

GUIDELINES FOR APPLYING ONLINE APPLICATION FORM

1. **Register as Student**
2. A unique **Email ID** (Use **KAU Email ID** whoever possess) is necessary for registration
3. Valid mobile Phone number is necessary
4. Please pay the **Certificate Fee** using **State Bank Collect** link. For **Payment Category** select **Certificate Fee** .Please note the receipt number (DU Reference Number). The **students who have already remitted the fee for certificates, need not pay again** through SB collect.
5. After registration, **password** will be send to Email ID
6. Login with **Email ID** as **Login ID** and password sent to the mail
7. Initially after successful Login **change password**
8. Finally Login with **changed password**
9. Click **My Profile** Tab fill details with valid mobile phone number
10. Click **Applicant Dash Board**
11. For all applications **except** Equivalency Certificate, Click **New Application Tab**
12. For **Equivalency Certificate**, Select **Equivalence Certificate** from Applicant Dash Board
13. Enter **Personal/Academic/Payment Details/Supporting Docs/**
14. Supporting Documents allow following formats **.pdf** (max size 250 KB) for documents and **.jpg** (max size 100 KB, width 150px, height 200px) for passport size photo.
15. In the **View** Tab click **Final Submission**.
16. After final submission applicant can only view the application form in **My Applications** Tab.
17. KAU Academic Staff will **Verify, Validate** and **Approve** the Application form.

Photo Specifications and Requirements

- 1. Dimensions : Between 150 x 200 pixels**
- 2. Size : Between 20 KB and 100 KB**
- 3. Resolution : Between 100 dpi and 300 dpi**
- 4. File Type : Only jpg**

Other Requirements

- 1. Photo must be portrait, not landscape**
- 2. Photo must both show a close up of your face and the top of the shoulders.**
- 3. Your face should be in the middle and must take up 70% to 80% of the photo.**
- 4. Your head must be straight.**
- 5. Be taken against White or lightly coloured background (Preferably white or light grey background) with no patterns or objects.**
- 6. Clothes must be in contrast with the background.**
- 7. The photo should not be blurred.**
- 8. The photo should not be a selfie.**
- 9. The eyes should not be closed.**
- 10. There should not be more than one face on the photo.**
- 11. Make sure that your entire face can be seen in the photo.**
- 12. Head coverings, Turban, hair, head-dress, or facial ornaments should not obscure the face.**
- 13. Your expression must be neutral. Do not squint, frown, smile or use any other expression.**
- 14. Photo must not contain any parts of the body below the shoulders.**
- 15. No shadows or glare in your face or in the background.**
- 16. There should not be any border/frame visible in your photo.**
- 17. Photo should be properly cropped / clear and should not be hazy or illegible.**
- 18. Photo should not be distorted due to enlargement of a smaller image.**
- 19. Photo must be recent (taken within the last six months).**

If the photographs do not meet the above specifications, your application will not be processed.

Documents to be uploaded for application of certificate

Name of Certificate	Documents to be uploaded		Format
Migration Certificate	1.	Endorsement By the Head of the College	pdf
	2.	Fee Receipt	pdf
Provisional Degree Certificate	1.	Non-Liability Certificate	pdf
	2.	Passport size photo 150(w) x 200(h) , 30 KB	jpg
	3.	Fee Receipt	pdf
	4.	Declaration against Dowry	pdf
Transcript	1.	Non-Liability Certificate	pdf
	2.	Passport size photo 150(w) x 200(h) , 30 KB	jpg
	3.	Fee Receipt	pdf
Equivalency Certificate	1.	Copy of Degree Certificate attested by Gazetted Officer	pdf
	2.	Copy of Transcript attested by Gazetted Officer	pdf
	3.	Fee Receipt	pdf
Rank Certificate	1.	Fee Receipt	pdf
	2.	Copy of Result Notification	pdf
	3.	Copy of letter Forwarded By Dean	pdf