

How to apply

Application forms can be downloaded from our website. Relevant information and data entry is to be made in the online application format by the candidate before generating the application form. Hard copy of the generated application form along with relevant enclosures, should be sent to the University.

Note: provision for online submission of application is not available.

Instructions to candidates for filling the application form.

- a. **Payment of entrance test / application fees Rs. 2000/- can be paid ONLINE or through DD.**

If paid through ONLINE please ensure that: (See the instructions on page no. 24)

1. Take the print of **Online Payment Receipt** and attach the same along with application form and also keep a copy for record.

If paid through DD please ensure that:

1. Demand Draft for Rs 2,000/- is drawn in favour of **The Registrar, BLDE University, payable at Vijayapura (Bijapur)-586103**
 2. Ensure that the D.D is payable at Vijayapura (Bijapur)-586103, Karnataka State. **Please note that this fee is non-refundable, even if the application is rejected for any reasons (because of incomplete information or ineligibility of the candidate) or if the candidate does not appear for the Entrance Test.**
- b. To generate the application form, Data Entry has to be made properly and completely, as this data form University data base and will be considered as final record.
- c. The completed application form must have the signature of the candidate, left thumb impression, signature of candidate's parent/guardian
- d. **Do not send any ORIGINAL DOCUMENTS along with the application form.**
- e. Affix your recent (not older than six months) color photograph in the space provided.
1. Photographs should be of passport size, sharp and clear.
 2. Candidate, who regularly wears spectacles, shall send his photograph wearing spectacle.
 3. Person should not wear Goggle, Cap etc which will mask identity. Application with smudged / tampered or hazy photograph will be rejected
 4. Photograph should not be stapled or pinned on the application form.
 5. Signature and attestation is not required on the photograph.

- f. Incomplete / incorrect applications are liable to be rejected without any notice to the candidate.
- g. Any application received after the last date shall not be accepted; whatever may be the cause.
- h. The application form is said to be complete only if it is enclosed with all the documents mentioned below and after verification of the same submitted in person / speed post / courier. The completed forms should be sent to **The Registrar, BLDE University, Smt. Bangaramma Sajjan Campus, Sholapur Road, Bijapur - 586103, Karnataka State, India. (in A4 size envelope please mention UGET-2015 Application on envelope).**

Details of information to be furnished during filling the online application form:

Upload Scan Images of Photograph & Signature: The scanned images of Photograph and Signature should be in **jpg** format only and it should be less than **1 MB**.

- **Dimension of photograph image should be 3.5 cm (Width) x 4.5 cm (Height) only.**
- **Dimension of Signature image should be 3.5 cm (Length) x 1.5 cm (Height) only.**

Candidate's Name: Write your full Name (as it appears in the 10th class marks sheet), Please use a blank space between initials. Do not use any titles like **Mr., Miss/Ms.**

Gender: Select the appropriate gender Male / Female.

Parent's Name: Write your Parents names (Father Name / Mother Name)

Date of Birth: Provide your date of birth in DD/MM/YYYY format only. For e.g.: If your date of birth is 09th October 1985, fill as 09/10/1985

By Birth/Domicile: If you belong to Karnataka by birth / domicile, please select **KARNATAKA** otherwise **NON-KARNATAKA**

Category if any: Enter the Category you belong to

- **For Karnataka candidates:** Select the category you belong to: General, SC, ST, OBC (Cat.1, Cat.2A, Cat.2B,, Cat.3A, Cat.3B) or Locomotor Disability.
- **For Non - Karnataka candidates:** Select the category you belong to: General, SC, ST or Locomotor Disability.

Nationality : Please mention your nationality.

Address : Provide your correct postal address for communication. Please use blank spaces to separate words. Avoid short form such as Rd, Th, St etc. Avoid Roman letters in your address. Specify the name of your City, Pin-Code, District, State and Country in the columns provided only; **do not mention your city name in the space provided for address. The University shall not be responsible for loss of documents en-route.**

Land Line Phone No : Please enter your Phone number with the STD Code (for eg. 08352-262770)

Mobile No : Enter the correct Mobile number (for eg. 09449000000) in the box provided

Email Id : Enter your correct Email Id. **Note that all formal communications from BLDE University will be sent to you at this Email address only and also regularly log-on to website for updates.**

Selection to Test Centre : You have to select the **Test Centre** from the available centre's.

Year of Passing 10th Class examination : Please enter year of passing (for eg. If candidate passed 10th class in 2011 Please enter 2011).

Maximum Marks : Please enter maximum marks of 10th class.

Marks Obtained : Please enter marks obtained in 10th class.

