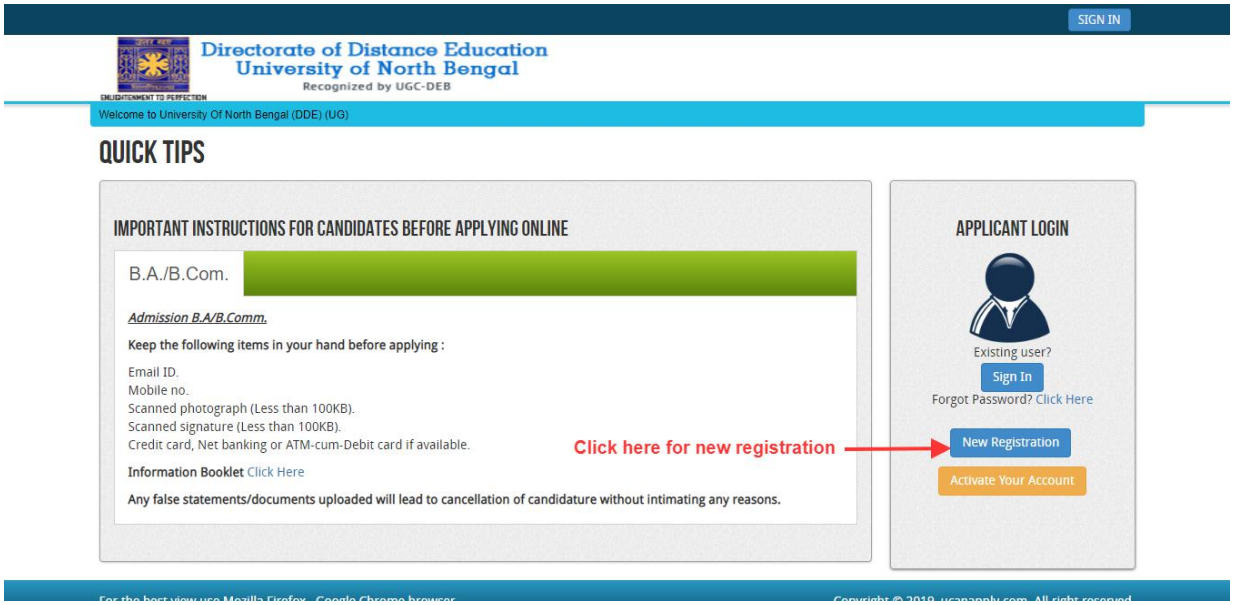
1. Registration on the NBU Application Portal (www.nbuonline.in) for online process
2. Select the course [check eligibility]
3. If you choose to apply for the selected course [do it after confirming your eligibility etc], application form will appear on the screen. Fill up the details in the application form which will have following sections:
    1. Applicant Details
    2. Upload scanned image file of your Photograph and Signature [as specified in Para 4 & 5 above]
    3. Academic details
    4. Scan Document Upload
4. Final Review of details entered in the Application Form and if they are corrected then 'Confirm' the submission. Else, edit the details before confirming submission.
5. Fee Payment & application Submission
6. For subsequent applications (after the first course) process of filling up 'Applicant Details', 'uploading of Photograph and Signature' and 'Academic Details' will not be required. These details will be repeated automatically/copied for all subsequent applications after the first application. If you choose to pay after selecting all the courses of your choice, a combined payment of NBU Online Fee for all courses you have applied for can be done.

How to complete Registration on the NBU Application Portal (www.nbuonline.in) for Online Process?

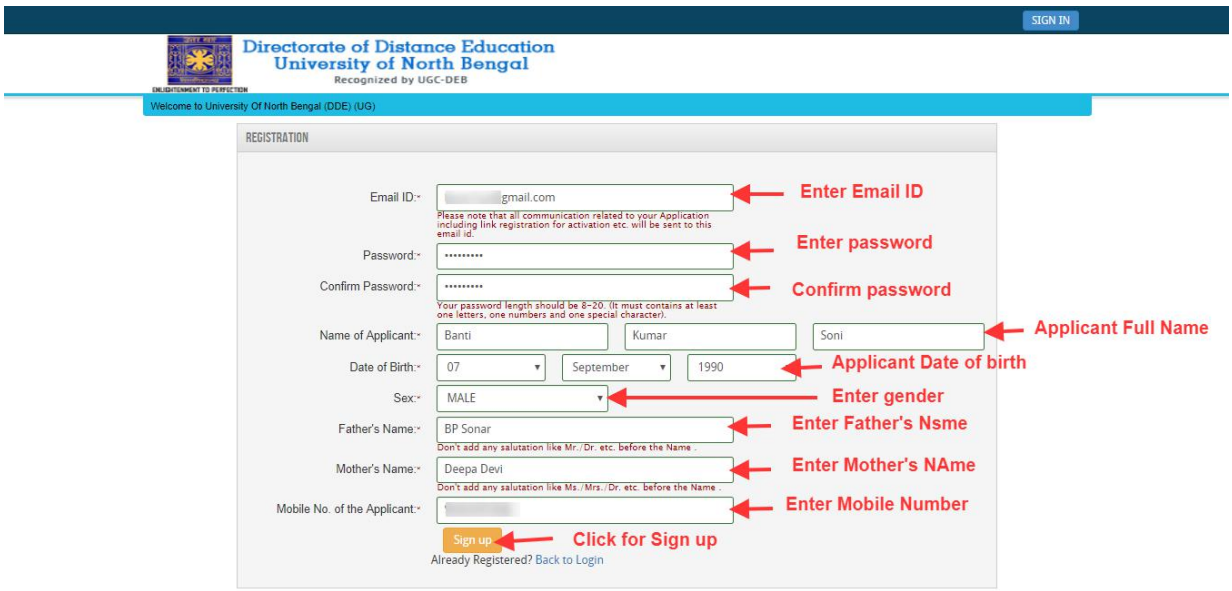
Step 1: Please click on **"Apply for NBU BA/B.Com"** button given on the home page of the NBU Online Portal (www.nbuonline.in).



Step 2: On clicking the link, you will be directed to a new page having an Applicant Login Box. Below the login fields there is a link **"Make Registration"**. Please click on this link.



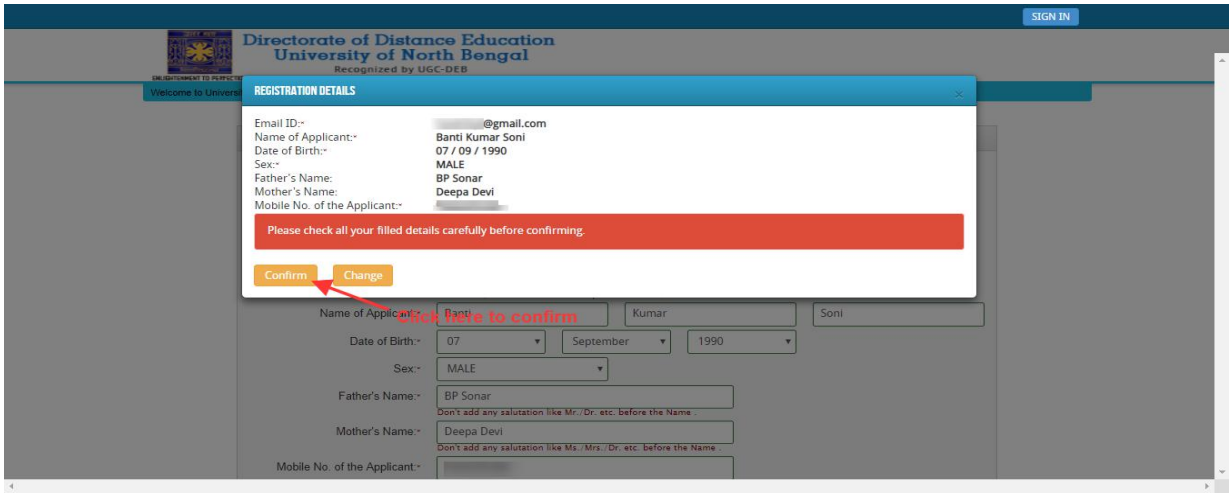
Step 3: When you click the link you will be shown a Registration Form asking for various details. Fields for information which is mandatory is marked with "Red coloured bullets" and are to be essentially filled up. These fields cannot be left blank. Once you fill the details, you can click on the **"Sign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



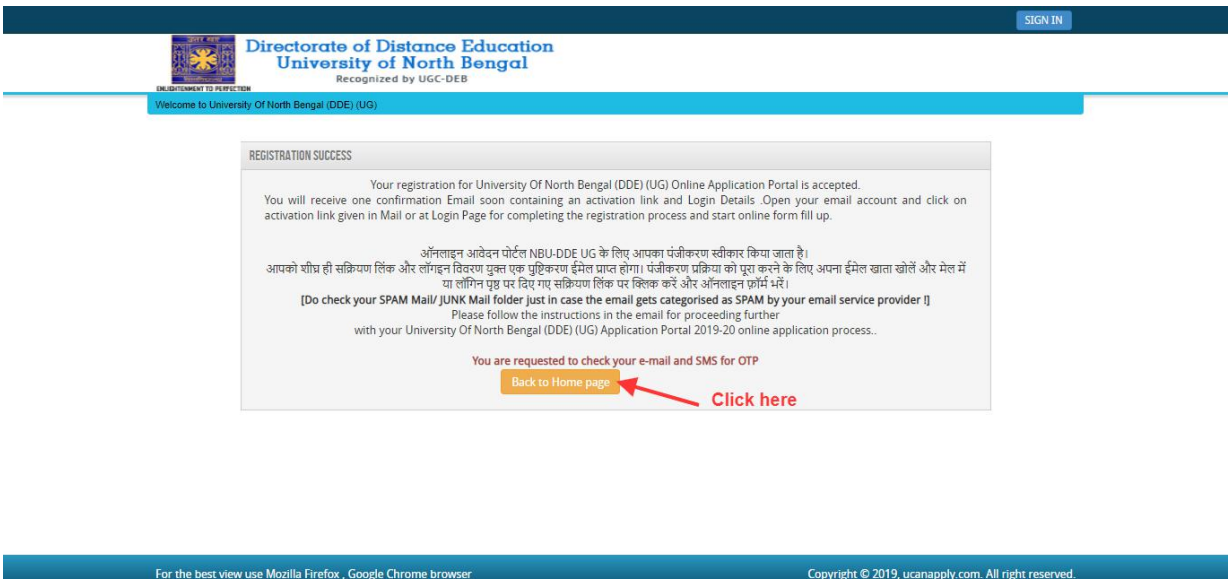
NOTE: PLEASE NOTE THAT DETAILS SUBMITTED DURING REGISTRATION CANNOT BE CHANGED LATER. SO MAKE SURE YOU DO NOT MAKE ERRORS IN THE INFORMATION YOU FILL IN THIS FORM.

