USER GUIDE TO FILL IN THE Ed.CET-2015 ONLINE APPLICATION FORM

USER GUIDE TO FILL IN THE ONLINE

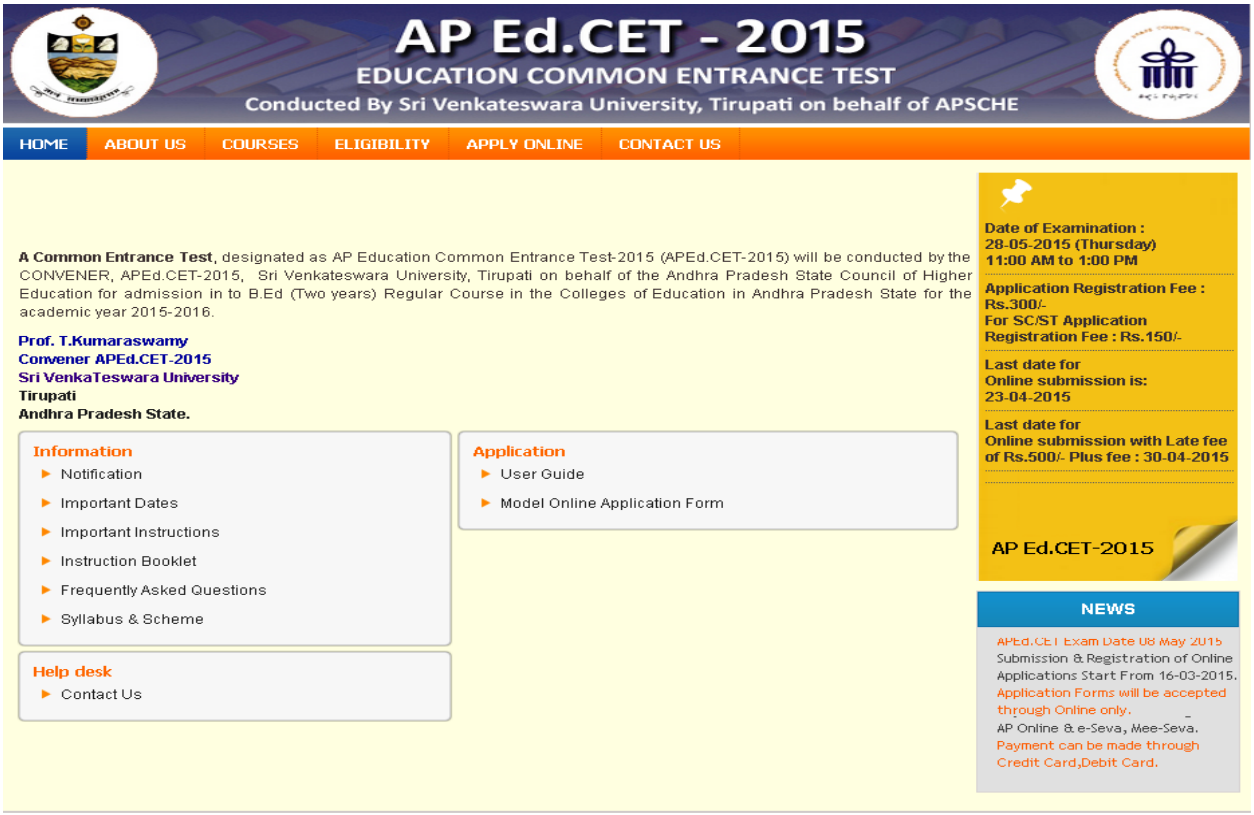
APPLICATIONFORM FOR Ed.CET 2015

Before filling the online application Form, Keep the following mandatory details ready to fill in their appropriate fields:

The Mandatory details are as follows:

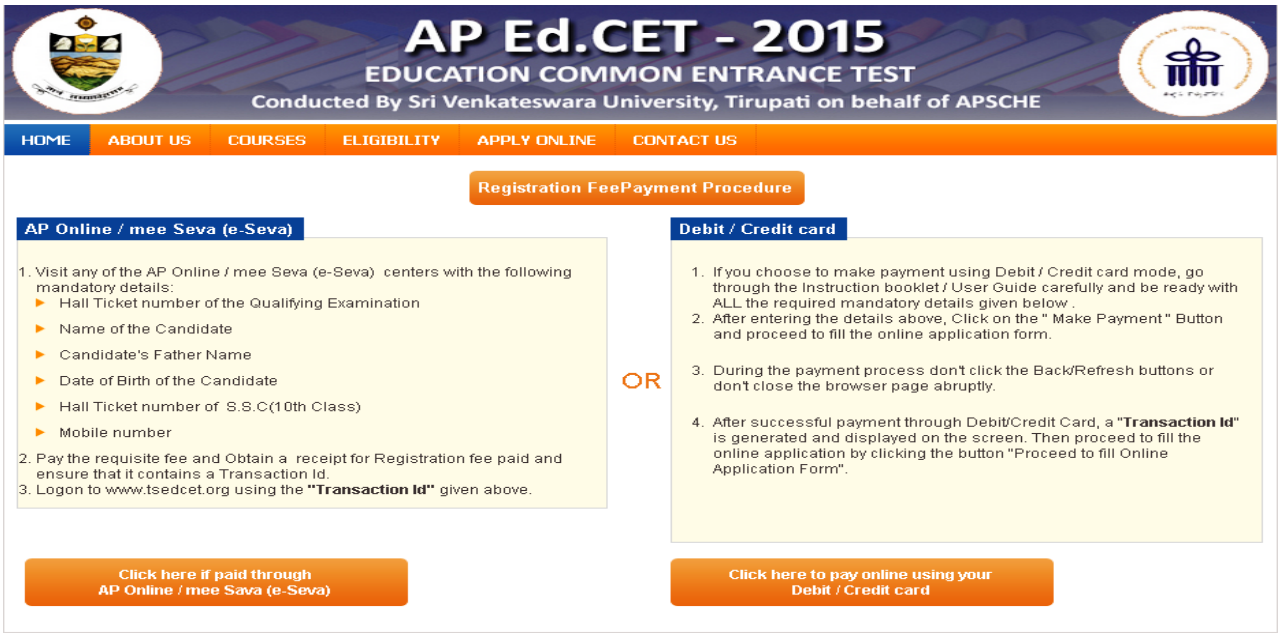
S.NO.	DETAILS REQUIRED	DOCUMENT TO BE REFERRED
01.	AP Online / E-Seva / Mee-Seva Center Transaction Id. (if Payment is being made through AP Online / E-Seva / Mee-Seva Center) Credit or Debit card details (If payment id being made through Credit / Debit card	Receipt from from AP Online / E-Seva / Citizen Services center Credit Card / Debit Card
02.	Qualifying Examination appeared or passed. Hall ticket Number of the qualifying Examination	Marks Memo / Hall Ticket Number of Degree Or Equivalent
03.	Date of Birth	Birth Certificate / SSC or Equivalent Certificate
04.	Hall Ticket Number of SSC or Equivalent examination Certificate	SSC or Equivalent Certificate
05.	Local Status (OU / AU / SVU / Non-local)	The local candidate certificate issued by MRO / Competent Authority
06.	Income Of Parents(Income less than RS.2.0 Lakhs or more than RE.2.0 Lakhs)	The Income Certificate issued by the MRO / Competent Authority
07.	Category (SC, ST,BC etc.)	The Certificate issued by competent Authority
08.	Special Category (NCC,PH,Sports,CAP,etc.)	The Certificate issued by complete Authority
09.	Aadhar Card number if available	

