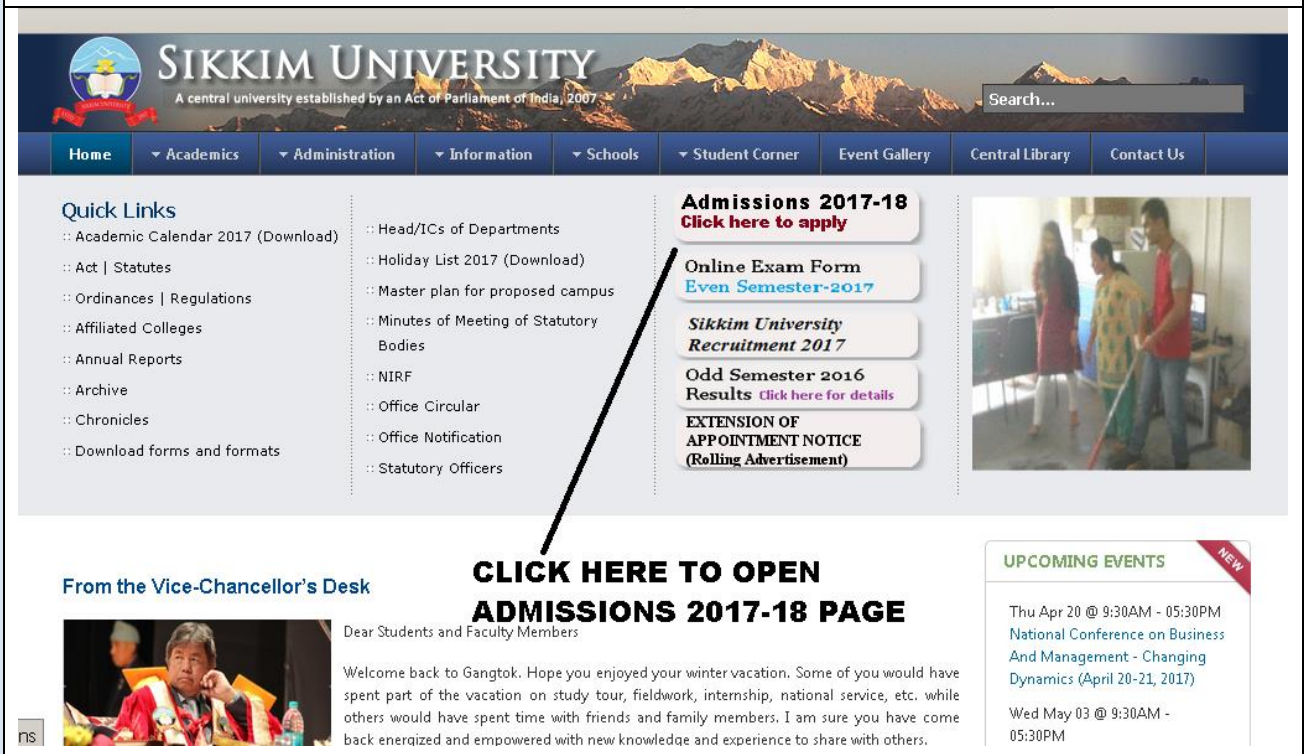
Admissions 2017-18

HOW TO APPLY ONLINE?

(STEP BY STEP PICTORIAL GUIDE)

1.	Please visit the official website of Sikkim University at www.cus.ac.in
2.	Click on the Admissions 2017-18 link at the Home Page
	
3.	Read all documents/points listed in page titled Sikkim University Admissions 2017-18. Download and read the Admission Notice and Prospectus 2017-18 carefully for all admissions related information including department details, course details, course duration, intake capacity, vacancy status, minimum eligibility criteria etc. before applying online. After reading the Admission Notice, Prospectus 2017-18 and all other points listed in the Sikkim University Admissions 2017-18 page, the candidate can click on the "CLICK HERE TO APPLY" link to apply online.

SIKKIM UNIVERSITY ADMISSION

2017-18

Items to download before filling of the forms.

1. **Admission Notice (Click here to download)**
2. **Prospectus 2017-18 (Click here to download)**
3. Please read the Prospectus 2017-18 carefully for all admissions related information including department details, course details, course duration, intake capacity, vacancy status, minimum eligibility criteria etc. before applying online.
4. **How to fill the online application form? (Click here to download the step by step pictorial guide)**
5. Helpline numbers:
   (For general queries) - 7797051156 (Timing - 09:30 A.M. to 05:30 P.M. Monday to Friday)
   (For technical queries) - 8967684511 (Timing - 09:30 A.M. to 05:30 P.M. Monday to Friday)
6. Application form submission mode: Online only
7. Payment modes: Online (Credit card/Debit Card/Net Banking) Offline (SBI Challan)
8. Important dates

1	Last date for online application submission	10/05/2017 (Wednesday)
2	Last date of application fee payment using Online payment method (Debit Card / Credit Card / Net banking)	10/05/2017 (Wednesday)
3	Last date for download of Bank Challan form	10/05/2017 (Wednesday)
4	Last date of application fee payment using Bank Challan	12/05/2017 (Friday)

9. Application Fees: General: 700/- SC/ST/OBC/PWD: Rs. 350/- (Excluding bank processing charges)

10. Important items required before filling up the online application form and other important instructions:

Sl. no.	
1	Please download the following documents for ready reference and instructions while filling up and submitting the online application form: · Prospectus 2017-18 · How to fill the online application form? (Step by step pictorial guide)
2	Scanned copy of passport size applicant's photograph should be kept ready. Format as given below: · Photograph must be a recent passport size colour photograph of the applicant taken against a light coloured background. · Dimensions - 200 x 230 pixels (preferred) · Size of file should be less than 600 Kb. · Format - JPEG
3	Scanned copy of applicant's signature in white paper should be kept ready. Format as given below: · The signature should be clear and legible · Dimensions- 300 x 100 pixels (preferred) · Size of the scanned signature should be less than 600 kb. · Format - JPEG
4	Scanned copy of all necessary documents for respective courses. · Format – PDF · Size – As prescribed in the online application form.
5	Documents listed from 2-4 above should not contain any special character. Example - Scanned copy of Bachelor in Science certificate may be named as **bsc.pdf** or BSC.pdf. It is recommended not to use file name with special characters like b.sc.pdf or B.S.C.pdf. (Eg. of special characters are "." "_" "/" "," ";" ":" etc).
6	It is recommended to use a computer with stable internet connection while filling up and submitting the online application form in order to ensure that online form submission and the payment process is completed successfully. Preferred browser: Latest version of Mozilla Firefox. (You can download the browser application here)
7	Applicants who opts to make online payment will get the online registration slip once the payment process is complete. For applicants opting to make the fee payment using bank challan can download and print the challan document after successful submitting of the online form with the the necessary documents. (Eg. - If the applicant downloads the challan on day 1, then he/she can make the payment at the bank after one working day i.e on day 3. After making the payment using the bank challan, the application status will change from pending to confirmed after 2 working days i.e on day 5 after which the applicant can download the online registration slip.)
8	Applicants are advised to verify the filled in information before submitting the application form to avoid calculation error, upload error, typographical error etc.

