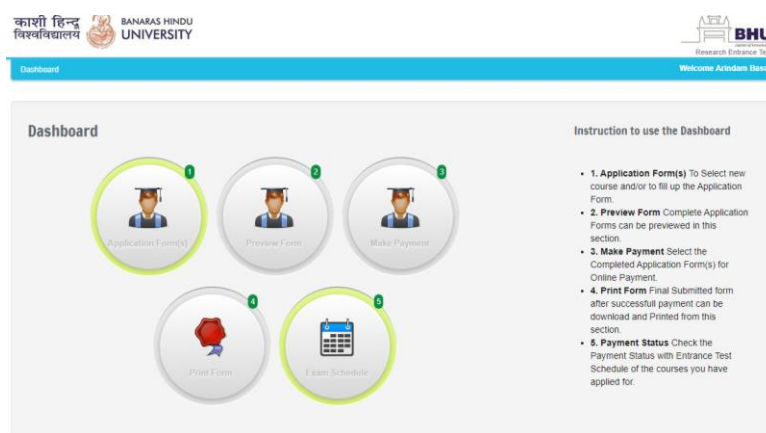


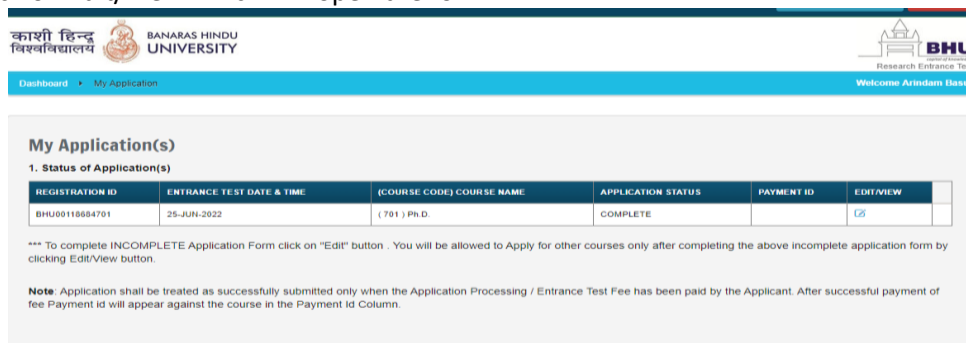
Some Basic Instructions/help for filling Ph.D. Admission Application form 2023

1. Use Laptop or Desktop for hassle-free experience.
2. Candidate must keep ready a scanned copy (jpeg or pdf) of passport size Photograph (4.5 x 3.5 cm), and Signature (file size be not more than 100Kb).
3. Registration process will need the information regarding Email id, Password, Name of Applicant, Date of Birth, Gender, Father's Name, mother's Name, Address and Mobile Number.
4. Be careful while entering the aforesaid information at time of registration because the information filled at the time of registration cannot be modified after completion of registration. After submitting the registration form an email will be sent to your registered email to activate your account. The activation link will take you to the portal that will ask for the 'activation code' given in the email.
5. After completion of the registration please login to your newly created account using your login credentials provided at the time of registration, and start filling the Ph.D. application form.

After login you will get a **Dashboard** like the image given below:



Select the first circle mentioned as “ **Application Form(s)**” and this selection will bring to following pageNow click on Edit/View which will open the form



6. Followings are Some hints to fill the application form further.

Name of field

Description

Select Main Discipline

It has a dropdown for list of subjects/ Departments in which a Ph.D. course is available for admission in the current session. Choose the appropriate discipline from dropdown