1. On your Internet Browser (preferably Internet Explorer version 6.0 and above) type the website address www.apedcet.org, press **ENTER** button and you will see the following screen displayed on the computer screen.



2. (a) Click on the **"APPLY ONLINE"** field as shown encircled below.

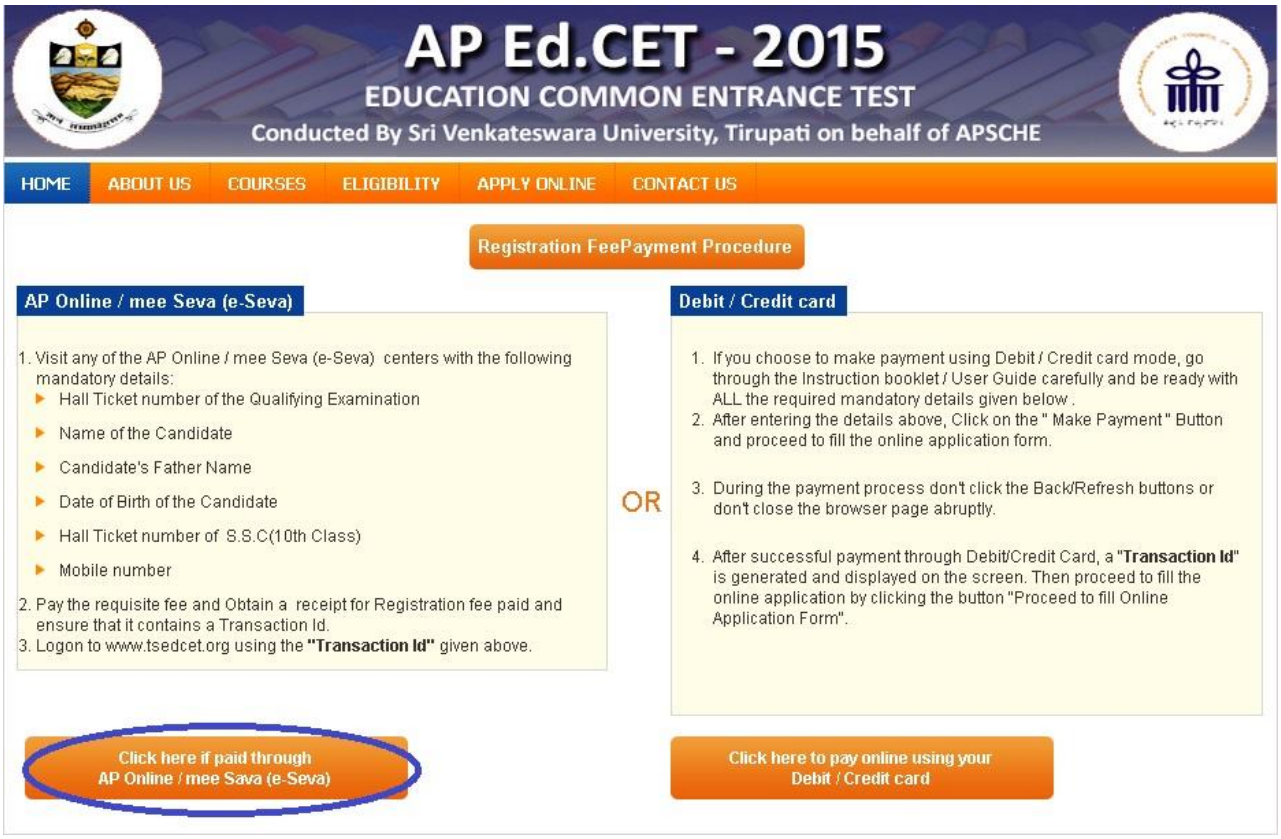
3. The following **"Registration Fee Payment Procedure"** Web Page will appear on the screen:



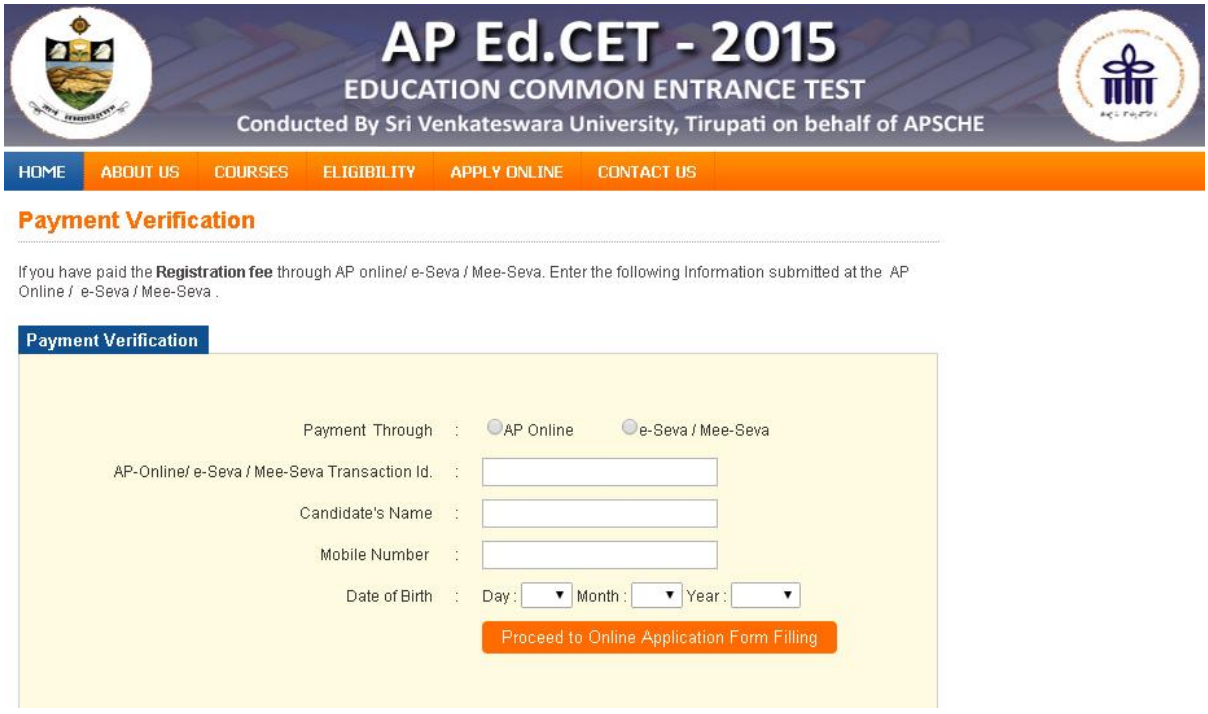
4. In the above page, select the appropriate Registration Fee payment mode (AP Online / e-Seva/ Mee Seva or Debit / Credit card)

(a) If the selected payment mode selected is AP Online / e-Seva / Mee Seva follow the instructions given in the screenshot above of the **"Registration Fee Payment Proce dure"** web page.

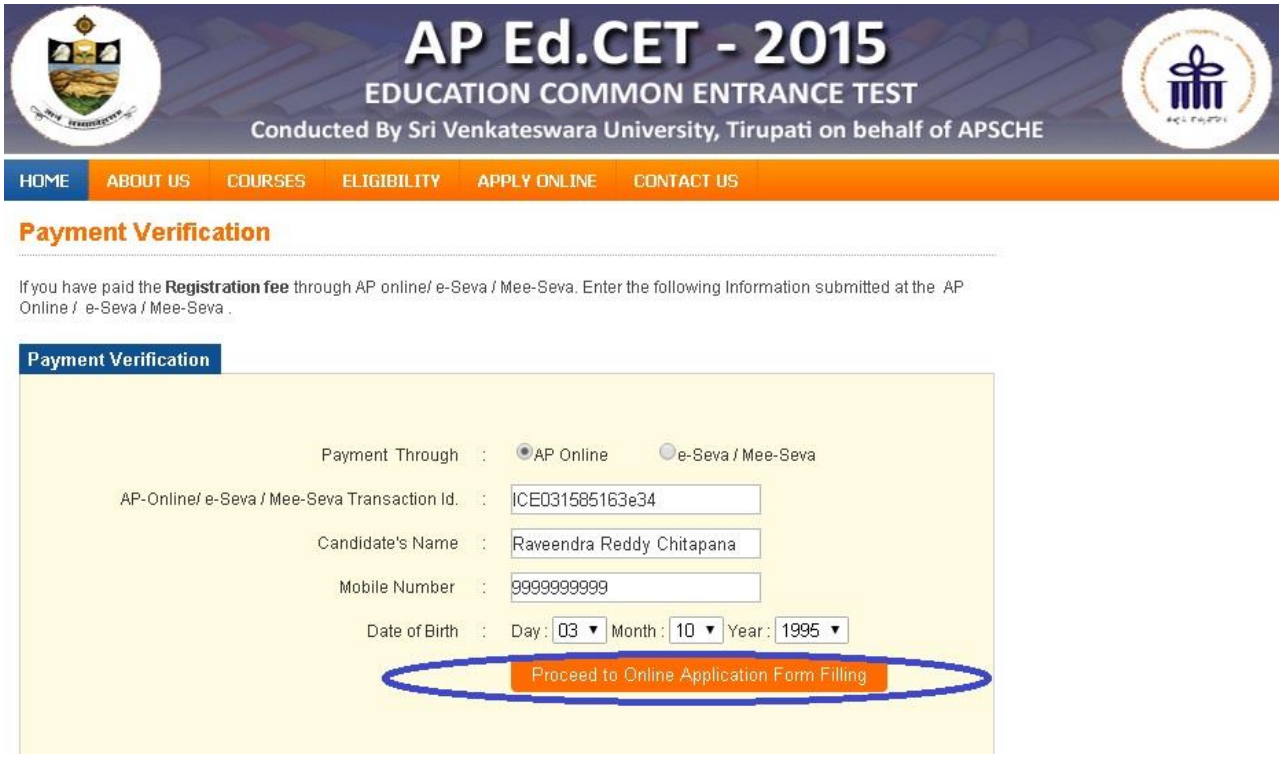
Keep all the mandatory details ready required for filling in the Online Application form along with the Transaction Id. and click on the encircled **"Click here if paid through AP Online / e-Se va/Mee Seva"** button below.



5. After clicking the above button, the following **"Payment Verification"** web page will appear. Fill in all the details in the respective fields and Click on the encircled button **"Proceedto Online Application form filling"**.