UNDERTAKINGS:

a) Candidates who are not registered students of Sikkim University hereby undertakes the following:

"I having been provisionally admitted to Sikkim University hereby undertake to produce the migration certificate in original within 30 September 2017. In case of failure to produce the same by that date, I shall forthwith vacate the seat and shall have no claim for refund of fees etc, paid for the semester. The amount of freeship / scholarship/fellowship drawn, if any, shall also be refunded forthwith."

b) Candidates who are admitted but do not attend classes till 24th July 2017:

"I having been admitted to Sikkim University hereby undertake to attend classes regularly and if I fail to attend a single class till 24th July 2017 from the date of commencement of classes, I shall forfeit my admission, fee paid by me shall not be returned and vacancy so created will be awarded to next candidate in the merit list. "

c) Candidates whose results of qualifying examination are pending (For applicable courses):

"I having been provisionally admitted to Sikkim University hereby undertake to submit the results of qualifying examination by 14th July 2017 failing which my admission will be cancelled and fee paid shall be forfeited. The vacancy so created shall be awarded to next eligible candidate on merit."

d) For students availing hostel accommodation:

I have read all the " Rules and Regulations for Hostel Residents" and promise to abide by them enforced and to be enforced from time to time by University Authority/management.

I shall not indulge myself in ragging in any form and I shall accept the punishment awarded by the concerned authority in this regard if found guilty of this.

I shall not indulge in any act of indiscipline, misbehavior and maintain complete harmony with all other inmates.

I shall compulsorily join the hostel mess and pledge myself to abide by the rules and regulations of the hostel mess, enforced and to be enforced from time to time by University Authority/management.

I will pay all dues, i.e, Hostel fee, Mess fee, Tuition fee etc. in time.

I further undertake that in case of any complaint of misbehavior, disobedience, violation of the rules and/or any act of indiscipline, any necessary action taken by the authority will be acceptable to me.

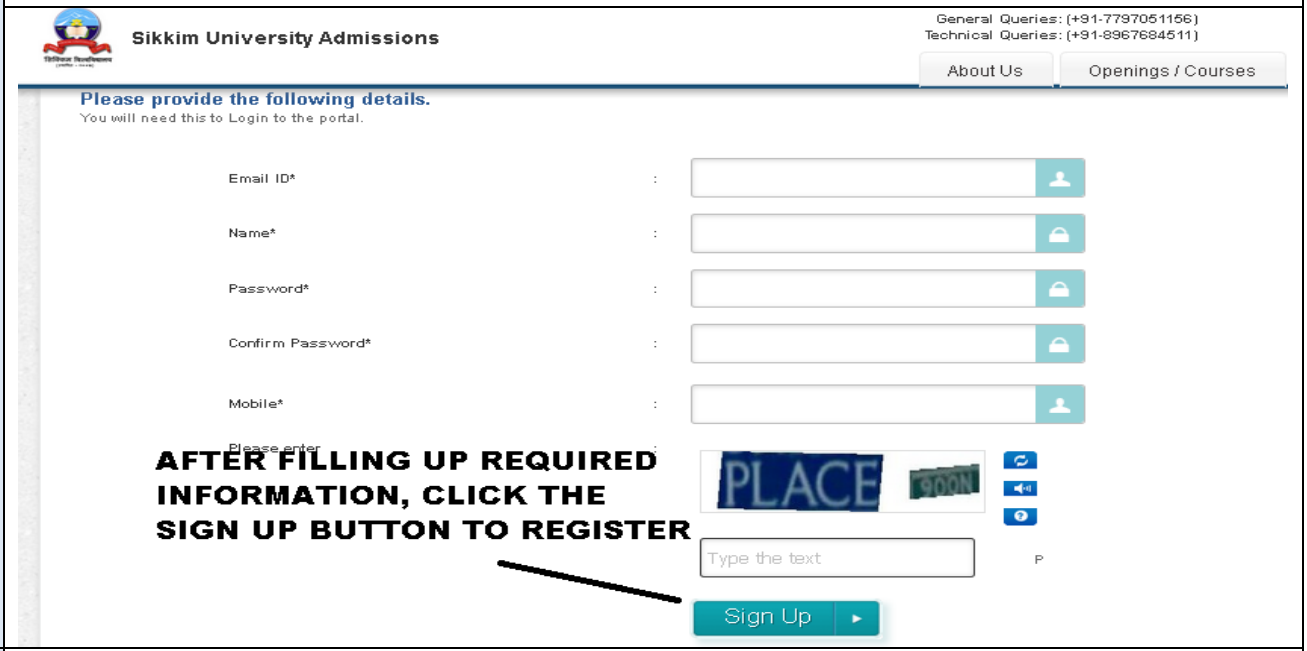
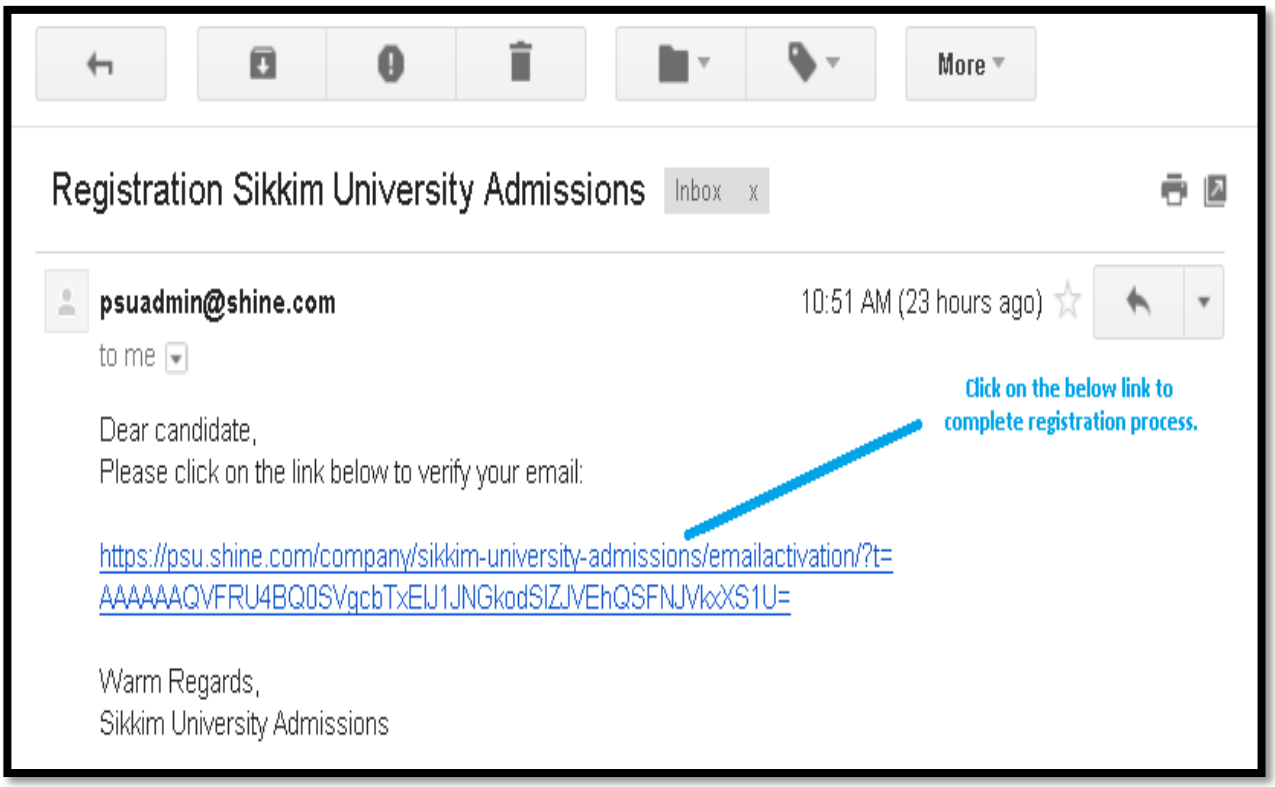
Last date of online application: 10/05/2017

