



**THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
HYDERABAD 500 007**

(A Central University established by an Act of Parliament)

www.efluniversity.ac.in

(040-27689447/27070046/27689714)

IMPORTANT INFORMATION FOR ADMISSIONS 2016-17

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I. General Information

1. Admission to the University is open to students of either sex, whatever be their caste, creed, race, class or gender. The University does not impose on any person any test whatsoever, of religious belief or profession, in order to entitle him/her to be admitted as a student in the University or to enjoy or exercise any special privilege thereof.
2. However, the University reserves the right not to admit any applicant if he/she is found to have indulged in any act that is unlawful, illegal, and unbecoming of an applicant -- including vandalism, staging of dharnas, aggression, defamation, instigation, unruly behaviour, or any such act that harms the interest, name, and reputation of a member of the University or of the University as an academic body.

3. The University reserves the right to withdraw, defer, or cancel any programme of study initially offered, based on valid and cogent reasons, which shall be recorded in writing.
4. If at any time it is discovered that a student has made a false or incorrect statement, concealed information that indicates culpability of any kind, or used fraudulent means to secure admission, his/her name shall be removed from the rolls of the University.
5. The University reserves the right not to admit an applicant and to cancel any admission.
6. The University has a policy of zero tolerance towards indiscipline.
7. Mere appearance at, or qualification in, the entrance test will not assign any right to admission to an applicant. Admission will be decided solely on the following: (i) fulfillment of eligibility criteria, (ii) merit, as indicated by the applicant's performance in the entrance test, and (iii) production of the eligibility documents at the time of admission. The University is not liable to be held responsible in any way if admission is denied on these or other grounds. It is the responsibility of the candidate to be fully satisfied of his/her eligibility before applying for admission to a programme.
8. **Once the selection of a campus for a programme is made, no request for a change of campus, or for an inter-campus transfer after admission, is entertained.**
9. **Separate merit lists are prepared for the programmes offered in each of the three campuses, though, in some cases, the entrance examination is the same.**
10. For admission to a programme, the following documents need to be compulsorily submitted, failing which admission will not be granted.
 - (i) Relevant, qualifying Degree and Board certificates
 - (ii) Transfer/Migration and character certificates from the institution last attended
 - (iii) Relevant grade cards or mark sheets
 - (iv) Caste/Tribe/OBC/PH certificates and certificates for other reserved categories under GOI rules.
 - (v) Scanned copies of Aadhaar/Voter Id/ Ration card of parent/guardian as address proof.

11. Applicants who submit online application forms along with the required fee will be issued Admit Passes with no verification of their eligibility for admission to the programme they have applied for. Their eligibility will be verified by the university only at the time of admission, if it is granted. Candidates are therefore advised to go through the Prospectus (2016-2017) carefully and satisfy themselves of their eligibility before submitting their application forms.
12. Online applications will not be treated as complete without photos, signatures and all required documents.
13. Admit Passes, information to candidates shortlisted for interview and selected/wait-listed candidates will only be notified on the website. It is the responsibility of the candidates to visit the university website for downloading information about eligibility requirements for the programmes and the list of relevant documents required for admission, the Admit Passes, and for checking results.

II. Application-related instructions

1. Apply online through the University's website: <http://www.efluniversity.ac.in>. No other mode of application will be accepted.
2. Apply only in the prescribed form, after carefully reading the accompanying instructions.
3. Also read the online prospectus, which has details of the programmes offered, eligibility criteria, fees, deposits, etc.
4. Make sure you have a valid, personal e-mail ID. The ID should remain active until the completion of the admission process.
5. Do not apply for more than two full time programmes of an academic year.
6. You can apply for two programmes using the same form: just select both the programmes you are interested in. Pay the entrance test fee for two programmes.
7. Where the option is available, select your campus (Hyderabad, Lucknow, Shillong) for the programme you want to do. Use the dropdown menu to make your selection. Once the selection is made, no request for a change of campus, or for an inter-campus transfer after admission, is entertained.
8. Pay the prescribed entrance test fee online (through credit card/debit card/Netbanking). The fee is Rs. 350/- in the case of General/OBC/WDP candidates

and Rs.150/- in the case of SC/ST/PWD candidates. The entrance test fee is non-refundable.

9. Along with your application form, upload the following:
 - (i) your photograph, scanned
 - (ii) your signature
 - (iii) a scanned copy of your [father's/mother's] Aadhar card/Voter card/Ration card/Passport
 - (iv) a scanned copy of your caste certificate (in case you are applying for the SC/ST/OBC quota)
 - (v) where it is relevant, a scanned copy of the PWD (Person with Disability) certificate issued by a competent authority
 - (vi) where it is relevant, a scanned copy of the WDP (Ward of Defence Personnel) certificate issued by a competent authority
10. Refer to the section 'HOW TO APPLY' for help with the scanning and uploading of photographs, signatures, and supporting documents.
11. Provide caste certificates only in the prescribed GOI format.

III. Test Centres

1. The **online entrance tests** for Undergraduate programmes, Post-graduate programmes, B.Ed, P.G.D.T.E., Ph.D. (Linguistics and Phonetics) and Ph.D. (Education) will be held in the following cities (subject to a minimum number of candidates opting for each of them.)