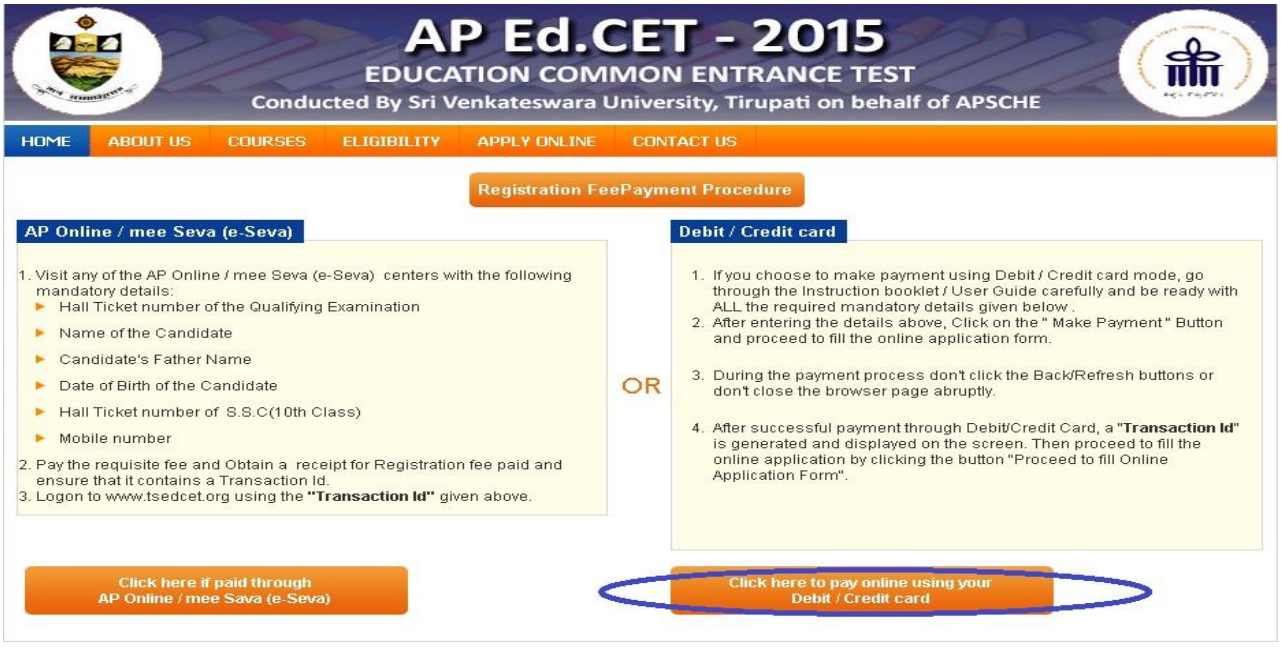


For example, refer the "**Payment Verification**" page with the details entered:



After clicking the above button is clicked, it will proceed to the Step 7 where the Online Application Form will be displayed on the screen. Ignore Step 6 as it belongs to Debit card/ Credit card payment mode.

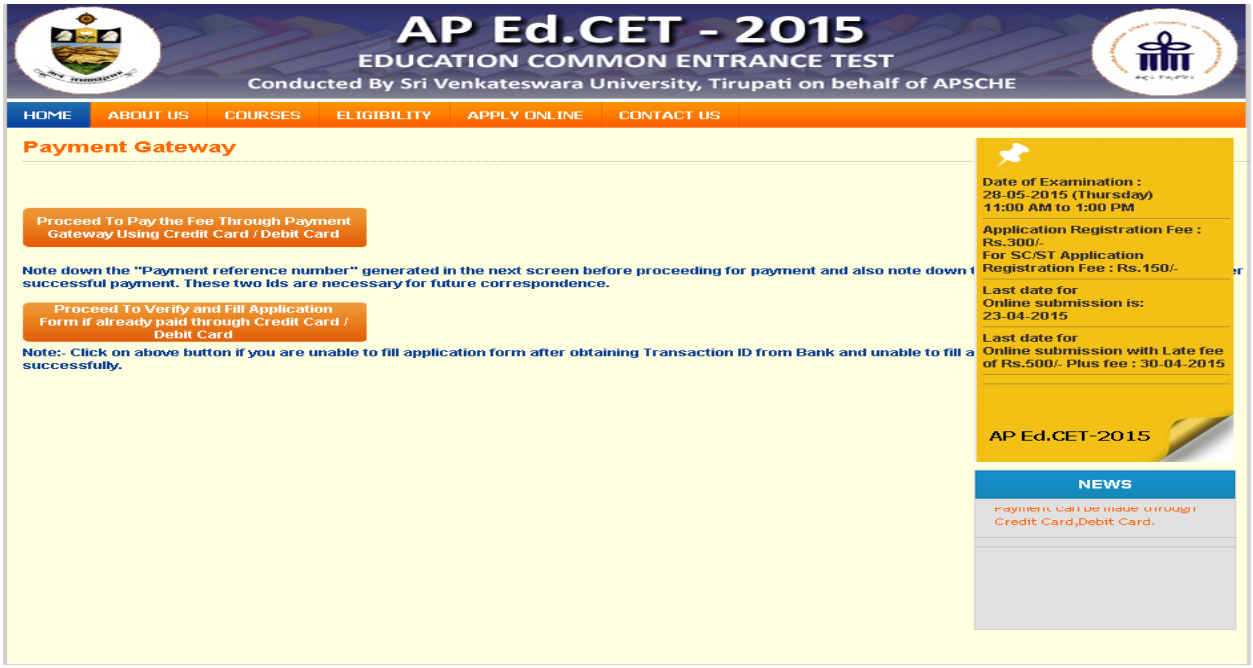
6. If the payment selected mode is Debit card / Credit card, follow the instructions given in the above screenshot of the **Registration Fee Payment Procedure** web page and Click on the encircled box b



If the selected payment mode is through the **DEBIT / CREDIT CARD (PAYMENT GATE WAY**) the control will be navigated to the PAYMENT GATEWAY, for payment purpose. Once the payment is completed, the candidate will be automatically redirected to the www.apedcet.org page to complete the Online Application Form with the required details.

(NOTE: During the Payment process, DO NOT click on Back / Refresh buttons or DO NOT close the Browser page abruptly.)