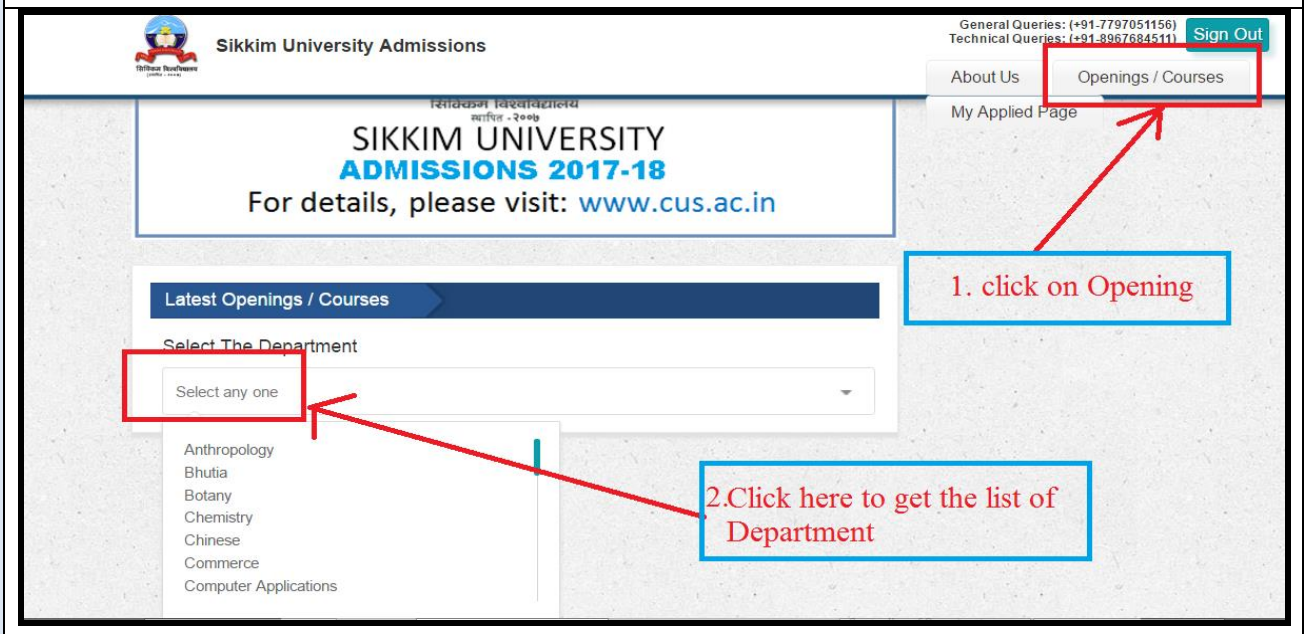
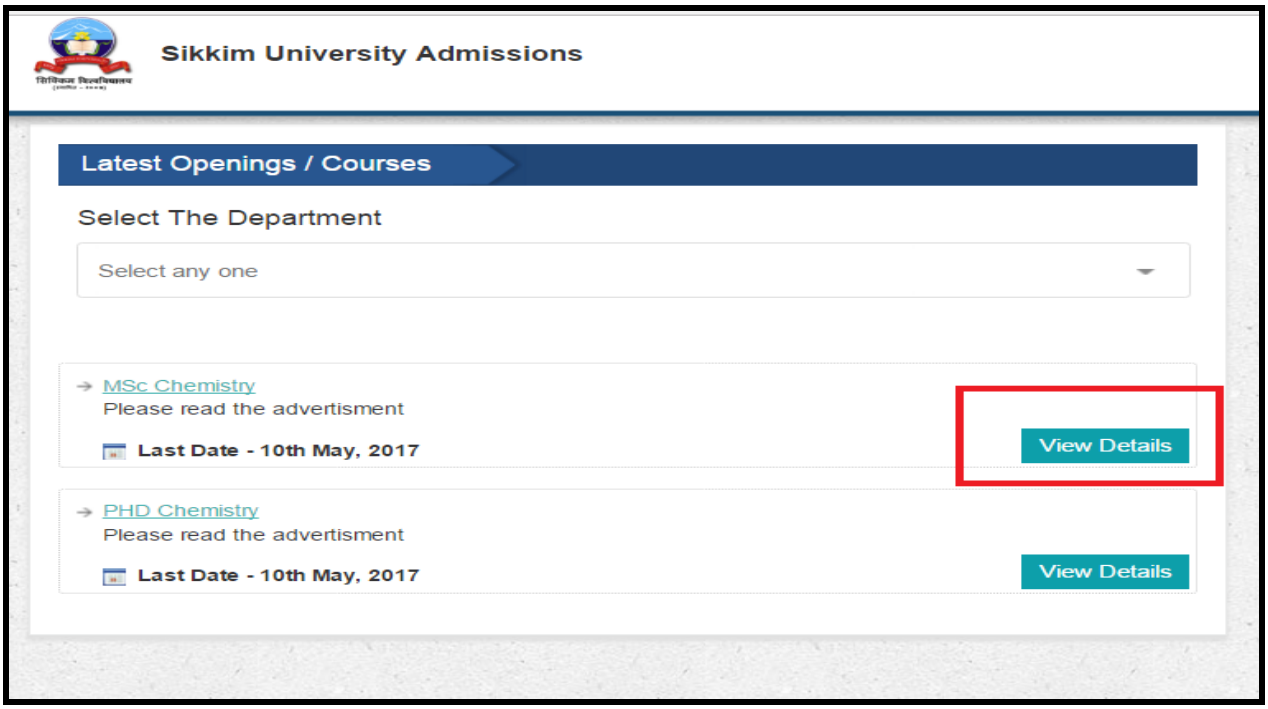
Disclaimer: I hereby state that I am applying for Sikkim University Admission 2017-18 via the online application form after having read and understood all the above listed points/documents and declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the event if any particulars or information furnished by me is found to be false/incorrect/incomplete my candidature is liable to be summarily rejected/cancelled. I have read and understood the Admission Notice and Prospectus 2017-18 carefully and I will fill up and submit my Online Application in accordance to it.