Step 4: Activation and validation of Registration

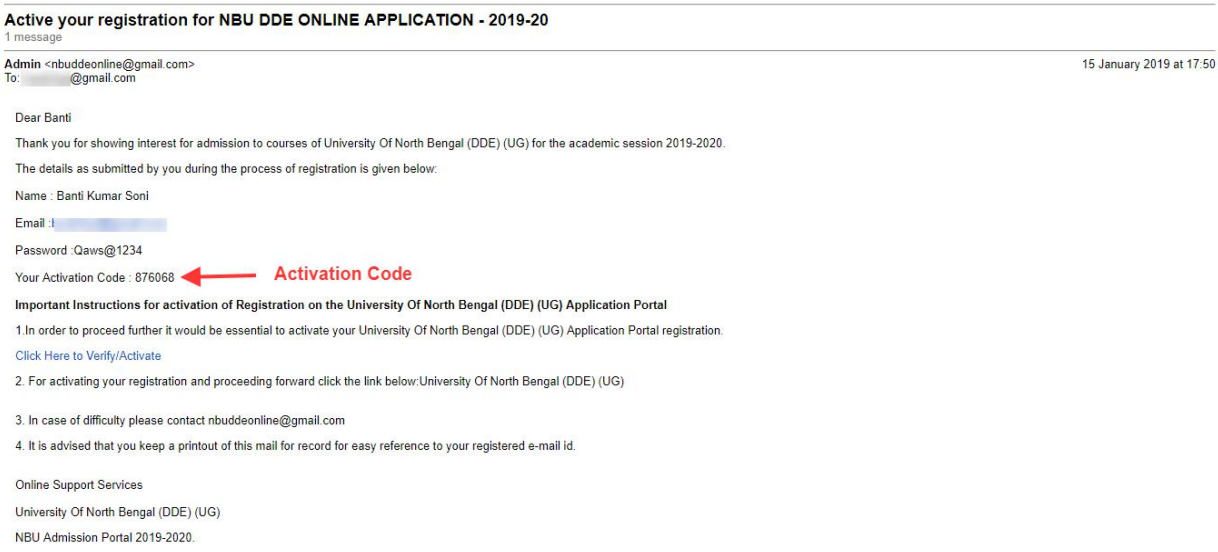
1. On successful submission of registration details, you would be shown a **confirmation** message on the screen. You will also receive an e-mail on the e-mail ID provided by you in the Registration Form and a validation code on your registered mobile number. This email will contain an activation link. You need to click on this activation link to confirm and complete your registration process.



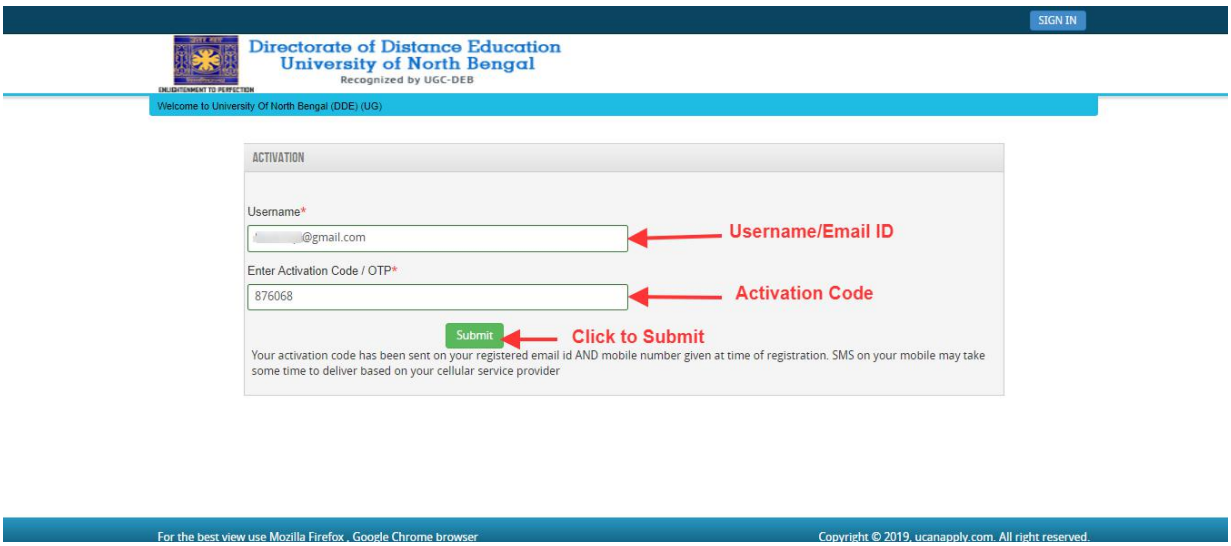
Note: This confirmation and activation link e-mail might land up in your "Spam Folder" or "Junk Folder'. So, in case you do not find the registration confirmation e-mail in your "Inbox", please check your "Spam Folder" or "Junk Folder'. If you find the e-mail from nbuugcell@gmail.com in your **"Spam Folder" or "Junk Folder'**, please report it as "Not Spam" and/or add the same to your contact list so that the subsequent e-mails from nbuugcell@gmail.com always come in your Inbox. Always check your **"Spam Folder" or "Junk Folder'** for e-mails from the NBU Online Application Portal.



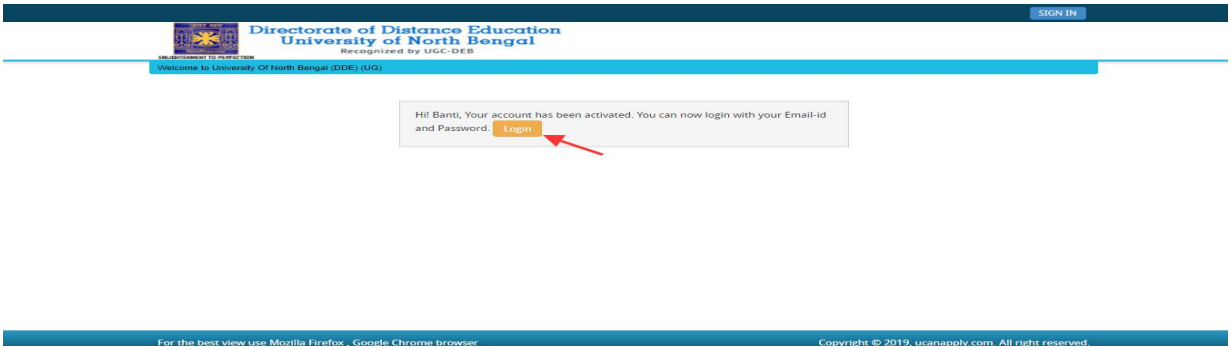
2. Click on this activation link received in the e-mail. You account will not be activated until you have clicked on this activation link, so, do not forget this important step.



3. On clicking the activation link, you will be directed to the validation page in which you are required to give the validation code sent on your registered mobile number. Enter the validation code received on your registered mobile number to complete the registration process.

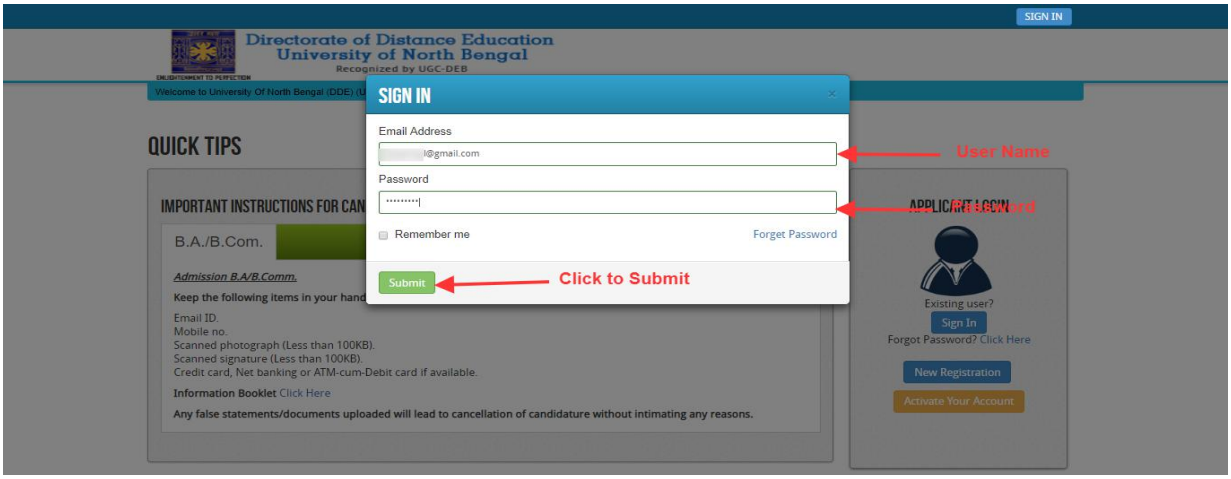


4. On successful validation, you will be allowed login and directed to My Application Section. Select the course of your choice and start filling up the application form online.

