

How to fill Application Form Guide




This document provides the step by step process on how to fill the COMEDK UGET/Uni-GAUGE EMeD application form.

Instructions for Registration

If you are a new user, click on link marked “[here](#)” to register.

If you are existing user then log in with the User id and Password.

If you are an existing user and have forgotten password, please click on “Forgot Password”. The password will be send to your registered email ID /mobile number.



Login

1.Registered candidates -Use your "User ID" and "Password", received by you as SMS/ Email to "Login" and "Submit" your application.

2.Login if already registered or click [here](#) to register.

User ID.

Password

Explanation of the fields that needs to be filled up in the Registration form

1. Name of the Applicant

Enter your full Name **(as it appears in your CLASS 10th/ SSLC Marks Card)**.

In the case of candidate who has changed his/her name for any reason, the original proof of the same has to be produced at the time of counselling.

2. DOB (Date of Birth)

DOB to be entered as per 10th/SSLC marks card only.

3. Email ID

Provide your Email ID and confirm the same. For e.g.: chethan@gmail.com. Please note important communication will be sent to your registered Email ID. Also email ID once used cannot be used again for registration.

4. Mobile Number

Provide your 10 digit mobile number without prefixing 0. Please note important communication will be sent to your registered mobile number.

5. Applicant Unique ID proof



Select the ID proof that the candidate will bring in original at the time of exam and counselling/admission process from the list provided.

✓ Approved list of ID proof for candidates;

1. Voter ID
2. Passport
3. PAN card
4. Driving License
5. Aadhar Card/e-Aadhar
6. School/College Photo ID and
7. Certificate issued by head of institution last studied.(Format available in brochure)

6. Applicant Unique ID proof Number

Enter the Unique ID proof number as mentioned in the ID proof selected, if applicable. For Instance, if you have declared ID proof as driving license and your ID proof number is 'KA0120110001212' enter the ID number as 'KA0120110001212'



COMEDK UGET 2016 / Uni-GAUGE EMeD 2016

Registration Form 2016


Note Kindly use Internet Explorer(version 7 to 11) or Mozilla Firefox(14 to 34) or Google Chrome(20 to 36) to fill the Application Form.
Please fill below details and submit the form to receive the User ID and Password through Mail and/or SMS.
After receiving User ID and Password please login to fill the application form and submit.

Registration Form

* Name of the applicant

?

* Date of Birth



?

* Email ID

* Confirm Email ID

* Mobile No

?

(Enter your 10 digit mobile number without prefixing 0)

* Confirm Mobile No


* Applicant's Unique ID Proof


---Select---

?


* Applicant's Unique ID Proof Number:

Please enter the letters displayed in the image below.
If the image is not clear, click on "Can't read the text? Get a new image"




Get New Image

Type the text shown in the image above.
Enter 7 characters. No spaces.
No special characters.No UPPER CASE.




Help

Submit

After successful registration, you will receive the User id and Password on your Mobile Number and E mail id.

Log in with your USER ID and PASSWORD to complete the application process. Click on **Edit** button (Right hand top corner) to be directed to Application Form.

Click here to Edit


COMEDK UGET 2016 / Uni-GAUGE EMeD 2016


Note : Application form has been registered successfully.Kindly Click Edit button on the top right side of this page to proceed.

Application Form

Application Seq No:	41
Applicant Full Name:	RY
DOB(DD/MM/YYYY):	01/01/1999
ID Proof:	Voter ID
Unique ID Proof No:	111111111
Email:	a@gmail.com
Mobile no:	111111111

Instructions for filling the Online Application Form

- ✓ **Candidates are advised to go through the instructions carefully before filling up the online application form.**
- ✓ **Kindly use Internet Explorer (version 7 to 11)/Mozilla Firefox (version 14 to 34)/ Google Chrome (version 20 to 36)**
- ✓ **Kindly review all information after clicking on “save” button. Please proceed to submit the application only after you have reviewed all information entered in the application form.**
- ✓ **Application forms once submitted online cannot be edited and fees once paid are non-refundable.**

Documents to be uploaded in Application form

Please keep the scan images of below documents ready with you before starting to fill the application form;

- 1. Applicant's Photo**
 - 2. Applicant's Signature**
 - 3. Father's/Guardians Signature**
 - 4. Applicant's Unique ID Proof as entered in application form**
 - 5. Declaration from Head of Institution Last studied by Applicant(Format is available in Brochure)**
- ✓ Please note that the images uploaded should be as per the instructions mentioned in website and brochure.
 - ✓ For Offline payments, scan image of **Axis Bank Challan** copy with Bank seal has to be uploaded by the candidate post payment in Axis Bank. Please refer to Offline payment process in this document to understand how to download and upload Axis Bank Challan.