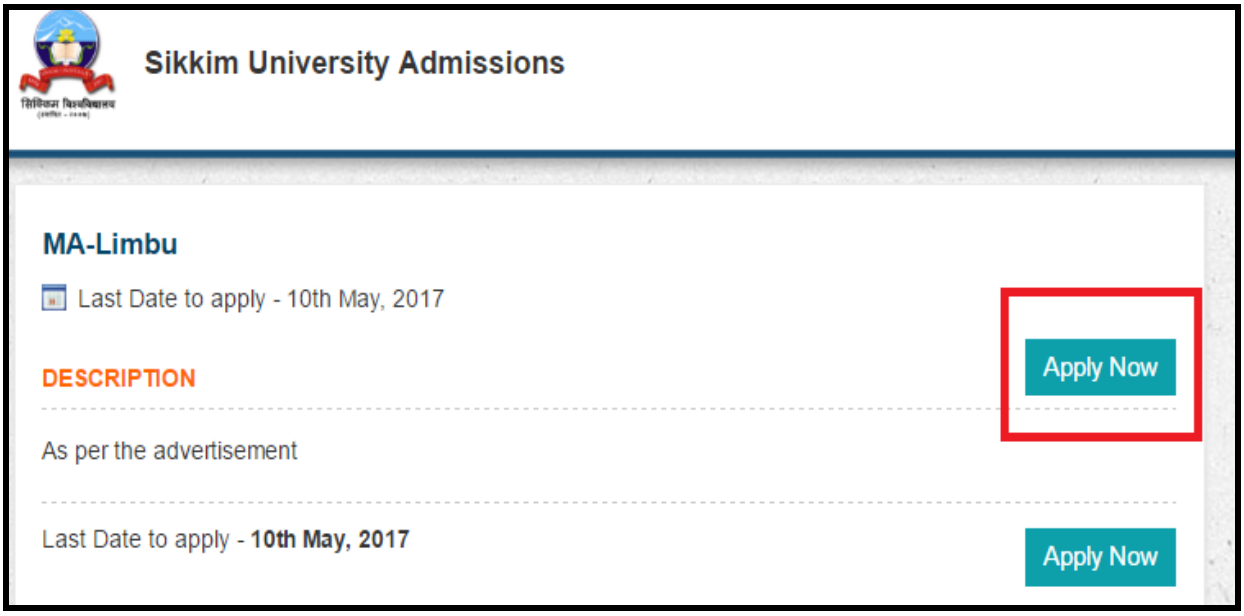
CLICK HERE TO APPLY

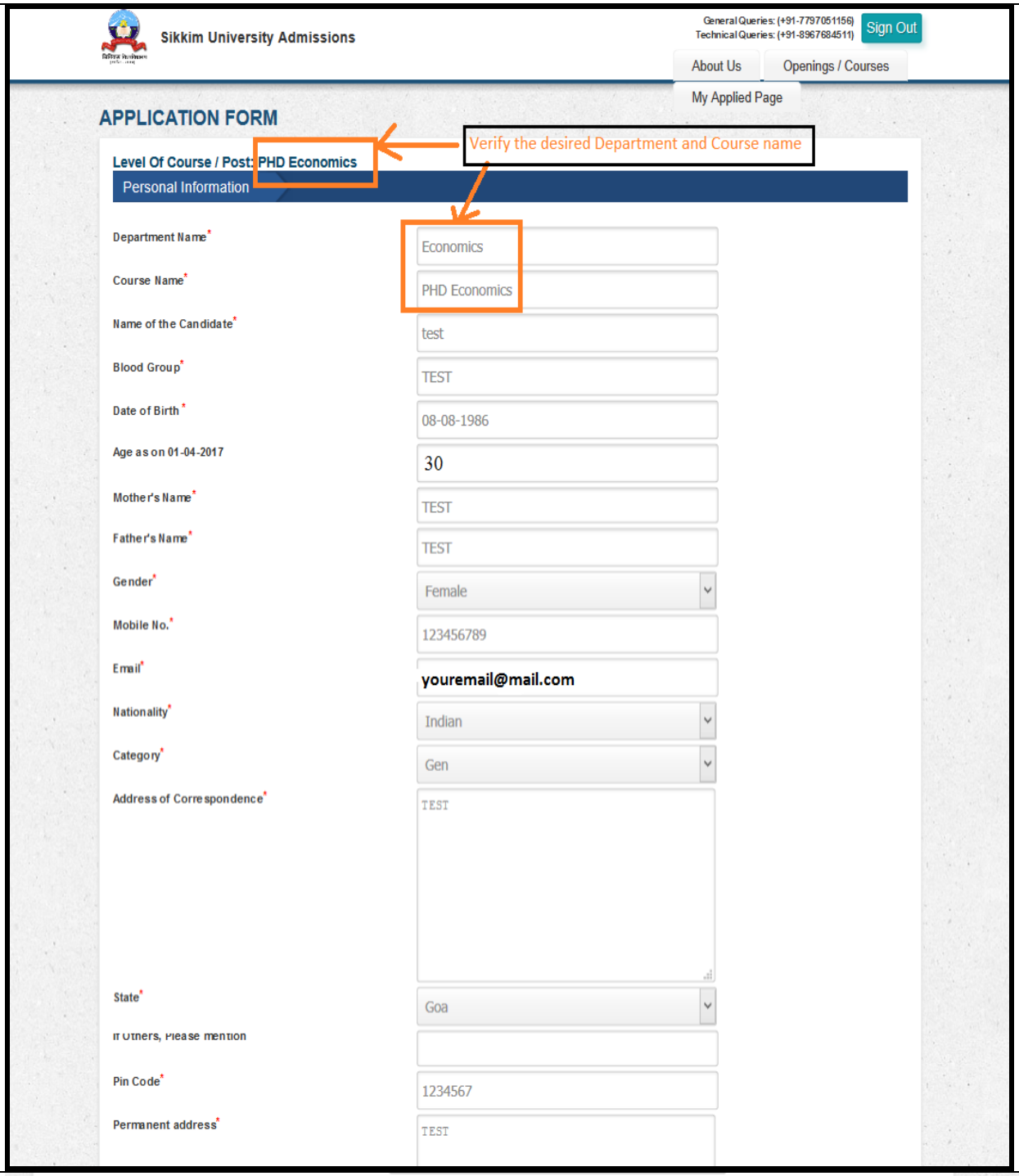
After reading the Admission Notice, Prospectus and other important instructions, Click this link to apply

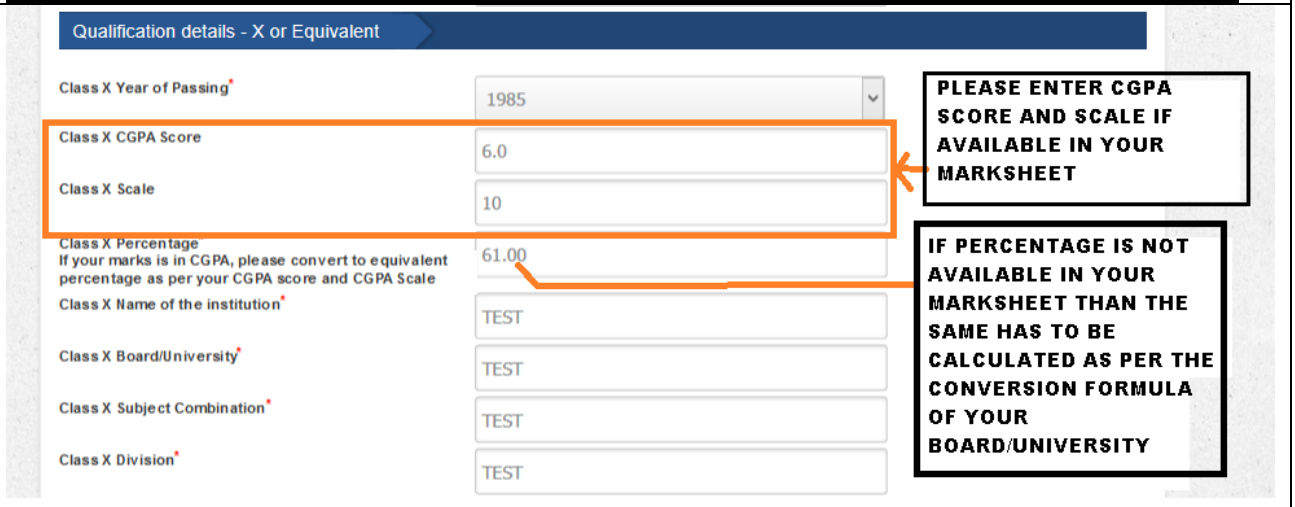
4. After clicking on the "CLICK HERE TO APPLY" link as shown in previous step, the Online Admission portal will open. Here, the candidate needs to register themselves using a valid email id and mobile number by clicking on the *New User? Sign Up here* link. This link will take the candidate to the Registration Form.