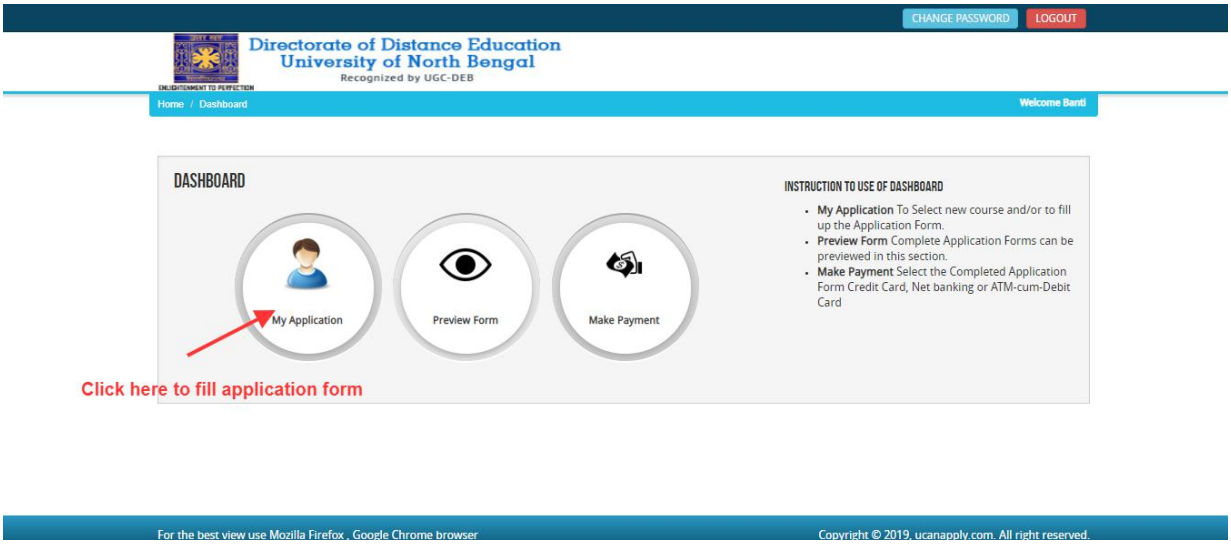


How to select Course for which I want to apply?

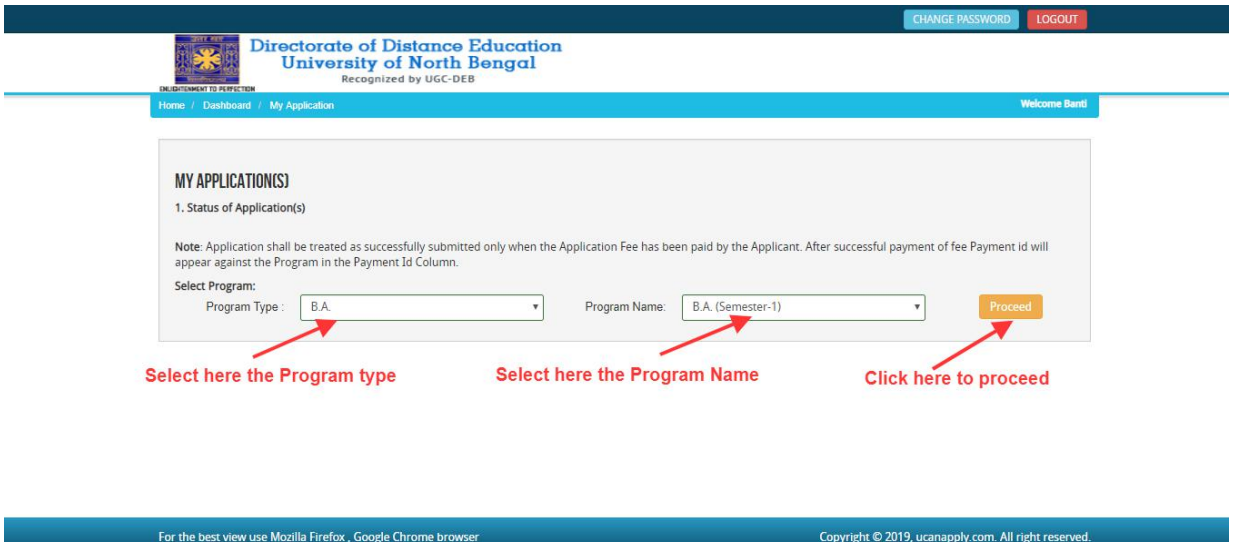
Step 1: After activation and validation of your Registration on the NBU Online Application Portal (www.nbuonline.in), you can login into the programme with your registered mail ID & password.



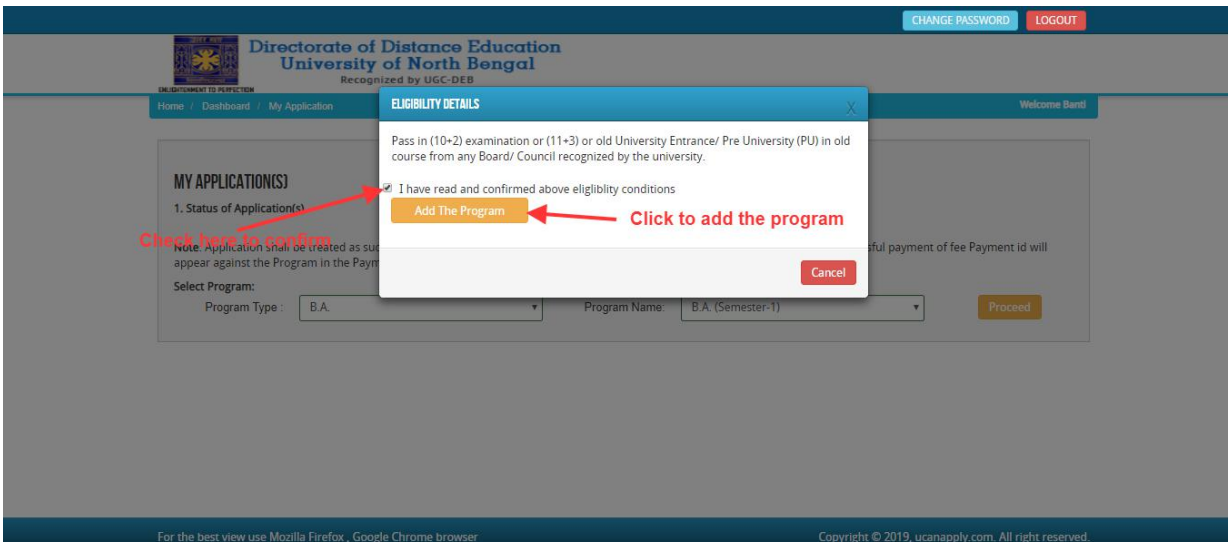
After login you will be able to see **dashboard** and click "**My Application**"



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

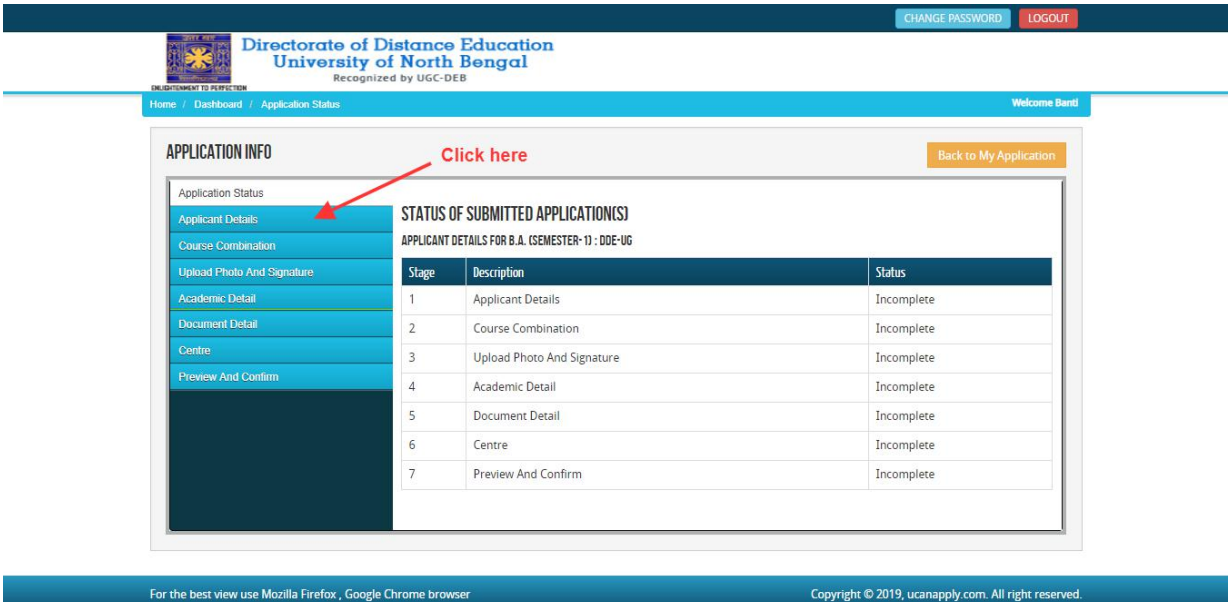


Step 2: Please select **Faculty Name** and after select **Course Name** from the drop down boxes given at the Bottom and click **"Proceed".** Check the eligibility and in case you are eligible for the course click the checkbox given below regarding confirmation of the terms and conditions and the eligibility to proceed further for filling up the application form by clicking **"Add Course"** button.