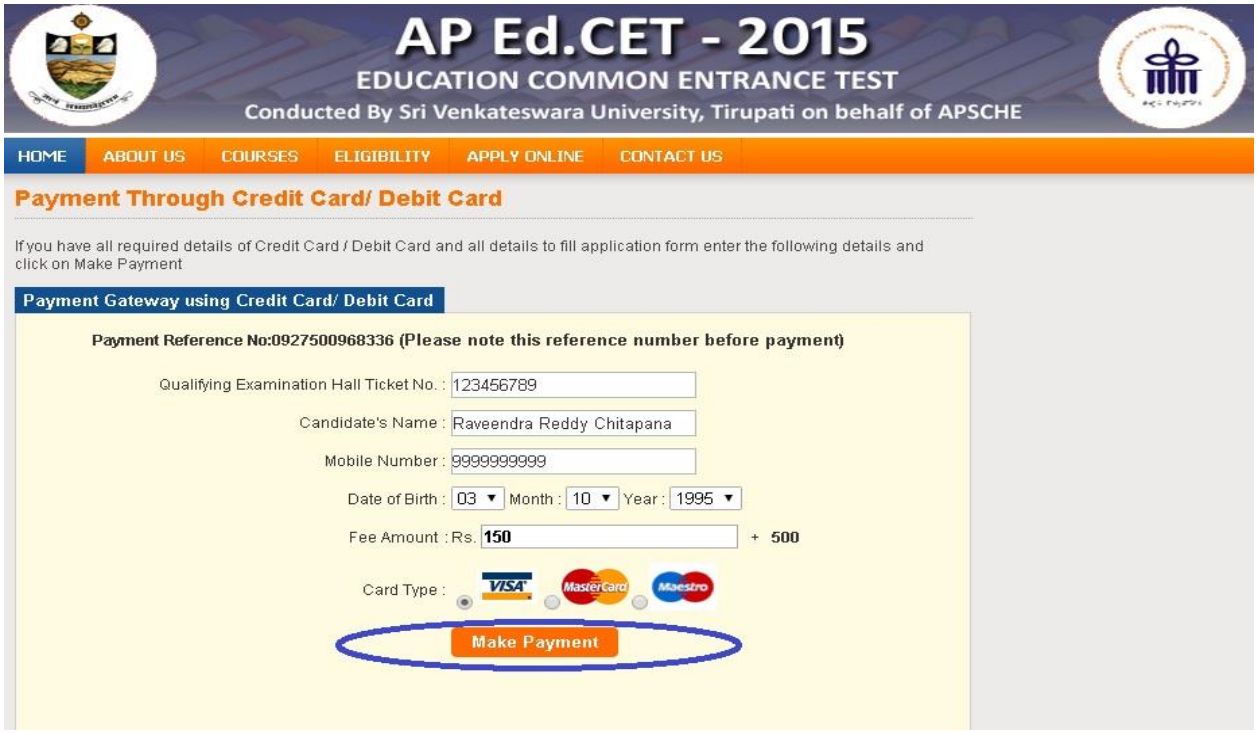
The following pages will be displayed during the Registration Fee Payment through Debit / Credit card and proceed to the **ONLINE APPLICATION FORM.**



Select Proceed to Pay the Fee Through Payment Gate way Using Credit Card/De bit Card. If already fee paid using Credit Card / De bit Card then select Proceed to Verify and fill Application form if already paid through Credit Card / Debit Card.

Payment Through Credit Card / Debit Card page:

After entering the correct and mandatory details in the given below in the page of **Payment Through Credit card / De bit card** page given below, select the card type (VISA or MasterCard or Maestro) mentioned on the card and click the encircled button **Make Payment**. Be ready with the **Card related details (Card number, Expiry date / From date, Security Code / CVV number etc).**



The control will take you to the **BANK page** (eg: AXIS BANK). Select the relevant card logo, it will proceed to the next page.

Enter the relevant details Like Card Number, Expiry Date & Security Code and Click the encircled button **PAY NOW.**

(NOTE: During the Payment process, DO NOT click on Back / Refresh buttons or DONOT close the Browser page abruptly, instead maintain patience as prompted on the screen)

The confirmation of successful payment of Registration Fee is shown with the "**Trans action is successful"** item in the below page **"Payment Status"**. Click on the encircled button **"Proceed to Online Application Form Filling"** and you will be taken to the next page in **Step 7.**

7. **Please note that in the Online Application form: (A Model of the Online Application Form is available for your reference on the Ed.CET 2015 website)**

AP Ed.CET - 2015

EDUCATION COMMON ENTRANCE TEST

Conducted By Sri Venkateswara University, Tirupati on behalf of APSCHE

Apply Online **(Read the User guide thoroughly before filling the application)**

* Indicates Mandatory Field

1. Candidate Details (As Per SSC or Equivalent Examinations)

Candidate's Name	G VIJAYA KUMAR (as per 10th Class Records)
Mother's Name	PUSHPALATHA
Father's Name	RAMACHARI (as per 10th Class Records)
Date of Birth	Day: 05 Month: 04 Year: 1990 (as per 10th Class Records)
Gender	Male / Female
Aadhaar	326700852766
Birth District	West Godavari

2. Methodology

- Mathematics
- Physical Sciences
- Biological Sciences
- Social Studies
- English

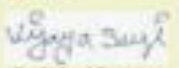
Eligibility : Candidates with B.Sc. who have studied Physics and Chemistry or Allied Material Sciences under Part.II group subjects or B.C.A. candidates with Physical Sciences (Physics and Chemistry) at intermediate level as group subject.

3. Photo & Signature

For Upload Photo

131201_Photo.jpg

» Remove



For Upload Signature

130330_Photo.jpg

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4. Test Medium

- English
- Telugu
- Urdu

5. Local Area Status

- AU
- OU
- SVU
- Non-Local

6. City Centre for appearing the test

Eluru (10)

7. Category

OC / BC-A / BC-B / BC-C / BC-D / BC-E / SC / ST

8. Minority

- Non-Minority
- Minority

12. Annual Income of the Parents or (Rs)

- Below one Lakh
- Between one Lakh and two Lakhs
- More than two Lakhs

9. Qualifying Examination (Click the appropriate Circle)

B.A.	Appearing
B.Sc.	Passed
B.Sc.Home Science	Year of Passing: 2011
B.Com.	Hall Ticket No. of Qualifying Exam: 3454234343
BBM	% of Marks Secured: 79.00
BCA	Qua.Exam. Place of Study: Municipality / Corporation / Rural
M.A.ENGLISH	
Any other Eligible degree	

- Five Year Integrated Course in the relevant subject
- Minimum Percentage of marks not Obtained in UG Course and marked in PG Qualification

10. Address for Correspondence

House No. (or) C/o	1-35
Street / Locality / Village	CNR ROAD
Mandal / Town / City	BHIMAVARAM
District	WEST GODAVARI
Pin Code	534202
State	ANDHRA PRADESH
Contact Telephone Number (mobile)	9125885402
Telephone Number (Landline)	08812339696
Email	vijaykumarg@gmail.com

11.Seeking Admission under Special Category

NCC / PH (Visual / Hearing / Ortho) / CAP / Sports

13. SSC or Equivalent (10th Class)

SSC Board	AP SSC - Regular
Hall Ticket No.	3513513513
Passed Year	04 2006

SSC Place of Study: Municipality / Corporation / Rural

14. Help Line Centre for Certificate Verification & Options Entry at the time of Admissions

Help Line Centre: BHIMAVARAM, WEST GODAVARI District

15. Declaration

I have carefully gone through the instruction booklet and I am conversant and shall abide by the eligibility conditions and other regulations to be satisfied for appearing at the entrance test and admission into any course prescribed. Further, I assure that I will not involve in any malpractice or illegal activity in the entrance test. In case, I have furnished any false information or involved in any malpractice or illegal activity, I know that, I am liable for criminal action as per the existing law..