Fill Main discipline Course code	Each Main discipline has a unique course code which is listed in column 2 of Table 1 in the revised Ph.D. Information Bulletin 2023 and is available at BHU website. You can use " click Here for code " also to get the same.
Qualifying PG Examination	It has again a dropdown list of subjects offered by the Department/Centre chosen by you under the field " Select Main Discipline " either for main discipline or for allied discipline. Note: <ol style="list-style-type: none"> 1. The word MD against the subject name signifies that the Department has listed the subject under main discipline; whereas AD indicates that the discipline is listed as allied discipline. 2. If you are choosing your Qualifying PG Examination which is marked as "AD type" and it is also available as main discipline of any other department then system will give a message "Your Selected Subject is available in Main Discipline. Please apply for your Main discipline." In this situation you are required to change your main discipline (according to your PG subject) in the menu "Select Main discipline"
NTA Application Number and the name of candidate, father's, mother's name and guardian's name (if applicable).	<ol style="list-style-type: none"> 1. Once you have correctly chosen your "Qualifying PG Examination for Ph.D. Admission", then you will be required to put your NTA Application Number in the provided textbox and reenter it in the next text box. Note: these fields will be available or visible to you if NTA-RET has been held in your main discipline, else these fields will not be visible. 2. The next three boxes will display your name as well as that of your father and mother (taken from the data that you provided during creation of your user account). However, please ensure that the name displayed here are correct. If incorrect, you cannot modify it here. Hence follow the instructions for creating your user account on BHU online portal and ensure that information provided at the time of creating your BHUONLINE account is correct and same as provided in the entrance test (NTA or BHU RET).
Date of birth	The date of birth will be taken from the data provided by you while creating the user account and no change will be allowed at this stage. Hence, ensure to correctly enter the date of birth while creating user account.
Demographic details	There are seven categories including gender, Category (General, OBC etc.), nationality, religion etc., that are required to be filled by selecting the most appropriate category appraisable to you.
Permanent and corresponding address	This is self-explanatory but due care is needed to provide correct information. If your permanent address is the address of correspondence also, then you may put a check mark in the box " copy the permanent address " to save time and reduce typographical errors.
Email and other related information	This is the last part of the first page of application. In this email address will be taken from your user account but you are required to select the correct approximate answer for the questions: <ol style="list-style-type: none"> 1. Distance of Your residence from BHU 2. Monthly Income of Family

How to proceed to the next page?

After entering all the aforesaid information on the 1st page of the application, please review that the information filled in by you are correct. Wrongly entered information, if any, may not be corrected at a later stage. After that click the **“Save & Continue”** button at the bottom of the page to proceed to the next page **“Photo Signature details”**.

2nd Page of the application (uploading photograph and scanned signature) Academic qualification (the instructions are self-explanatory- SEE screenshot on the right panel).

The passport size Photograph (4.5 x 3.5 cm) of 100 KB or less of resolution 100 dpi as well as scanned signature file of 100 KB is required to be chosen by clicking the Choose File button. Once the files are uploaded and become visible to you, press the **“Save and Continue”** button to reach to next page of the application **“Academic Qualification”**.

The screenshot shows the 'Academic Details' section of an application form. At the top, there are links for 'CHANGE PASSWORD' and 'SIGNOUT'. Below that is a 'Welcome Psychology Prasad' message. The main form is titled 'Academic Details' and 'Application for RET - Ph.D.'. It contains a table with columns: 'Name of the Examination', 'Board / University', 'Year of Passing / Appearing', 'Subjects (list of subjects)', 'Marks Obt.', 'Max Marks', and 'Marks %'. There are four rows for different examination levels: 'High School or equivalent', 'Intermediate or equivalent', 'Graduation (Bachelor Degree)', and 'Qualifying PG Program'. Each row has a 'select' dropdown for the board/university and input fields for the other columns. Below the table, there are text input fields for 'Name of the institution from where you have passed the qualifying examination', a larger text area for 'Whether any disciplinary action has been taken against you? If so, state reasons, the punishment awarded and reference of authority awarding the punishment.', and a dropdown for 'Are You Applicant for: *' with 'Full-Time Ph.D. Student' selected. A 'Save' button is at the bottom left.

After filling all required information click **“Save”** to move on the next page which is marked as **“Test Centre & Allied Discipline”**

Test Centre & Allied Discipline

1. In this page you will get information about main and Allied disciplines selected by you for your information.
2. You will also be asked to choose your test centre if your chosen discipline is listed in BHU-RET.

After clicking **“Save & Continue”** You will move to next page which will bring you to your Application Form filled.

Kindly check the details printed form and click **“ I Confirm the Above”** to move on fee payment page. Deposit the same and complete the process.