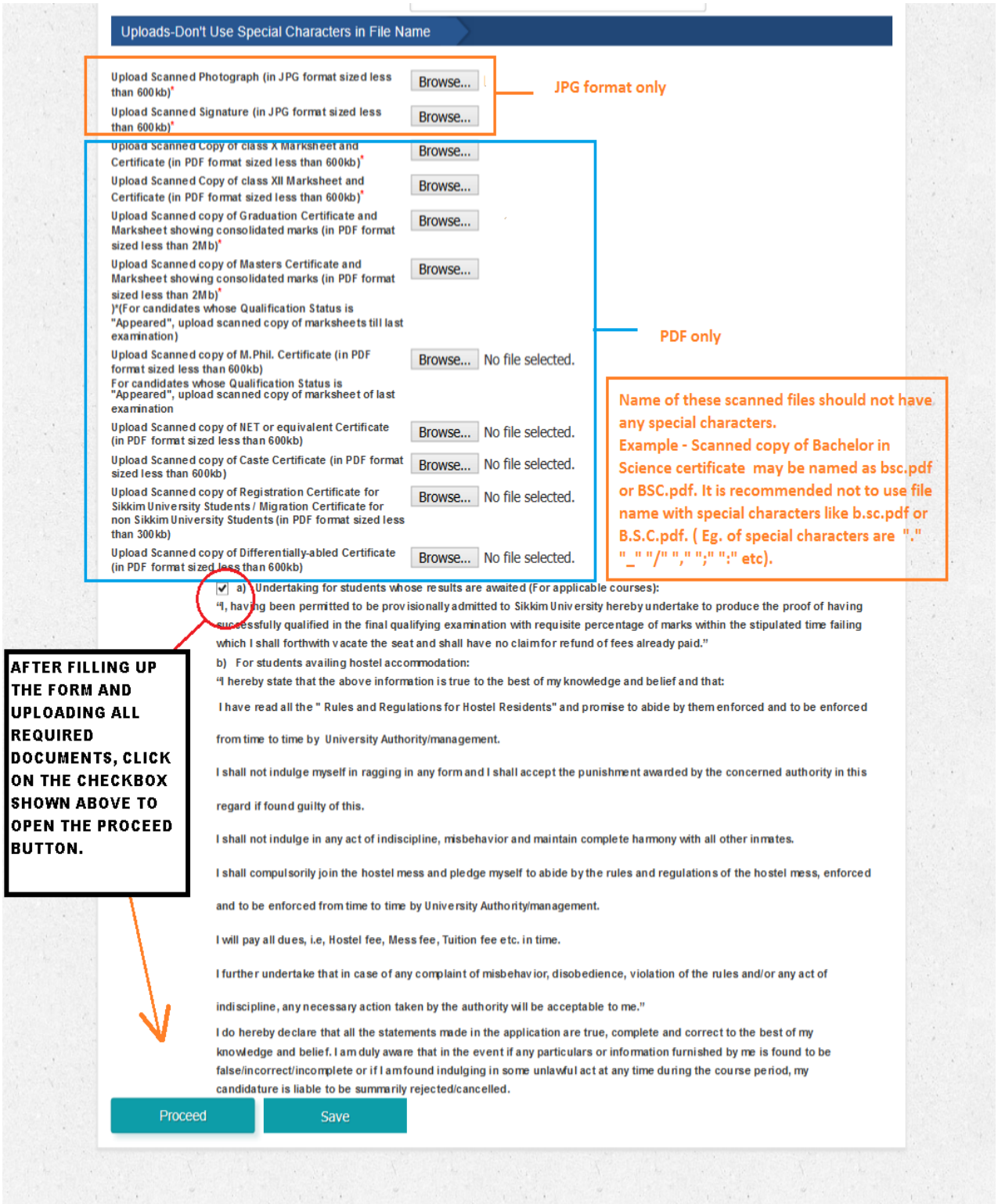
5.	After filling the required information in the registration form, candidates can click on the Sign Up link to submit their registration info.
	
6.	The candidates will then receive a confirmation in the email address provided during the registration. By clicking on the link provided in the email, the registration process is completed and candidates can login to apply.
	

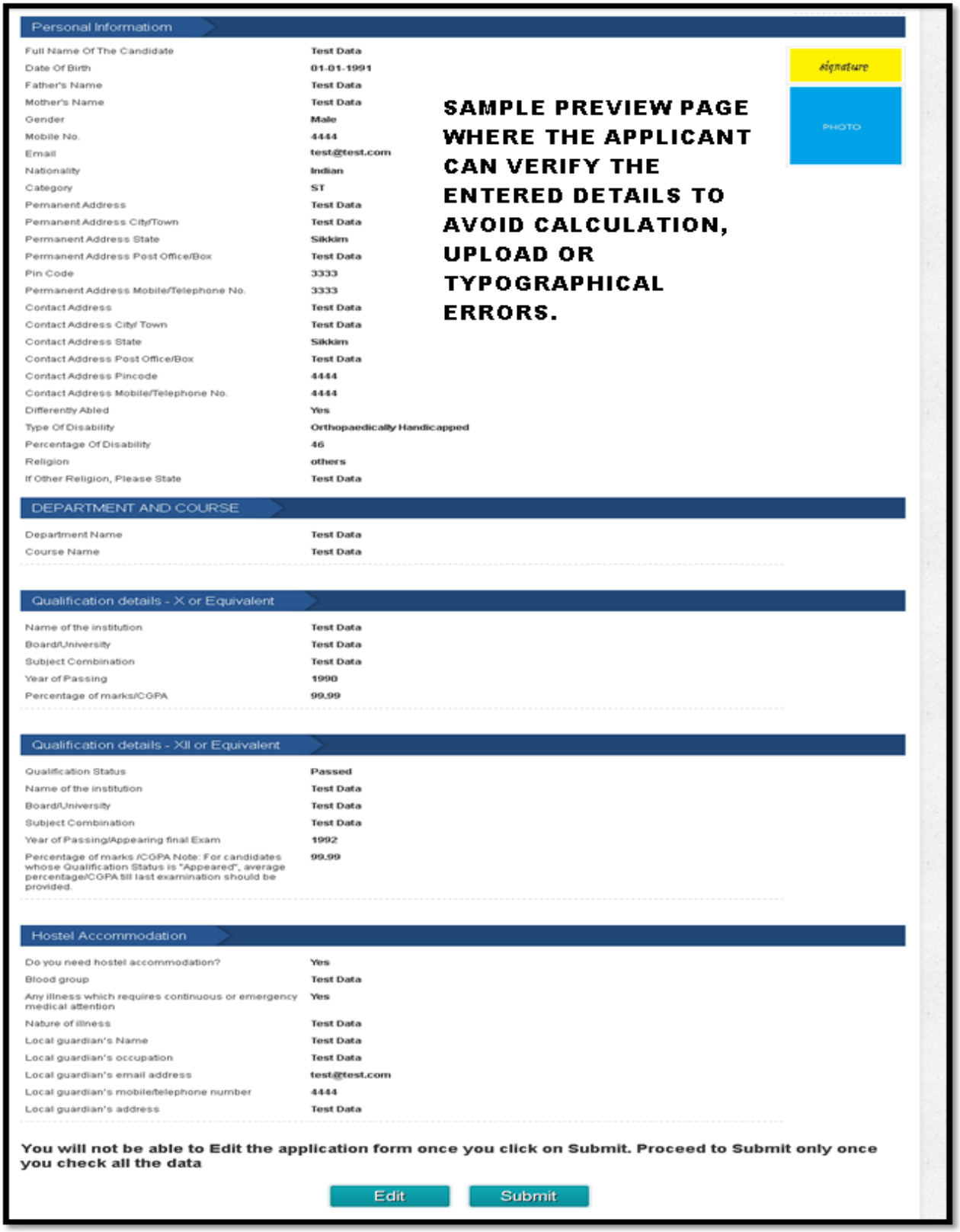
7.	After logging into the Online Admission portal, Click on Openings/Courses The candidates can view the list of departments from the Select the Department drop down menu.
	
8.	By clicking on a particular department, the list of courses available in the department will be listed. Before applying online, please read the Admission Notice, Prospectus 2017-18 and other information carefully for all admissions related information including program duration, intake capacity, vacancy status, minimum eligibility criteria etc. Click on the View Details link to enter into the preferred course.
	