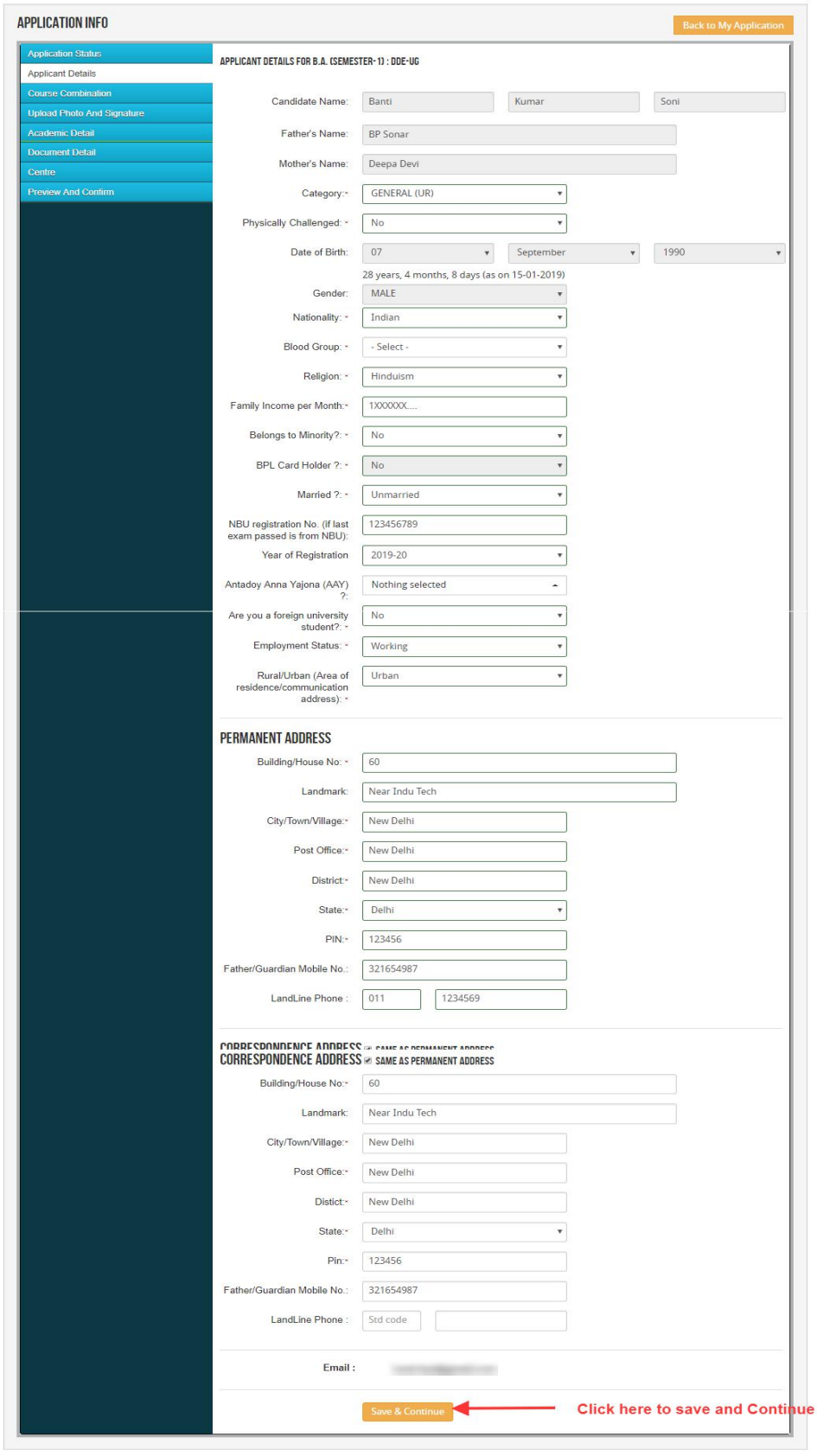
How to fill up the Application form after I have selected the Course I wish to apply for?

Step 1: After adding the course of your choice, following screen will appear showing status of submitted application. On the left panel, various other buttons such as 'Applicant Details', 'Upload Photo and Signature' etc are given. These are various sections of the form. **Application Status** section shows which sections of the form is complete and which is incomplete. You can click the left panel button to go to the section of the form which are incomplete.



Step 2: After you have added the first course of your choice and come to the above screen, all the four sections of the Application Form would be shown as incomplete. Click on the '**Applicant Details**' button on the left panel. On clicking, following form will appear on the screen. Some of its fields would be pre-filled with the details you gave at the time of registration. Fill up other required details correctly. Now Fill the '**Course Combination**' page and select all the courses as per requirement, Screenshot as bellow.

Note: Mandatory fields have been marked with red asterix. They are to be essentially filled up before you will be allowed to 'Save' of the form.