I accept the Terms & Conditions.

Preview

Item No. 1: Candidate Details

For example, **Candidate's Name** is G.VIJAY KUMAR, **Father's Name** is RAMACHARY, **Mother's Name** is PUSHPA LATHA **Date of Birth** is 06-04-1990, **Gender** is Male.

* Enter the **Candidate's Name**

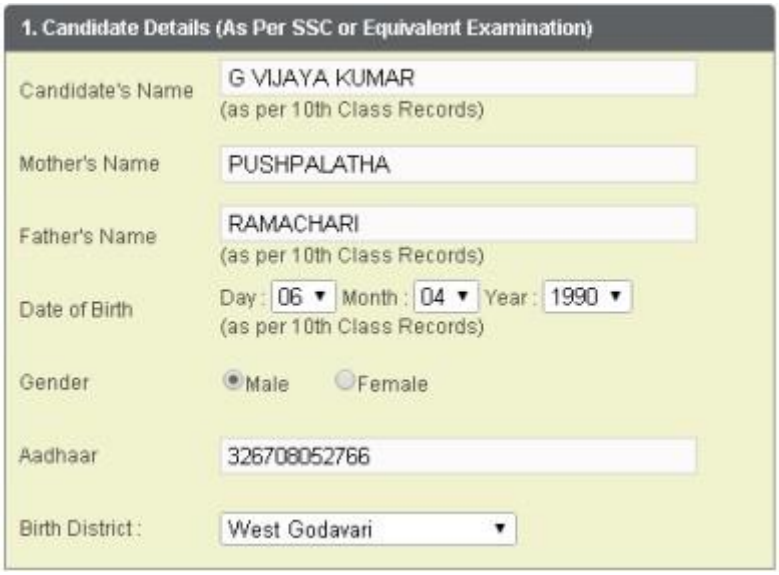
* Enter the **Father's Name**

* Select the correct **Date of Birth (as per your SSC(10th Class) or equivalent records)** from drop down boxes **Date, Month and Year** respectively.

* Choose the radio button **Male or Female** for **Gender**

* Enter the **Aadhar Card** Number for verification

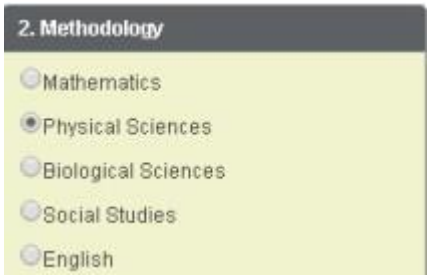
* Enter the **Birth District**



Item No. 2: Choice of Methodology for Entrance Test

For example, **Choice of Methodology for Entrance Test** is Physical Science then select the relevant radio button corresponding to the methodology. Select the radio button as shown in the

image below.



Ite m No.3: Photo & Signature

You have to click button **"Select file"** to upload the photograph file. The photograph file should be in the .jpg file format and the **size should be less than 30 KB**.

To upload the **Signature** Press the button **"Se le ct file"** and ensure that the Signature's file format should

be .jpg format and **the size has to be le ss than 15 KB**.

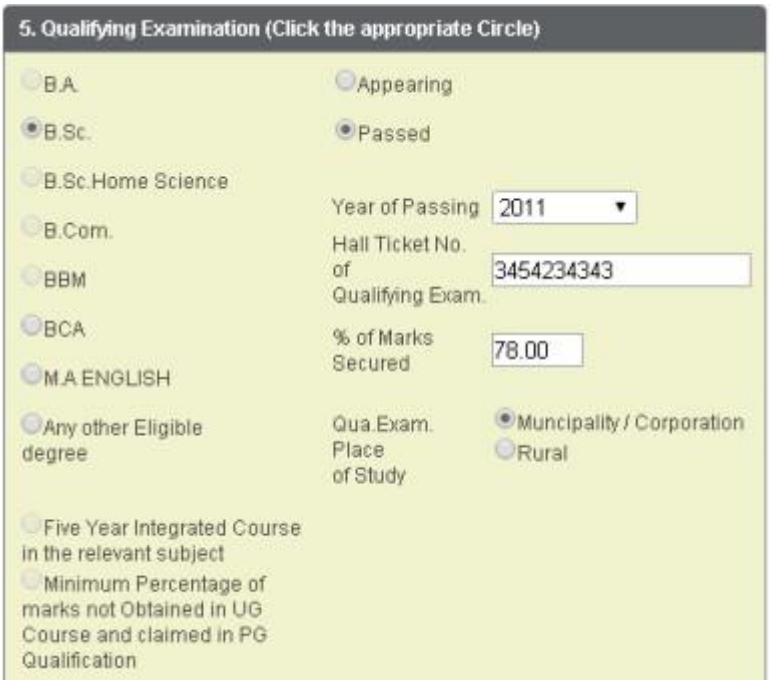
For example, **photo** and **signature** can be uploaded by clicking on the encircled buttons of **"Se le ct file"** as shown below. Later, browse for the **photo** and **signature** files available on your computer system of prescribed file sizes respectively.

Item No. 4: Choice of Test Medium for Entrance Test

For example, **Choice of Test Medium for Entrance Test** is English then select the relevant radio button corresponding to the Test medium. Select the radio button as shown in the image below.

Item No. 5: Qualifying Examination

For example, **Qualifying Examination** is B.A, **Passed and Year of Passing** is 2011, **Hall Ticket No of Qualifying Exam** is 3454234343 **Percentage of Marks** is 78.00%, **Place of Study of Degree is** is Municipality / Corporation.



Item No. 6: Choice of Regional Center of Entrance Test

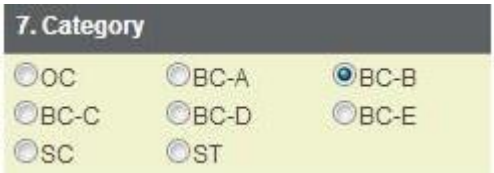
For example, **Choice of Regional Center for Entrance Test** is Hyderabad then select the Center from dropdown box.