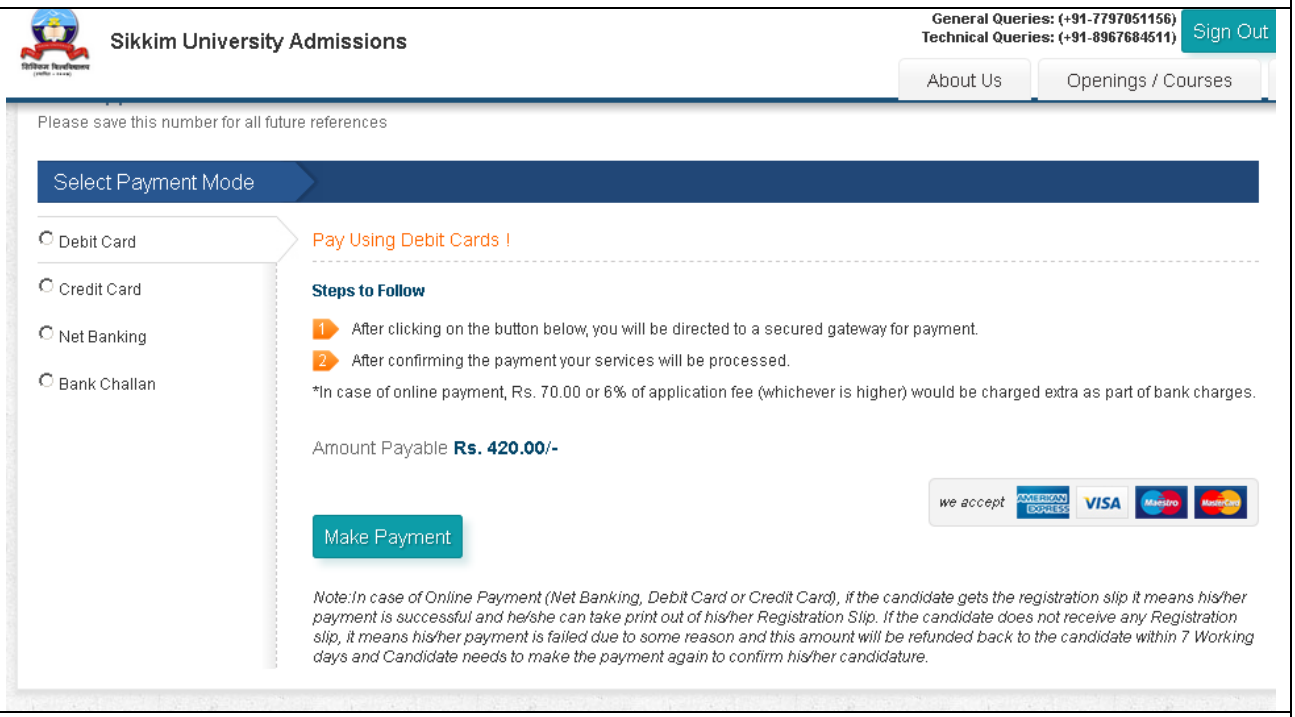
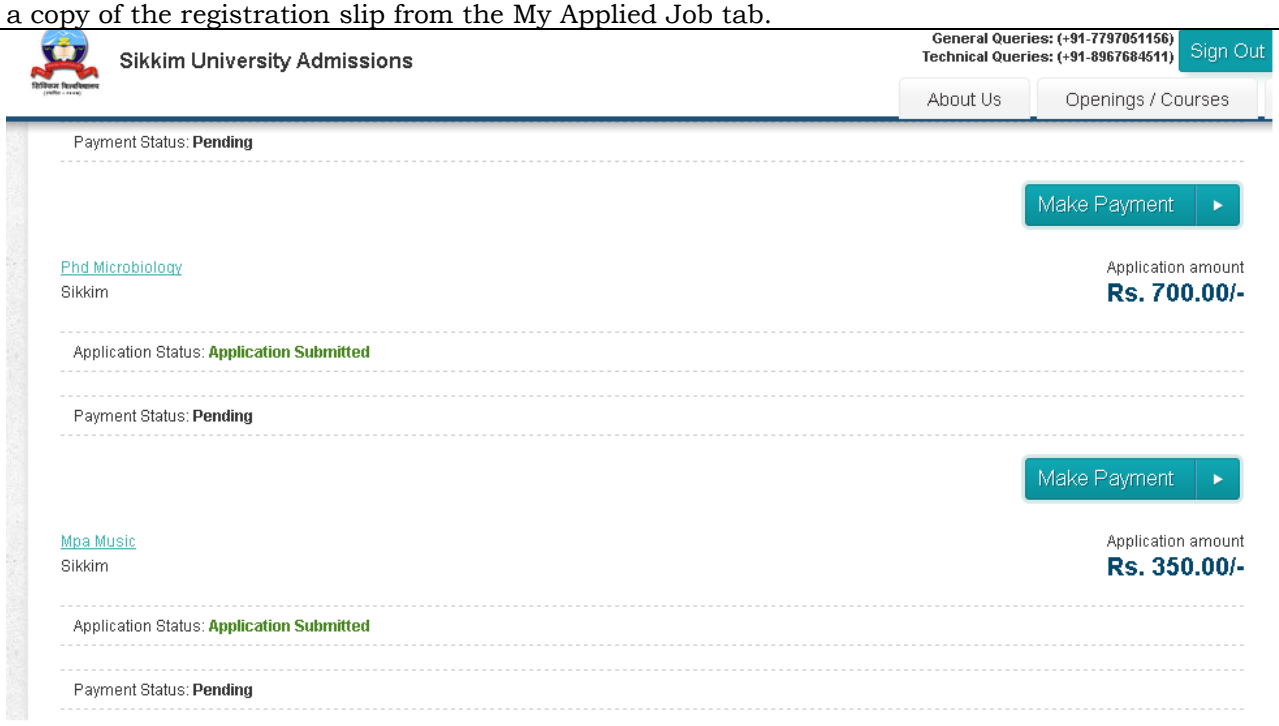
9	Click on the Apply Now link to open the application form.
	
10	While filling the online application form, candidates can click on the Save button to save the filled in information. After filling all required information in the online application form and uploading all required documents, the candidates can click on Proceed button to preview and submit the online application form for payment.