Ahmedabad	Bangalore	Delhi	Hyderabad
Lucknow	Mumbai	Shillong	Vishakapatnam

For Ph.D. (English Language Education), Ph.D. (Aesthetics and Philosophy), Ph.D. (India Studies), Ph.D. (Indian and World Literatures), Ph.D. (Film Studies and Visual Culture), Ph.D. (Hindi), Ph.D. (Cultural Studies), Ph.D. (Arabic), Ph.D. (Russian), and Ph.D. (French), the entrance test is Paper-and-pen based, and is held in the following cities (subject to a minimum number of candidates opting for each of them):

Hyderabad	Lucknow	Shillong
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2. You can indicate any two test centres, in the order of your preference. Your admit pass will mention the centre you have been assigned in one of the cities you have indicated. You can write the entrance test only at the centre mentioned on the admit pass.
3. No request for a change of the test centres allocated will be entertained once the application is submitted.
4. The University reserves the right to cancel any of the above test centres, and reassign candidates to the city closest to the cancelled city.

IV. Entrance Test Fee

Fee for the entrance test is as follows:

General/OBC applicants : Rs 350

SC/ST/PWD applicants : Rs 150

The fee can be payable through Credit card/debit card/Netbanking.

V. Admit Pass for the Entrance Test

1. Your admit pass will be available for downloading on the University's website, <http://www.efluniversity.ac.in>, after you have successfully submitted your application form and paid the entrance test fee.
2. The admit pass will not be sent by post. Therefore, Make sure you download it and print it out before you appear for the test.

VI. Entrance Test Instructions

1. As mentioned in the admit pass, make sure you are in your seat at the test centre, 45 minutes before the test begins. Please note that you will not be allowed into test hall even a minute after the test has begun.
2. Use of mobile phones/tablets in the test hall is strictly prohibited.
3. You cannot leave the test hall before the end of the test.

VII. How to submit the application

Step 1: Keep the following ready:

- (i) the downloaded prospectus, for details of programmes and eligibility
- (ii) a scanned copy each of your
 - a) photograph
 - b) signature
 - c) caste certificate, if relevant
 - d) WDP/PWD certificate, if relevant(e) credit card/debit card/net banking codes
 - e) JRF certificate, if you are a JRF awardee
 - f) parent's/ guardian's Aadhaar /Voter ID/ Ration card.

Step 2: Register as a new user.

Step 3: Fill in the online registration form.

Step 4: Pay the entrance test fee online through credit card/debit card/netbanking.

Step 5: Submit a hard copy of your application.

- (i) Print out your filled-in application form.
- (ii) Arrange, and staple, the application and the attachments in the following order:
 - (a) Hard copy of the filled-in online application form with the photo and University copy of the challan (in the case of challan payment)
 - (b) Passport size photograph
 - (c) attested copies of the academic qualification certificates, according to the eligibility specified for the course
 - (d) attested copy of the latest relevant certificate if you are an SC/ST/OBC/PWD/WDP applicant
 - (e) for a Ph.D. application, attested copy of the JRF certificate, if you have been awarded one

- (f) attested copies of certificates in support of any distinction you have achieved in sports activities at state / national level (only if you are applying for admission to P.G. programmes)
- (g) attested copies of a Proof of Residence & Study Certificate upto +2 level (if you are a Backward District candidate applying for BA programmes)
- (h) copy of your parent's/guardian's Aadhaar/Voter ID/ Ration card as address proof.

Note: Incomplete applications, applications not accompanied by the requisite enclosures, and those received after the closing date will not be entertained.

- (iii) Post the hard copy of your application and the attachments to

The Controller of Examinations
EFL University
Hyderabad 500007
Telangana

VIII. Guidelines for scanning the photograph, signature and documents

While filling the online application form, you will be provided with a link to upload your photograph and the image of your signature. The scanned (digital) image of your photograph and signature must be according to the following specifications.

1. Photograph: The photograph must be a recent colour photograph(preferably against a white background), and of passport size. If you wear spectacles, make sure that there are no reflections and your eyes are clearly visible. Caps/hats and dark glasses are not acceptable. Religious headgear is allowed but it must not cover your face. The photograph should be of 200 x 230 pixels. Ensure that the size of the scanned image is not more than 50KB. Adjust the settings of the scanner, such as the dpi(dots per inch) resolution, during the process of scanning.

2. Signature : Sign on a piece of white paper, with a black-ink ball-point pen. Scan this image. The scanned image should be of 140 x 60 pixels. Ensure that the size of the scanned image is not more than 20KB. The signature will appear on the Admit

Pass and on other relevant documents. At the entrance test, if your signature on the answer script does not match the signature on the admit pass, you will not be allowed to write the test.

3. OBC/SC/ST/PWD/WDP certificate:

Set the scanner resolution to a minimum of 200 dpi. Set colour to true colour. Crop the image in the scanner to the edge of the image; then use the upload editor to crop the image to the final size (50 to 150 KB, as specified in the application form). The image should be in the JPG or JPEG format, e.g., with the file name *image01.jpg* or *image01.jpeg*. You can check the image dimensions by listing the folder files or moving the mouse over the file image icon.

You can easily obtain images of the required specifications using photo editors such as MS Paint and MS Office Picture Manager.

IX. Procedure for uploading the photograph, signature and documents

1. There are separate links for uploading images.
Click on the respective link "Upload Photograph, Signature, Proof for OBC/SC/ST/PWD/WDP"
2. Browse and select the location where you have saved the scanned image file on your computer.
3. Select the file by clicking on it.
4. Click the 'Upload' button.

Procedure for creating images with correct dimension

While scanning the photo, signature and other documents, if you do not get the required dimensions, follow these instructions:

1. Open the scanned images in MS Paint.
2. Click on images.
3. Reduce the horizontal and vertical percentage in the stretch box, if the image size is larger than required.
4. Increase the horizontal and vertical percentage in the stretch box, if the image size is less than required.
5. Save the image in the JPG / JPEG format.