Item No. 7: Category

Select the relevant Radio button corresponding to the **Category** that the candidate belongs to as per the

Caste certificate.

For example, if you belong to **BC-B Category**, select the radio button as shown in the image.



Item No. 8: Local Area Status

Select the **Local Area** you belong:

*** AU : Andhra University**

*** OU : Osmania University**

*** SVU : Sri Venkateswara University**

*** Non Local : As per the Non Local conditions mentioned in the Instruction booklet**

For example, if you belong to **Osmania University (OU)**, please refer to the image shown below:

Item No.9: Non-Minority/ Minority:

Select the **Non-Minority,** if you do not belong to the Minority community. Otherwise, if you belong to a Minority community, then select the **Minority** radio button and using the drop down box, select the relevant Minority community you belong to.For example, your option is Muslim, select **Muslim** as shown below:

Item No.10: Address for Correspondence:

Provide the **House No. or C/o.; Village / Street / Locality; Mandal / Town / City; District; State ,Pin Code; Contact Telephone Number (Mobile); Telephone Number (Landline)** and **Email.**

For example, your address is **House No. / C/o.,** 1-35 **Village / Street / Locality** is DNR Road **Mandal / Town / City** is Bhimavaram , **District** is West Godavari, **State** is Andhra Pradesh**, Pin Code:** 534202, **Contact Telephone Number (Mobile):** 9125355885, **Telephone Number (Landline):** 0840 23300333

and **Email** is vijaykumarg@gmail.com, refer the image shown.

Item No. 11: Special Category:

If you belong to the **Special Category** mentioned in the categories given, select the corresponding radio button.

*** NCC * PH - Physically Handicapped * CAP - Children of Armed Personnel * Sports**

*** VH - Visually Handicapped**

*** HI - Hearing Impaired**

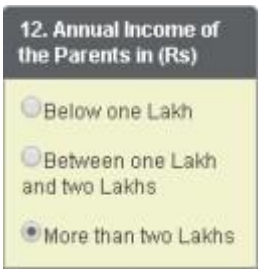
*** OH - Orthopedically Handicapped**

For example, if you belong to the special category, **NCC,** and you are a **Children of Armed Personnel (CAP)** and a **Sports** Person.

Item No.12: Annual Income of the Parent:

Select the option from the two options given regarding the "**Annual Income of the Parent**".

For example, if your Parental Income is **"More than Two Lakhs"**, refer the image shown below:



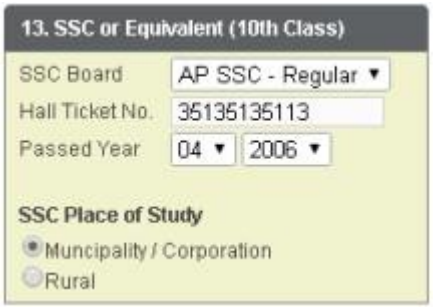
Item No. 13: SSC or Equivale nt(10th Class)

* Select the **Board**

* Enter the **Hall Ticket No.**

* Select the **Month and Year of Passing**

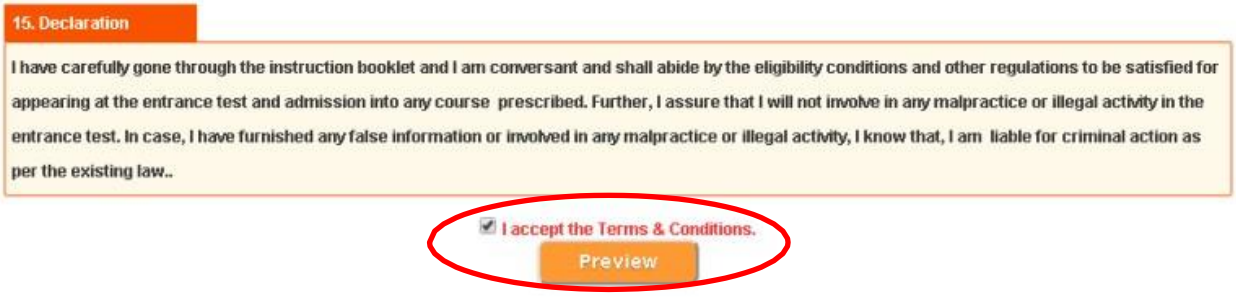
*Select the **Urban / Rural**



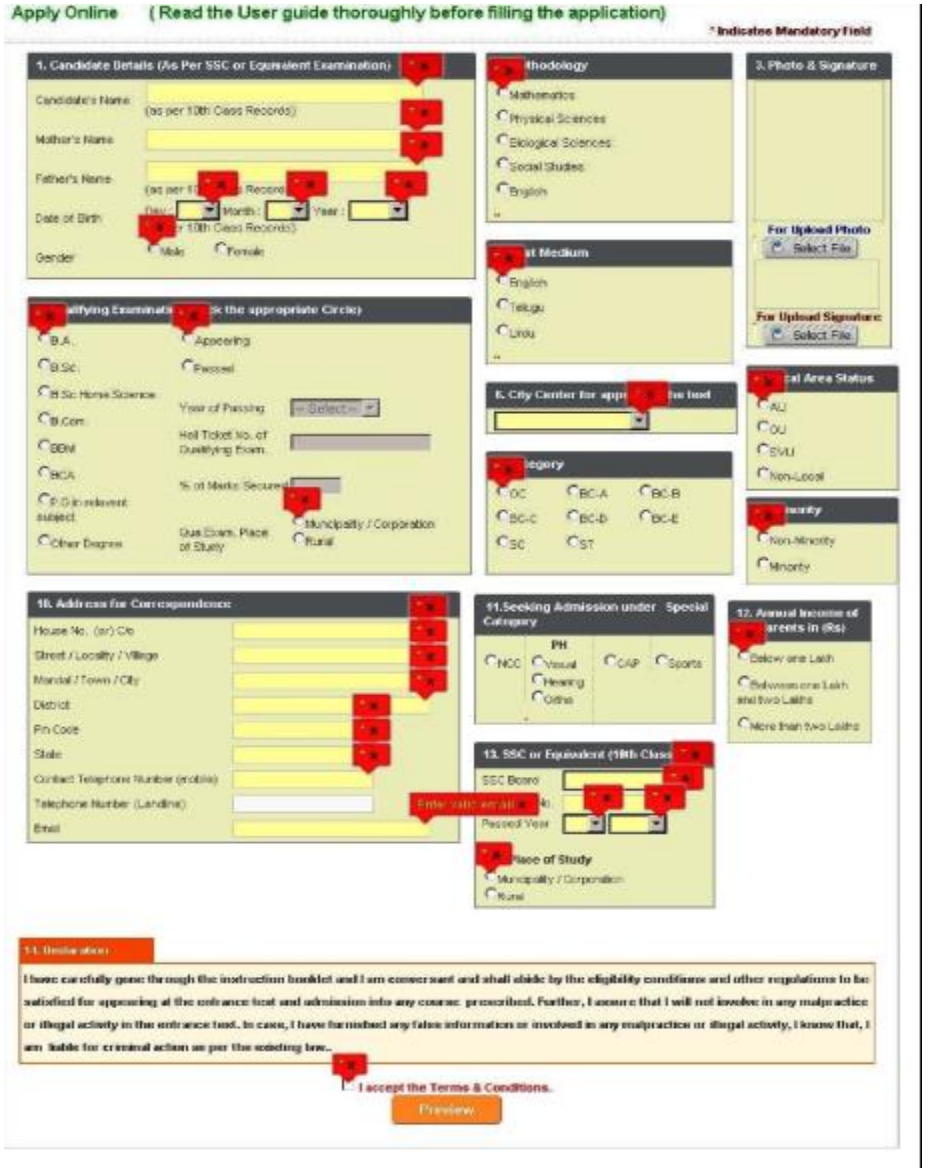
Item No.14: Helpline Centres:

You can select the option of helpline centres for certificate verification and options entry at the time of admissions.

After furnishing **ALL** the required data and correct particulars, **verify thoroughly** the details and **go through** the **Declaration** at the end of the page. Select the check box encircled against – "**I accept the Te rms & Conditions"** if you are done with Online Application Form filling. Then, press the encircled **Submit** button to proceed to the next page.



In case you have not completed the application form, **red flag alerts** on each field will flash (as shown below), which need to be properly completed. If all the details are furnished, then the screen will change to the next page after the **Submit** button is pressed.



6. After the Online Application Form is completed and submitted, a Preview of the **FILLED IN ONLINE APPLICATION** form page will appear on the screen. The **Candidate 's details** and a **Registration Id**. (which should be used for ALL future correspondence) will appear on the right side of the page. If you want to still make any changes to the Application form, you have the option of **Edit** to go back. If you are satisfied, then click **Submit** as shown below**.**

ED.CET 2015

Education Common Entrance Test

Conducted by Sri Venkateswara University, Tirupati

on behalf of APSCHE

Filled In Online Application Form.

1.Methodology : Physical Sciences

2.Candidate Details

Candidate's Name	: G VIJAYA KUMAR
Mother's Name	: PUSHPALATHA
Father's Name	: RAMACHARI
Date of Birth	: 06/04/1990
Gender	: Male
Aadhar Card Number	: 326708052766
Birth District	: West Godavari

3.City Center : Eluru (10)

4.Test Medium : English

5.Qualifying Examination : B.Sc.

Year of Passing/App. the qualifying Exam.	: Passed in 2011
Hall Ticket Number of Qualifying Exam.	: 3454234343
Percentage of Marks	: 78.00
Place of study of Qualifying Exam.	: Municipality/Corporation

6.Category : BC-B

7.Local Area Status : OU

8.Special Category : NCC, ,Sports,CAP

9.Non-Minority / Minority : Non-Minority

10.Address for Correspondence

: 1-35
: DNR ROAD
: BHIMAVARAM
: WEST GODAVARI
: 534202
: ANDHRA PRADESH

Mobile No.	: 9125886442
Land line with STD Code	: 084023359696
E-Mail	: vijaykumarg@gmail.com

11.SSC or Equivalent

SSC Board	: AP SSC - Regular
SSC Hall Ticket No	: 35135135113
SSC Year of Passing	: 04 / 2006
SSC Place of Study	: Municipality/Corporation

12.Annual Income Of the Parents : More than Two Lakhs

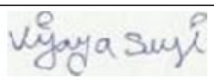
13.Payment Details

Amount Paid	: Rs.150.00
Payment made through	: Credit / Debit Card
Transaction ID	: 1167798819134

14.Help Line Centres

Prefered Help Line Centre : BHIMAVARAM, WEST GODAVARI District

14. Photo and Signature



Edit Submit

You will view a FILLED IN ONLINE APPLICATION FORM page.

This page can be directly given for a print by clicking on the icon **Print** which is encircled as shown in the figure.

ED.CET 2015

Education Common Entrance Test
Conducted by Sri Venkateswara University, Tirupati
on behalf of APSCHE
Filled In Online Application Form.

1.Methodology : Physical Sciences

2.Candidate Details

Candidate's Name	: G VIJAYA KUMAR
Mother's Name	: PUSHPALATHA
Father's Name	: RAMACHARI
Date of Birth	: 06/04/1990
Gender	: Male
Aadhar Card Number	: 326708052766
Birth District	: West Godavari

3.City Center : Eluru (10)

4.Test Medium : English

5.Qualifying Examination

Year of Passing/App. the qualifying Exam.	: Passed in 2011
Hall Ticket Number of Qualifying Exam.	: 3454234343
Percentage of Marks	: 78.00
Place of study of Qualifying Exam.	: Muncipality/Corporation

6.Category : BC-B
7.Local Area Status : OU

8.Special Category : NCC, ,Sports,CAP
9.Non-Minority / Minority : Non-Minority

10.Address for Correspondence

: 1-35
: DNR ROAD
: BHIMAVARAM
: WEST GODAVARI
: 534202
: ANDHRA PRADESH

Mobile No.	: 9125885442
Land line with STD Code	: 08423359596
E-Mail	: vijaykumarg@gmail.com

11.SSC or Equivalent

SSC Board	: AP SSC - Regular
SSC Hall Ticket No	: 35135135113
SSC Year of Passing	: 04 / 2006
SSC Place of Study	: Muncipality/Corporation

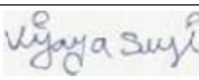
12.Annual Income Of the Parents : More than Two Lakhs

13.Payment Details

Amount Paid	: Rs.150.00
Payment made through	: Credit / Debit Card
Transaction ID	: 1187798819134

14.Help Line Centres
Prefered Help Line Centre : BHIMAVARAM, WEST GODAVARI District

14. Photo and Signature



Print