APPLICATION INFO
Back to My Application
Application Status
Applicant Details
Course Combination
Upload Photo And Signature
Academic Detail
Document Detail
Centre
Preview And Confirm
APPLICANT DETAILS FOR B.A. (SEMESTER-1) : DDE-UG
Candidate Name: Banti Kumar Soni
Father's Name: BP Sonar
Mother's Name: Deepa Devi
Category: GENERAL (UR)
Physically Challenged: No
Date of Birth: 07 September 1990
28 years, 4 months, 8 days (as on 15-01-2019)
Gender: MALE
Nationality: Indian
Blood Group: - Select -
Religion: Hinduism
Family Income per Month: 1XXXXX....
Belongs to Minority?: No
BPL Card Holder ?: No
Married ?: Unmarried
NBU registration No. (If last exam passed is from NBU): 123456789
Year of Registration 2019-20
Antadoy Anna Yajona (AAY) ?: Nothing selected
Are you a foreign university student?: No
Employment Status: Working
Rural/Urban (Area of residence/communication address): Urban
PERMANENT ADDRESS
Building/House No: 60
Landmark: Near Indu Tech
City/Town/Village: New Delhi
Post Office: New Delhi
District: New Delhi
State: Delhi
PIN: 123456
Father/Guardian Mobile No.: 321654987
LandLine Phone : 011 1234569
CORRESPONDENCE ADDRESS SAME AS PERMANENT ADDRESS
Building/House No: 60
Landmark: Near Indu Tech
City/Town/Village: New Delhi
Post Office: New Delhi
Distict: New Delhi
State: Delhi
Pin: 123456
Father/Guardian Mobile No.: 321654987
LandLine Phone : Std code
Email :
Save & Continue
Click here to save and Continue
For the best view use Mozilla Firefox , Google Chrome browser
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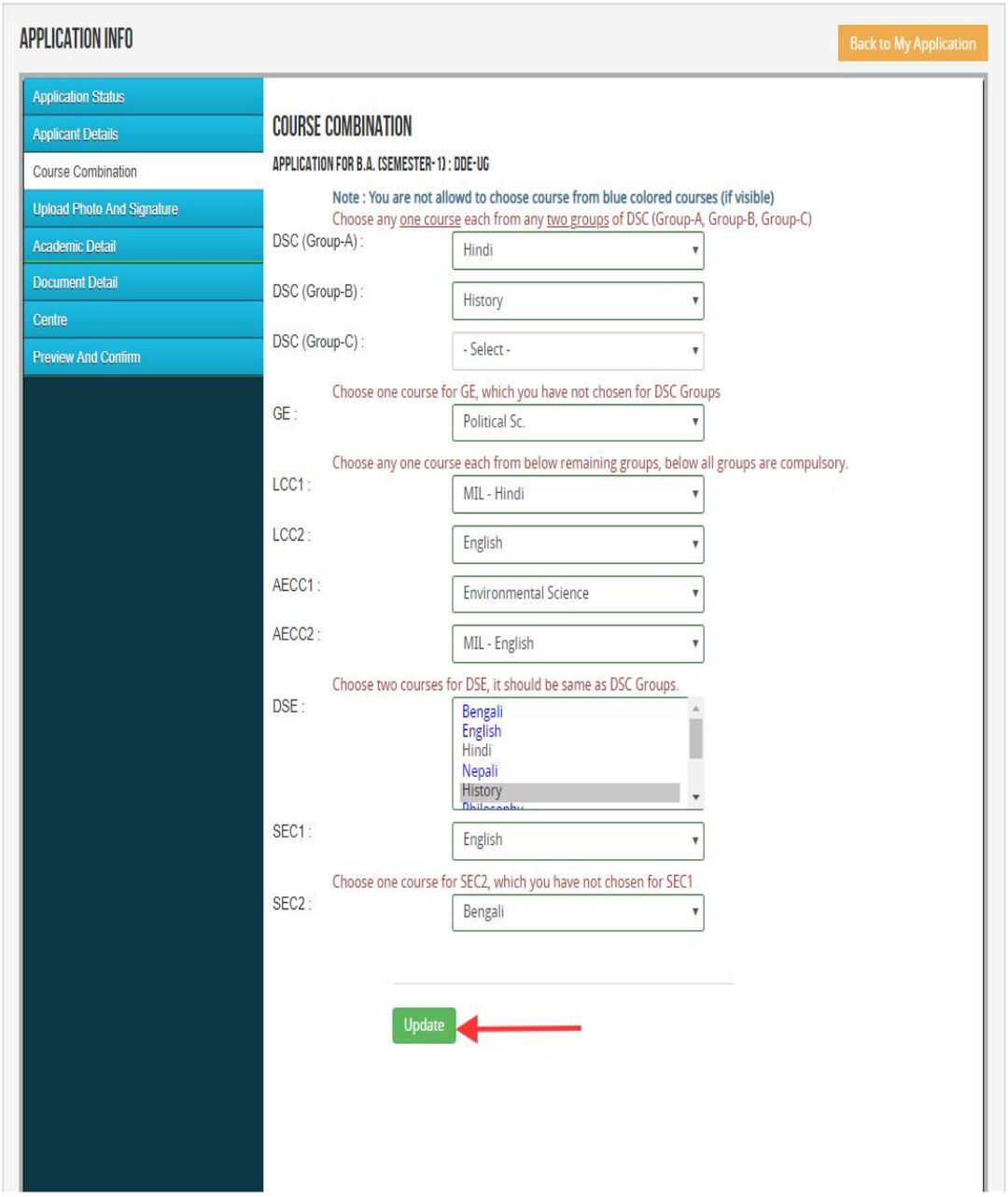
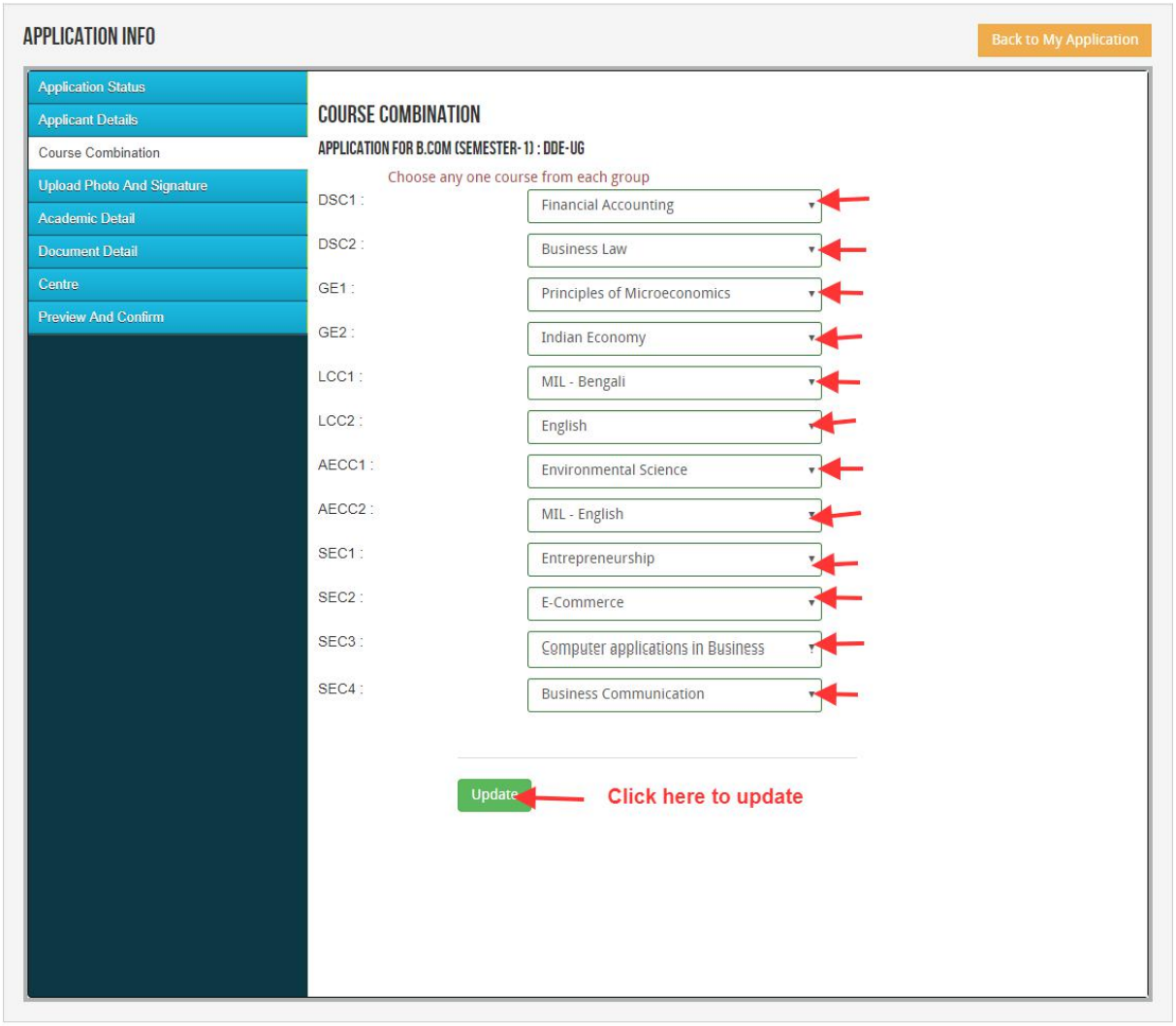
Course Combination for BA Course



Course Combination for B.Com Course



Step 3: After you have filled up all the required fields of the '**Application form**', and '' Click on the **'Save & Continue'** button given at the bottom of the page (as shown above).

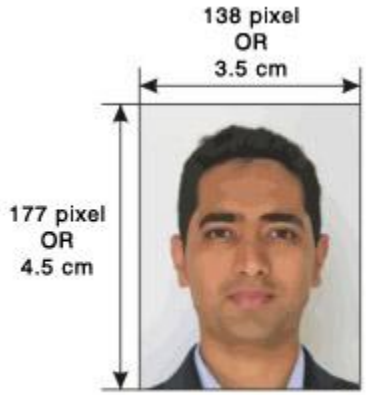
Note: for details related to specific fields in the application form, eligibility condition, number of seats, fee etc please refer to the Information Bulletin available on the NBU Online Application Portal (www.nbuonline.in**).**

Step 4: After filling up application click the 'Save and Continue' Bottom given at the bottom.

How to Upload image file (in jpeg/jpg/png/bmp/gif format; size limit 100kb) of my scanned photograph and signature?

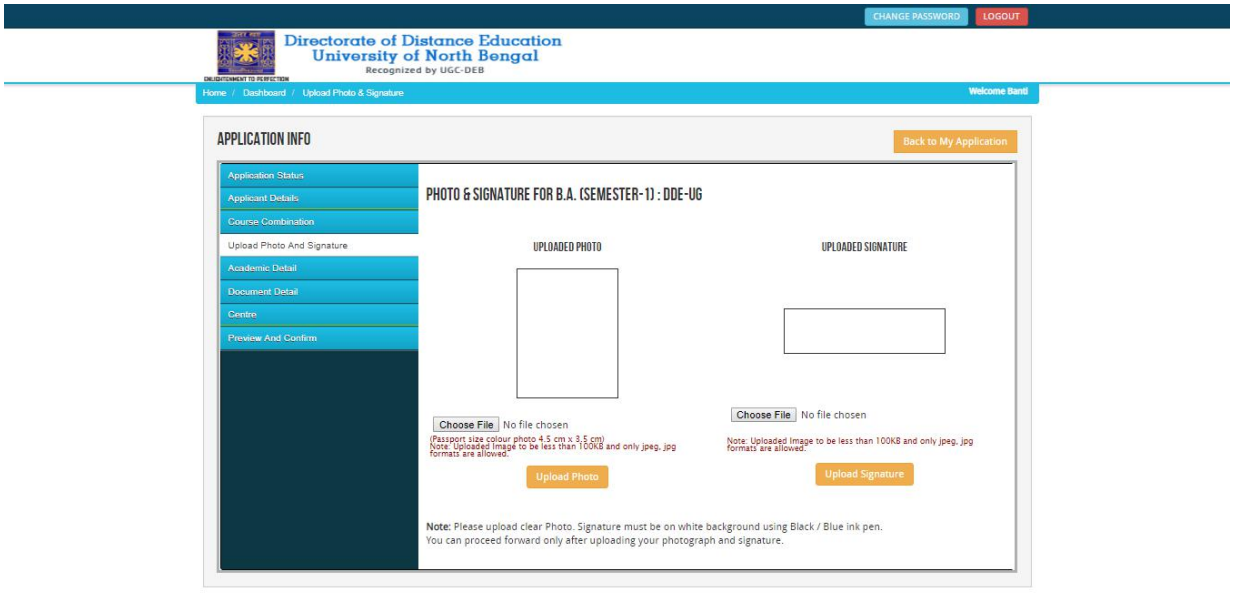
Step 1: To upload the image file of you scanned passport size colour photograph and signature, click the button 'Upload Photograph and Signature' button available on the left panel. On clicking, you will see the following screen:

(Your **scanned passport photo should be** within 3.5 x 4.5 cm in size, scanning resolution should be within 100 dpi & file size should be less than 100 KB.)

