

Online Student Application flow in UUCMS

1. REGISTRATION

- ❖ Candidate Registers himself / herself on UUCMS portal by entering personal information, category, quota, bank details, previous educational qualification details and sets his/her own password.
- ❖ System generates Candidate ID.

2. Application submission

- ❖ Candidate logs in with Candidate ID & Password.
- ❖ Candidate creates the appropriate application by choosing University Program.
- ❖ Candidate provides his/her options from amongst the Disciplines offered by the college and enters priority for each option and submits the application.

3. College acceptance

- ❖ On selection of application College Principal enters the counselling date and sends out an invite to the Candidate for counselling, through e-mail.
- ❖ After Counselling, College Principal verifies the documents uploaded by the candidate during submission of Application (at the portal).
- ❖ If documents are found to be in order, the Principal accepts the student's candidature.

4. Candidate pays Fees

- ❖ Candidate receives acceptance from one or more colleges, chooses one of them and pays fees.
- ❖ Candidate pays fees through online mode using the payment gateway.

5. Final Approval by the Institution

- ❖ On payment of fees, the institution provides final approval to the Candidate's Admission.
- ❖ USN is generated for the Student and sent via email.
- ❖ Student logs in with the USN (as username) and Date of birth (as password), for confirmation of admission.