Month and Year of Passing PUC-II / XII / qualifying examination : Please enter year of passing (for eg. If candidate passed PUC-II / 12th class in 2013 Please enter 2013).

Maximum Marks : Please enter maximum marks of PUC-II / XII / qualifying examination.

Marks Obtained : Please enter marks obtained in PUC-II / XII / qualifying examination.

Board of Examination Name: Please enter the Board name of conducting qualifying examination. (For eg. Pre University Examination Board / Intermediate Examination Board etc.)

Information of College : Enter the full name of the college, Address of the college, PIN, District, State, Phone no with STD code.

Payment of Entrance Test/Application fee: Rs.2000/- can be paid ONLINE or through DD.

- **If paid through ONLINE (SBI Collect) please ensure that,** Take the print of **Online Payment Receipt** and attach the same along with Application form and also keep a copy for record and Enter the **“SBCollect Reference Number”** of 10 digit (for eg: *DUI2345678*) in the Online application form at the space provided.

Online payment procedure:

- ❖ Select payment type **“Online”**
- ❖ A new **“State Bank Collect”** window will open, at the left side of the bottom Click on **‘Checkbox’** to **“Accept Terms & Conditions”** and **Click on Proceed.**
- ❖ On the next screen Select Payment Category as **“UGET-2015”** and complete all the fields (*Name, Gender, Date of Birth, Mobile No.*) with correct information and proceed as instructed and **Click on Submit button.**

- ❖ On the next screen, verify the details and click on “**Confirm**” button. If there is any correction go back and do the correction and **Confirm**.
- ❖ On the next Screen “**Multi Option Payment System**” will be displayed along with the different bank charges. **Select appropriate Mode of Payment** and the same will proceed to “**SBI Secure Payment Gateway**” fill all the required information and **Click on PAY button**.
- ❖ Take the printout of “**Online Payment Receipt**” and enter the “**SBCollect Reference Number**” in Online application form in the space provided.

OR

- **If paid through DD:** Enter the six digit DD number in the Online application form in the space provided. (Send the DD along with application form)
- Enter the name of the bank from where the DD was purchased in the space provided.
- Ensure that the DD is signed by the Bank authorities and payable at VIJAYAPURA (BIJAPUR)-586103, KARNATAKA.

Declaration : Please read the declaration and **click the button** given below Declaration heading

Submit : Before pressing this button please verify all the fields entered correctly, then press the button for taking the PRINT of the application.

Checklist of the documents to accompany the completed application form

1.

- a. **If paid through ONLINE please ensure that,** Take the print of **Online Payment Receipt** and attach the same along with Application form.

OR

- b. **If entrance test / application fee paid through DD,** Demand Draft for Rs.2000/- drawn in favour of The Registrar, BLDE University, Vijayapura (Bijapur) **payable at Vijayapura (Bijapur)-586103, Karnataka State.** *(Write your full name and application number on the back of DD).* **Check for the banker's signature on the DD.**

Self attested photocopies of the following documents should be submitted.

2. SSLC / SSC / 10th standard or Equivalent examination marks card and passing certificate and Date of Birth proof document.
3. PUC - II or HSC or 12th standard or Equivalent examination if the results are declared marks card and passing certificate.
4. Certificate issued by the competent authority regarding SC, ST, OBC (*OBC Karnataka state only i.e. Category 1, Category 2A, 2B, 3A, 3B*) and Locomotor disability status by the candidates applying under these categories as declared by the Government of India or Karnataka.
5. Two Additional Passport size colour Photographs.

Note:

- Ensure that photographs be provided which are identical, sharp, clear in color and clarity, and should not be more than 6 months old. Individuals who use spectacles should take the photograph with spectacles. Use of goggles, caps, and masks are not acceptable in photographs except for the turban in case of Sikh male. Application with smudged / tampered or hazy photograph will be rejected. Any application received not adhering to these specifications is liable to be rejected without any notification and no refund will be made of the application fee. The decision of the University on this would be final and binding.
- **Please note down the Application number for further correspondence.**
- Brochure and application form can be downloaded only through our website www.bldeuniversity.ac.in
- Candidates are advised to visit our website www.bldeuniversity.ac.in regularly. **Keep a watch for status of their applications to ensure corrections to be made well in time.** This will enable BLDE University to upload online Test Admission Ticket (TAT) in time. **The university shall reject the application form, if necessary clarifications are not provided within the prescribed time.**
- **The completed Application form should reach The Registrar, BLDE University, Smt. Bangaramma Sajjan Campus, Sholapur Road, VIJAYAPUR (Bijapur)-586103, either in person / post / courier, on or before 5:00 pm of 16th May, 2015.**
- **The application form duly filled is to be sent in A4 size envelope. Do not fold the application.**