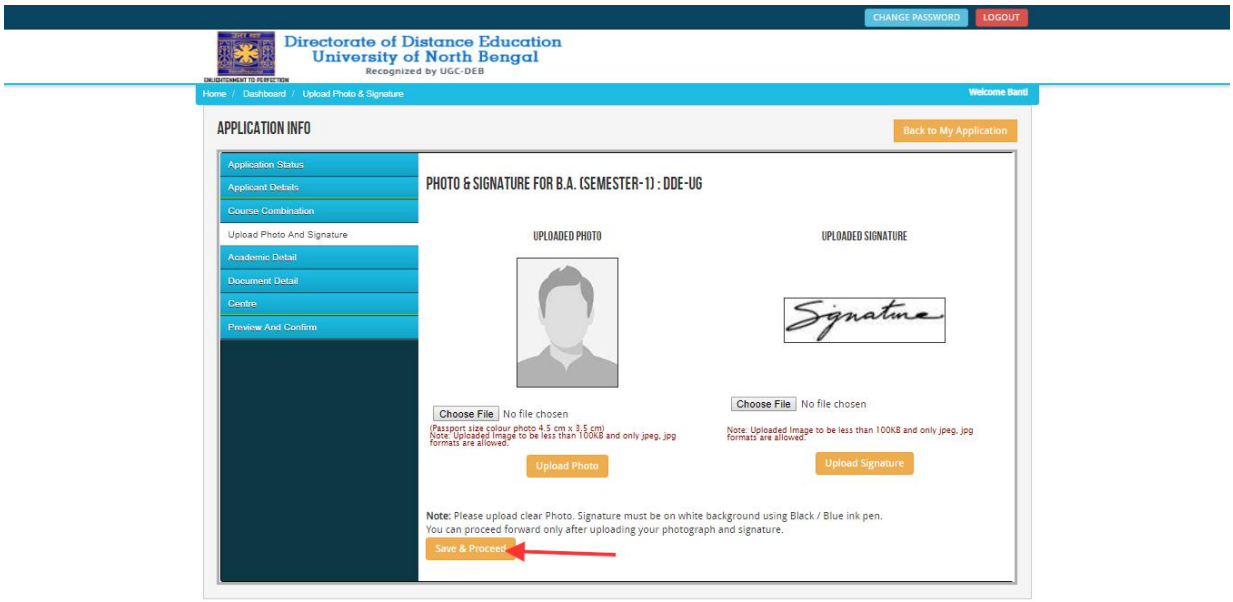


If you are facing any problem to upload your photo or rejected by the system then we are requested you to resize your photo as per the sample images shown here.
To resize your scanned photo please follow the following steps:

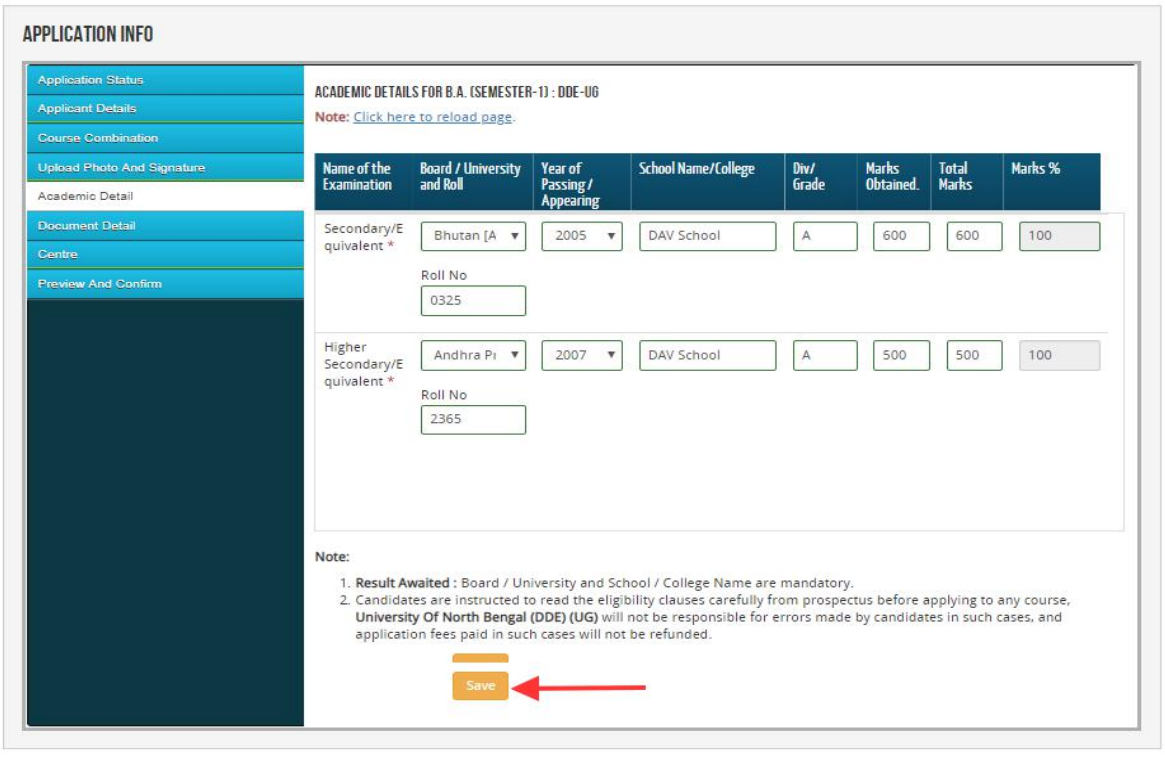
1. Right click on the scanned photo file → Open with → Microsoft Office Picture Manager
2. Then look at the top menus, Click Picture → Resize
3. Now look at the right panel, Select the radio button Custom width x height, And write width = 138px, height = 177px. Then Click OK to complete.
4. If you are not able to do this properly, then you can try 'Crop' feature for the 'Picture' menu
5. The save the file.



Step 5: Choose the image file (jpeg format; photo should be within 4.5 x 3.5 cm in size, scanning resolution should be within 100 dpi & file size not more than 100 kb) of your scanned passport size photograph and signature and click the button '**Upload Photo**' and '**Upload Signature**' button given below the Box. After you have successfully uploaded the photograph and signature, you will see the following page:



Step 6: After filling up application click the 'Save and Proceed' Button given at the bottom you have filled up all the required fields of the '**Academic Details**', here you add your passed examination details and Click on the 'Save' button.



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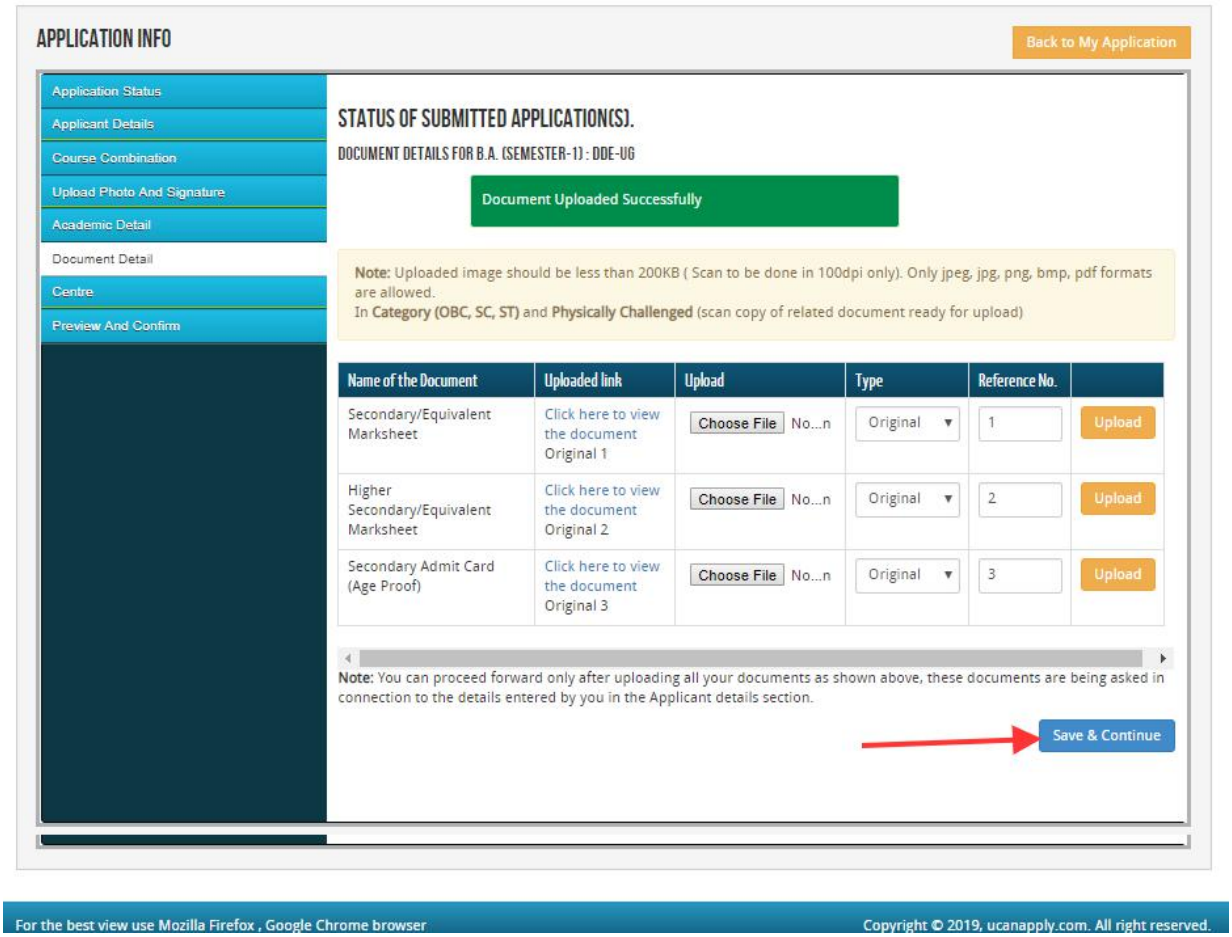
Step 7: After filling up application click the 'Save' Button given at the bottom you have filled up all the required fields of the '**Document Details**', here you add your document details and Click on the 'Save & Continue' button.



