

## 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 and 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** for documents and **.jpg** 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.
18. Once Application form is **approved** from Academic Section, the Certificate can be downloaded by the applicant.