Sikkim University Admissions
General Queries: (+91-7797051156)
Technical Queries: (+91-8967684511)
Sign Out
About Us
Openings / Courses
My Applied Page
APPLICATION FORM
Verify the desired Department and Course name
Level Of Course / Post: PHD Economics
Personal Information
Department Name*
Economics
Course Name*
PHD Economics
Name of the Candidate*
test
Blood Group*
TEST
Date of Birth*
08-08-1986
Age as on 01-04-2017
30
Mother's Name*
TEST
Father's Name*
TEST
Gender*
Female
Mobile No.*
123456789
Email*
youremail@mail.com
Nationality*
Indian
Category*
Gen
Address of Correspondence*
TEST
State*
Goa
If Others, Please mention
Pin Code*
1234567
Permanent address*
TEST


Qualification details - X or Equivalent
Class X Year of Passing*
1985
Class X CGPA Score
6.0
Class X Scale
10
PLEASE ENTER CGPA SCORE AND SCALE IF AVAILABLE IN YOUR MARKSHEET
Class X Percentage
If your marks is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale
61.00
IF PERCENTAGE IS NOT AVAILABLE IN YOUR MARKSHEET THAN THE SAME HAS TO BE CALCULATED AS PER THE CONVERSION FORMULA OF YOUR BOARD/UNIVERSITY
Class X Name of the institution*
TEST
Class X Board/University*
TEST
Class X Subject Combination*
TEST
Class X Division*
TEST


Uploads-Don't Use Special Characters in File Name
Upload Scanned Photograph (in JPG format sized less than 600kb)*
Browse...
Upload Scanned Signature (in JPG format sized less than 600kb)*
Browse...
JPG format only
Upload Scanned Copy of class X Marksheet and Certificate (in PDF format sized less than 600kb)*
Browse...
Upload Scanned Copy of class XII Marksheet and Certificate (in PDF format sized less than 600kb)*
Browse...
Upload Scanned copy of Graduation Certificate and Marksheet showing consolidated marks (in PDF format sized less than 2Mb)*
Browse...
Upload Scanned copy of Masters Certificate and Marksheet showing consolidated marks (in PDF format sized less than 2Mb)*
Browse...
)*(For candidates whose Qualification Status is "Appeared", upload scanned copy of marksheets till last examination)
Upload Scanned copy of M.Phil. Certificate (in PDF format sized less than 600kb)
For candidates whose Qualification Status is "Appeared", upload scanned copy of marksheet of last examination
Browse... No file selected.
PDF only
Upload Scanned copy of NET or equivalent Certificate (in PDF format sized less than 600kb)
Browse... No file selected.
Upload Scanned copy of Caste Certificate (in PDF format sized less than 600kb)
Browse... No file selected.
Upload Scanned copy of Registration Certificate for Sikkim University Students / Migration Certificate for non Sikkim University Students (in PDF format sized less than 300kb)
Browse... No file selected.
Upload Scanned copy of Differentially-abled Certificate (in PDF format sized less than 600kb)
Browse... No file selected.
Name of these scanned files should not have any special characters.
Example - Scanned copy of Bachelor in Science certificate may be named as bsc.pdf or BSC.pdf. It is recommended not to use file name with special characters like b.sc.pdf or B.S.C.pdf. (Eg. of special characters are "." "_" "/" "," ";" ":" etc).
a) Undertaking for students whose results are awaited (For applicable courses):
"I, having been permitted to be provisionally admitted to Sikkim University hereby undertake to produce the proof of having successfully qualified in the final qualifying examination with requisite percentage of marks within the stipulated time failing which I shall forthwith vacate the seat and shall have no claim for refund of fees already paid."
b) For students availing hostel accommodation:
"I hereby state that the above information is true to the best of my knowledge and belief and that:
I have read all the " Rules and Regulations for Hostel Residents" and promise to abide by them enforced and to be enforced from time to time by University Authority/management.
I shall not indulge myself in ragging in any form and I shall accept the punishment awarded by the concerned authority in this regard if found guilty of this.
I shall not indulge in any act of indiscipline, misbehavior and maintain complete harmony with all other inmates.
I shall compulsorily join the hostel mess and pledge myself to abide by the rules and regulations of the hostel mess, enforced and to be enforced from time to time by University Authority/management.
I will pay all dues, i.e, Hostel fee, Mess fee, Tuition fee etc. in time.
I further undertake that in case of any complaint of misbehavior, disobedience, violation of the rules and/or any act of indiscipline, any necessary action taken by the authority will be acceptable to me."
I do hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the event if any particulars or information furnished by me is found to be false/incorrect/incomplete or if I am found indulging in some unlawful act at any time during the course period, my candidature is liable to be summarily rejected/cancelled.
Proceed
Save
AFTER FILLING UP THE FORM AND UPLOADING ALL REQUIRED DOCUMENTS, CLICK ON THE CHECKBOX SHOWN ABOVE TO OPEN THE PROCEED BUTTON.

11	On clicking the Proceed button, a verification window will appear displaying all information filled in by the candidate. The candidate can verify the details and if required, click on Edit to edit the required information or click on Submit to proceed for payment. It is advised to thoroughly check the information provided in this window in order to avoid typographical, upload or other calculation errors in the form.
	

12	After verifying the information, the candidates can click on Submit button to proceed to the payment page. In the payment page, the candidate can pay using Debit card, Credit card, Net Banking or Bank Challan.
	
13	For the candidates who would like to make the payment later, they can logout and login again at a later point of time and click on the My Applied Jobs tab to view the submitted application forms where payment is pending. By clicking on Make payment button, they can make the payments.
14	Submission of application is confirmed only once the payment is successfully made by the candidate.
	For candidates opting for Bank Challan, they can download the Challan format from the link provided and visit the nearest branch of State Bank of India after one working day and submit the required fees as applicable. The candidate's application status will be confirmed one working day after making of the payment by the candidate. Once confirmed, the candidate can download a copy of the registration slip from the My Applied Job tab.
	

	Candidates opting for Online payment via Debit card/Credit card/Net Banking can fill the required information in the guest checkout form and make the required payment. Once payment is made, registration slip can be downloaded from the My Applied Job tab.Candidates who opts to make online payment will get the online registration slip once the payment process is complete. For candidates opting to make the fee payment using bank challan can download and print the challan document after successful submitting of the online form with the necessary documents. (Eg. - If the candidate downloads the challan on day 1, then he/she can make the payment at the bank after one working day i.e on day 3. After making the payment using the bank challan, the application status will change from pending to confirmed after 2 working days i.e on day 5 after which the candidate can download the online registration slip.)

Thank you