For the best view use Mozilla Firefox , Google Chrome browser
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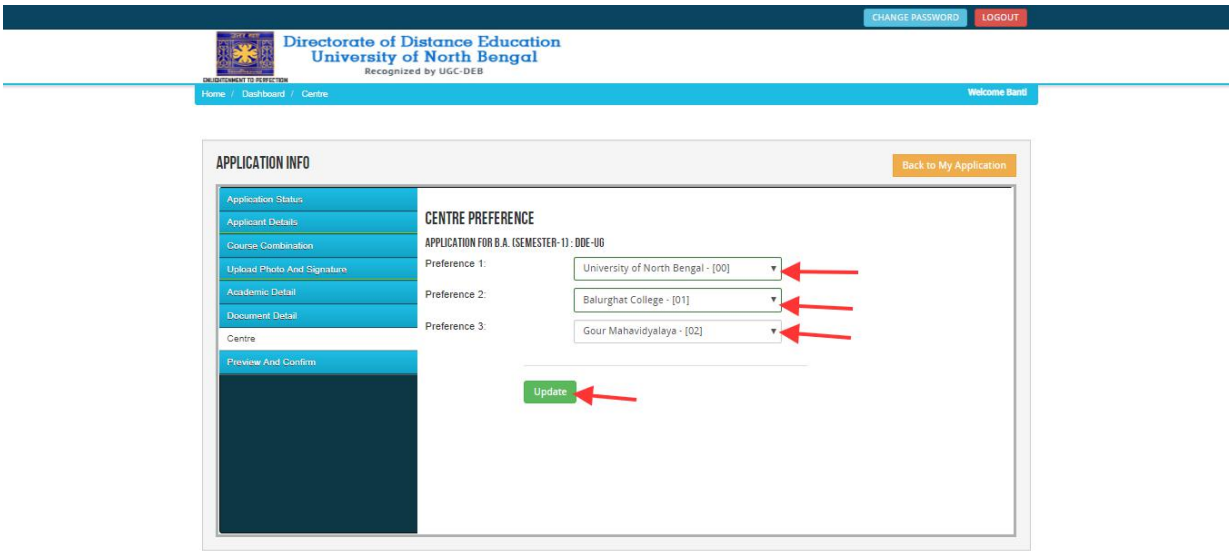
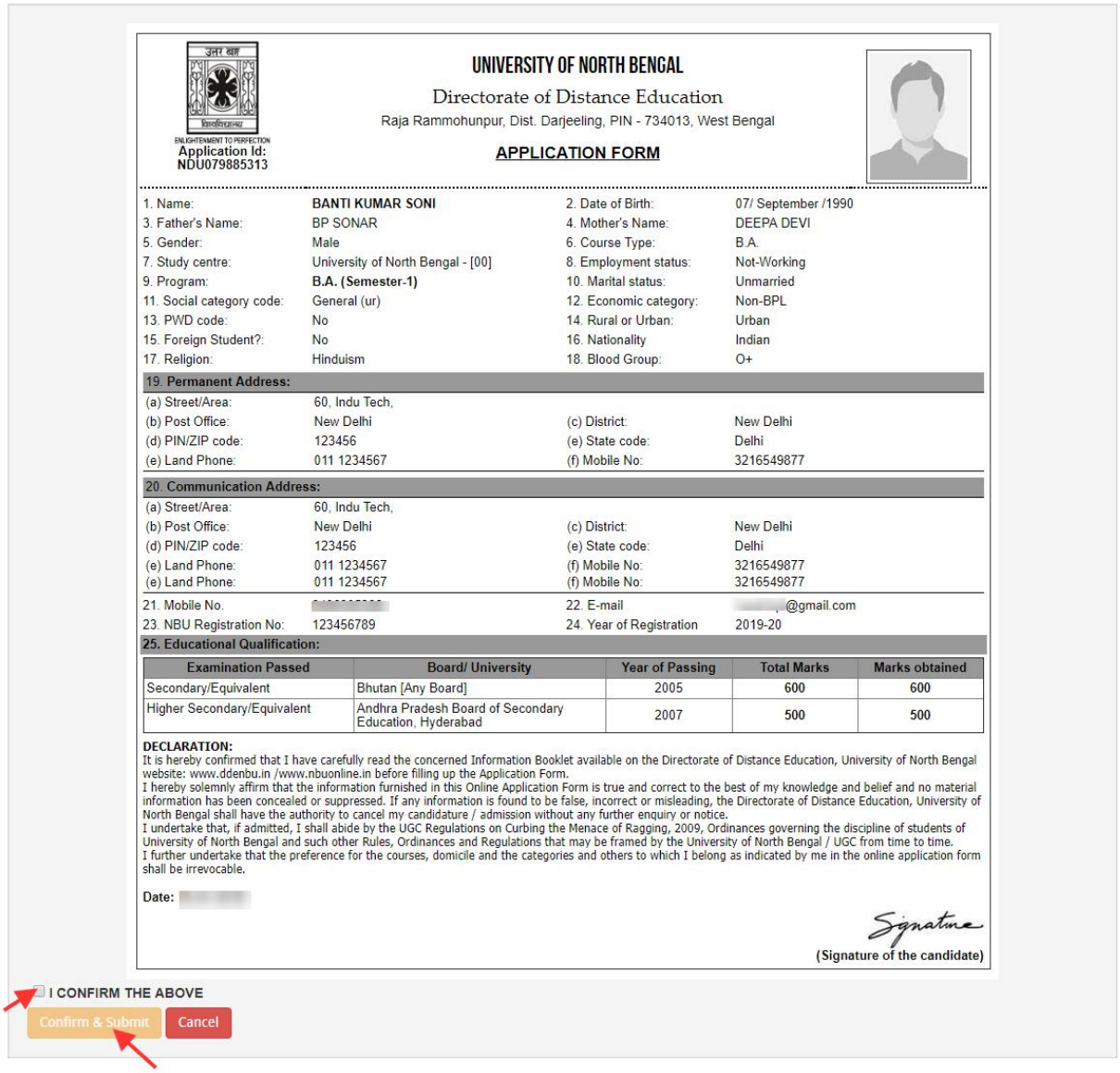
Step 8: After filling up application click the 'Save & Continue'. Now you select and update the center from the CENTER PREFERENCE page. As shown bellow.



Up to this stage, you have completed all stages of the Application Form. Now, click the 'Save & Continue' button given at the bottom of the page. This will help you see entries made in various sections of the Application Form. In case you want to edit some details, you should do so before clicking **'I confirm the above'** checkbox and clicking the **'Confirm & Submit'** button because **once you confirm and submit an application form, it cannot be edited further.**

For the other subject system will go for **Applicant Form View** page. Here you can check all information which you have entered in your application process. If everything is ok then click the button **I CONFIRM THE ABOVE** & Click 'Confirm & Submit' button.

After that system will show you the **Proceed to Payment** button to complete the payment.



UNIVERSITY OF NORTH BENGAL

Directorate of Distance Education

Raja Rammohunpur, Dist. Darjeeling, PIN - 734013, West Bengal

APPLICATION FORM

Application Id: NDU079885313

1. Name:	BANTI KUMAR SONI	2. Date of Birth:	07/ September /1990
3. Father's Name:	BP SONAR	4. Mother's Name:	DEEPA DEVI
5. Gender:	Male	6. Course Type:	B.A.
7. Study centre:	University of North Bengal - [00]	8. Employment status:	Not-Working
9. Program:	**B.A. (Semester-1)**	10. Marital status:	Unmarried
11. Social category code:	General (ur)	12. Economic category:	Non-BPL
13. PWD code:	No	14. Rural or Urban:	Urban
15. Foreign Student?:	No	16. Nationality	Indian
17. Religion:	Hinduism	18. Blood Group:	O+

19. Permanent Address:

(a) Street/Area:	60, Indu Tech,		
(b) Post Office:	New Delhi	(c) District:	New Delhi
(d) PIN/ZIP code:	123456	(e) State code:	Delhi
(e) Land Phone:	011 1234567	(f) Mobile No:	3216549877

20. Communication Address:

(a) Street/Area:	60, Indu Tech,		
(b) Post Office:	New Delhi	(c) District:	New Delhi
(d) PIN/ZIP code:	123456	(e) State code:	Delhi
(e) Land Phone:	011 1234567	(f) Mobile No:	3216549877
(e) Land Phone:	011 1234567	(f) Mobile No:	3216549877
21. Mobile No.	[redacted]	22. E-mail	[redacted]@gmail.com
23. NBU Registration No:	123456789	24. Year of Registration	2019-20

25. Educational Qualification:

Examination Passed	Board/ University	Year of Passing	Total Marks	Marks obtained
Secondary/Equivalent	Bhutan [Any Board]	2005	600	600
Higher Secondary/Equivalent	Andhra Pradesh Board of Secondary Education, Hyderabad	2007	500	500

DECLARATION:

It is hereby confirmed that I have carefully read the concerned Information Booklet available on the Directorate of Distance Education, University of North Bengal website: www.ddenbu.in /www.nbuonline.in before filling up the Application Form.
I hereby solemnly affirm that the information furnished in this Online Application Form is true and correct to the best of my knowledge and belief and no material information has been concealed or suppressed. If any information is found to be false, incorrect or misleading, the Directorate of Distance Education, University of North Bengal shall have the authority to cancel my candidature / admission without any further enquiry or notice.
I undertake that, if admitted, I shall abide by the UGC Regulations on Curbing the Menace of Ragging, 2009, Ordinances governing the discipline of students of University of North Bengal and such other Rules, Ordinances and Regulations that may be framed by the University of North Bengal / UGC from time to time.
I further undertake that the preference for the courses, domicile and the categories and others to which I belong as indicated by me in the online application form shall be irrevocable.

