Important Instructions for filling of Online Super Specialty Entrance Test Application Form

You are advised to take print out of these instructions for future use

Step 2-Fill Registration Form

6.   The candidate must fill admission application form available on the University web site http://bfuhs.ac.in.

7.   The last date for online applying and deposition of fee in University account is **17-08-2015**

8.   Please fill your Academic Details carefully.

9.   Filling of Date format in application form is dd/mm/yyyy i.e date/month/year.

10.   Please fill '0' in Subject marks columns if result is Awaited/Reappear etc.

11.   After filling of your registration form, you will receive a registration no. and password on your given mobile no. and email address.

12.   This registration no. and password is mandatory for further process, so keep it secret and don't disclose to any unknown person.

Please fill your valid mobile no. and email address to receive information regarding your application form time to time in the form of SMS and Email. You will also receive your Registration no. and Password on your given mobile no and Email address.

Always remember that the Photo Upload, Edit Application, Application Status,

Change Password options will be activated only through Log in.

Step 2-Upload Photo

13.   After receiving your registration no. and password, now enter your registration no. and password to upload your passport size photograph.

14.   The size of your photograph must not be more than 30kb, so that photo can be upload easily.

15.   You can use third party tool to resize your photograph online with http://www.shrinkpictures.com/ .

16.   Still if you are unable to upload photograph, contact University through help line no.

Step 3

Please deposit requisite fee in any branch of Oriental Bank of Commerce through Bank challan which was generated after registration.

Step 4 Lock Application

17.   **Please read this step very carefully** it is very important to protect your application form.

18.   To get the print out of your application form, you have to first lock your application.

19.   Once you lock your application form then you can't edit your application form data. So, Make sure before locking your application form that you have entered correct data specially check again your category codes, marks etc.

20.   Once lock application can't be unlocked by you.

21.   It is very clear for you that you can print your application only if you have lock your application.

22.   You can use other features as usual after lock your application form. Editing in application form is not possible after locking.

23.   All the unlock applications forms will be locked automatically after the last date of receiving of applications.

Step 5 Print Application

24.   After successful registration and locking process, you can get print out of your application form.

25.   There will be a check list at the end of second page of printed application form. Please make sure that all the relevant documents are attached with print out application as mention in check list.

26.   Please use A4 size envelope while printing the application form.

27.   Please hand over Printed application form along with relevant documents and bank fee challan copy to University official at the time of Entrance Test.

28.   Candidates who are applying online are cautioned to keep his/her password strictly confidential. Registration number and password will be sent to applicant's mobile number as submitted in online admission form.

29.   Candidates are advised to visit http://bfuhs.ac.in website regularly for updates.

30.   Candidates will be responsible for any mistakes made by him/her in his/her application form. University shall not be responsible for the same.

31. If you want to make changes in your admission application form then click on **Edit Application** and after making required changes click on update button**. Editing in application is only possible if your application is not locked.**

32. If you want to change your Password then click on **Change Password.**

33. If you have forgotten your password then click on **Recover password** link and enter your registration no., Mobile No. and you will get your password through Email and SMS.

34. To get printout of your admission application form, click on **Print Application.**

35. To get View of your admission application form, Click on **View Application form**

36. To know the receiving status of your hardcopy of application form and other information**, Click on Application status.**

37. Always Log out your application form when you are leaving the computer.

Admit Card/Rollno will be uploaded on 21-08-2015 after verification of Fee

Candidates have to login to download their rollno/admit card.