Date: [redacted]

Signature

(Signature of the candidate)

I CONFIRM THE ABOVE

Confirm & Submit | Cancel

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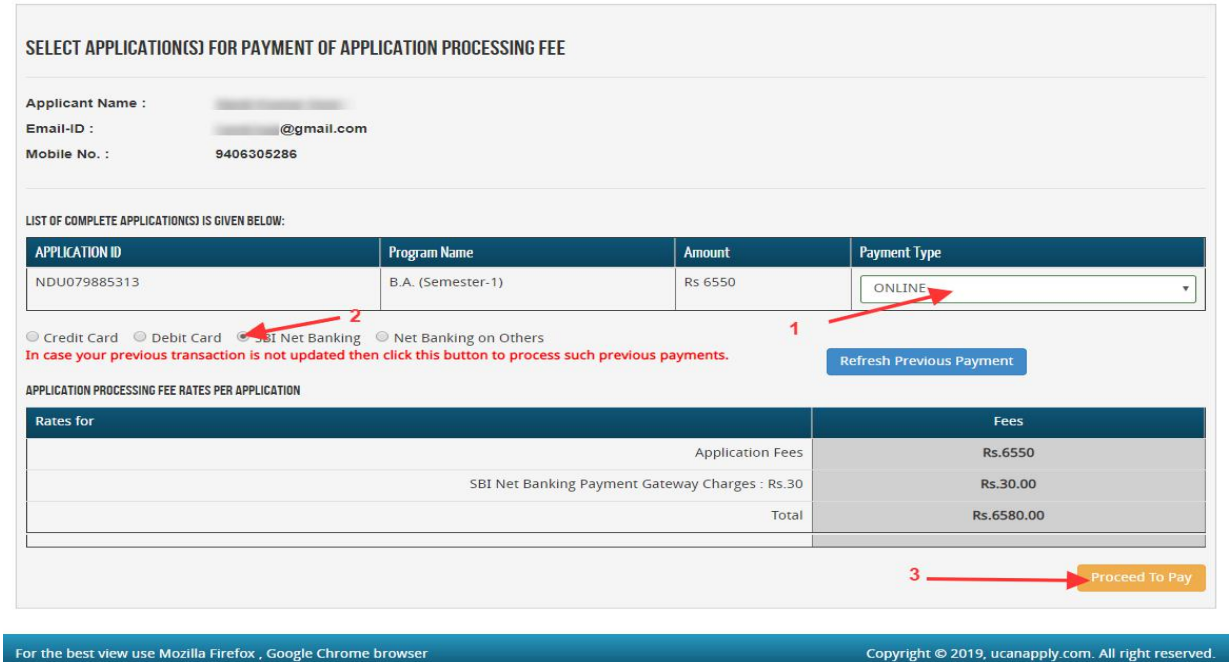
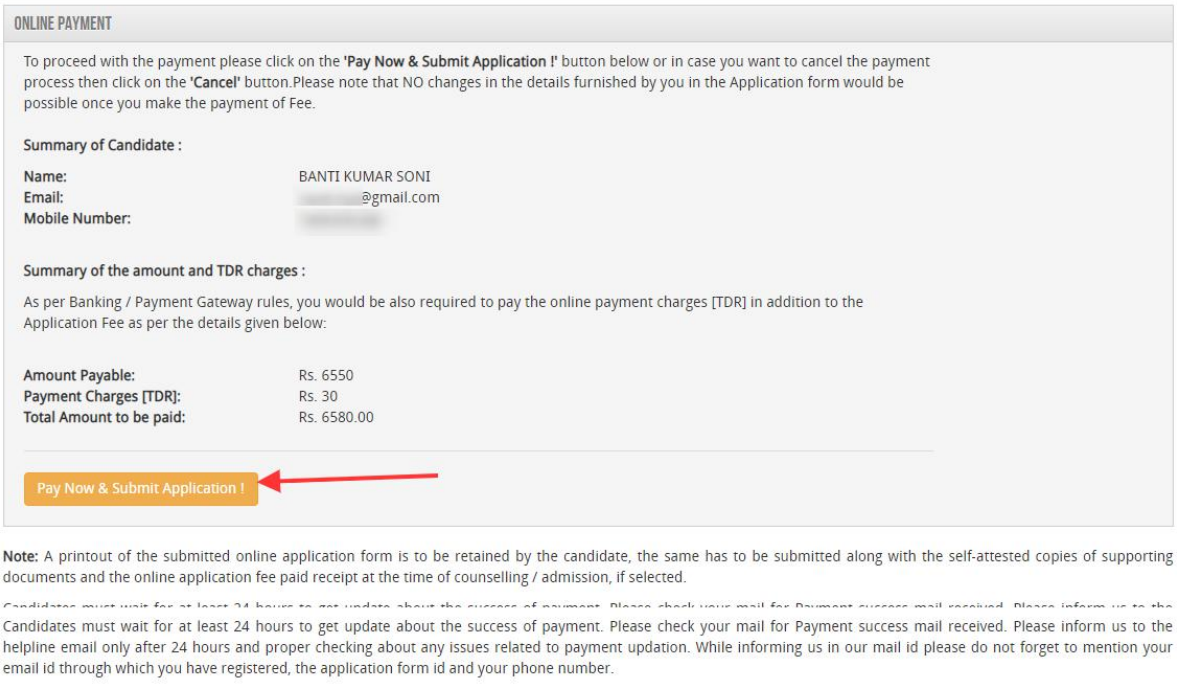
How to pay the Application Fees?

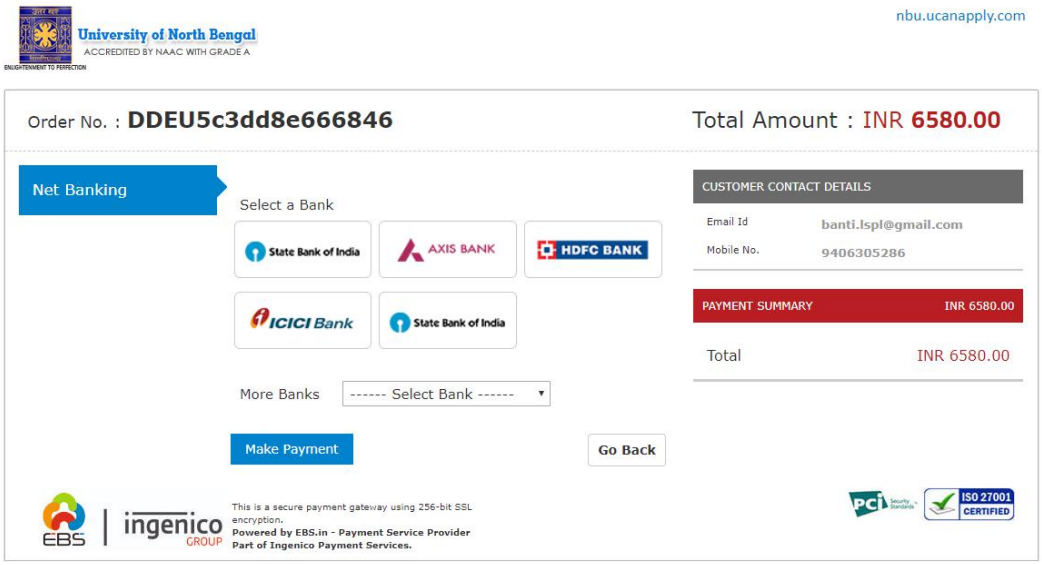
Step 1: You will get dropdown for '**Payment Type**'; here you can get ONLINE Payment type. Click here to make payment. On clicking you will see the following screen.



Step 2: You can select the applications for which you want to pay the NBU Online Fee by clicking 'ONLINE' the check box given in the bottom left for 'Select to Pay'. You have option of paying NBU Online Fee online [using Credit Card/Debit Card/NEFT (Net Banking on SBI)/NEFT] through payment gateway available on the Portal [by clicking 'Proceed to Pay'].



Step 3: On clicking **'Proceed to Pay'**, following screen will appear. Here you can check your summary and payment amount etc. Once you click **Pay Now & Submit Application** button then system will go for payment to your banking website. After a successful payment you will get Payment Successful message. And your application process is complete.



After a successful payment you can take the Print of the form.

Online Support Services
University Of North Bengal
NBU Admission Portal 2019-2020