Explanation of the fields that needs to be filled up in the application form:

1. Faculty Stream:

Select the faculty stream for the entrance exam i.e. **PCM, PCB or PCMB**

2. Preferred Course Applying For:

Please select the preferred course applying for i.e. Medical/Dental/Engineering/Medical, Dental and Engineering. Ensure that you meet the eligibility criteria for the course you selected.

3. Father's/Guardian's Full Name

Enter your **Father's/Guardian's Name** full Name.

3. Mother's Full Name

Enter your Mother's Full name.

4. Date of Birth:

Check whether you have provided your date of birth in DD/MM/YYYY format only as in SSLC/10th Std marks card. For e.g.: If your date of birth is 24th August 1997, select as 24/08/1997.

5. Gender

Select the appropriate option.

6. Nationality

Select the appropriate Nationality (Indian/OCI/PIO)

7. Applicant's Unique Photo ID Proof:

Check that the ID proof entered is correct and valid. The same photo ID proof must be produced in original during the Entrance Test, Counselling and admission at college level repeat – the same photo ID proof must be produced in original during the Entrance Test/ Counselling and admission at the college Level

8. Applicant's Unique ID proof Number:

Check whether the identity proof number entered is correct.



9. Parent's/Guardian's Unique ID Proof:

Select any one of the below listed valid photo ID proofs available in original and keep it ready before filling the application Form. The same Photo ID Proof must be produced in original during Counselling and admission at the college.

(1) Voter ID, (2) Passport, (3) PAN card, (4) Driving License, (5) Aadhar card/ E-Aadhar card.

10. Parent's/Guardian's Unique ID proof Number:

Enter the Unique ID proof number as mentioned in the ID proof selected. For Instance, if you have declared ID proof as driving license and your ID proof number is 'KA0120110001212' enter the ID number as 'KA0120110001212'

**COMEDK UGET 2016 / Uni-GAUGE EMeD 2016**

APPLICATION FOR ADMISSION TO UG COURSES 2016 - 2017

Note Kindly use Internet Explorer(version 7 to 11) or Mozilla Firefox(14 to 34) or Google Chrome(20 to 36) to fill in the Application Form.
Fill in the details, use Mouse to move between fields for entry of data instead of using Tab Key. Fields marked with * are mandatory.
Click [here](#) to login to the application form.

Please click on the Save Button and Review all the Information before you submit the form online. Application Form once submitted can not be changed

1

Personal Details

***Faculty**

Faculty Stream

PCM

▼

Preferred Course Applying For:

--Select--

▼

Personal Information:

***Name of the applicant**

***Father's/Guardian's Full Name**

***Mother's Full Name**

Other Personal Information

<p>*Date of Birth  </p> <p>*Nationality <input type="radio"/> Indian <input type="radio"/> OCI <input type="radio"/> PIO</p> <p>*Parent's/Guardian Unique ID Proof <input type="text" value="---Select---"/></p> <p>*Applicant's Unique ID Proof: <input type="text" value="---SELECT---"/></p> <p>*Applicant's Unique ID Proof Number:</p>	<p>*Gender <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Gender Neutral</p> <p>* Parents/Guardian's Mobile Number: <input type="text"/></p> <p>*Parent's/Guardian Unique ID Proof No: <input type="text"/></p>
---	--

11. Address

Provide your **Present address for correspondence and also the Permanent address** in the space given. All formal communications from COMEDK and ERA Foundation will be sent to you at the address correspondence address/email ID /Mobile Number given in application form. Please use blank spaces to separate words. DO not mention your city, State and Pin code in the address field

12. State

Select the State from the list (In case of unavailability of your State name, select “Others” and write your State name in the text Box.)

13. District

Select the District from the list (In case of unavailability of your District name, select “Others” and write your District name in the text Box.)

14. City

Provide the City Name.

15. PIN Code

Enter the appropriate 6-digit PIN code.

16. Applicant's Mobile No:

Check Mobile No entered.

17. Phone No.

Enter your Landline Phone number if any with the relevant STD Code, use zero prefixed to the STD code and your telephone number.

Example: If STD code is 080 and the telephone number is 6726720 then

Enter the STD code as “080” in first Field and then telephone number “6726720” in next field

Correspondence Address for communication purpose	
* Address Line 1	
Address Line 2	
Address Line 3	
* State	---Select---
* District	
* City	
* Mobile No	
* Confirm Mobile No	
* Email Address	
* Confirm Email Address	
Telephone No.	STD Code Telephone No.
* Pin Code	
* Permanent Address Same as Correspondence Address? <input type="radio"/> Yes <input checked="" type="radio"/> No	
Permanent Address	
* Address Line 1	
Address Line 2	
Address Line 3	
* State	---Select---
* District	
* City	
* Mobile No	
* Confirm Mobile No	
* Email Address	
* Confirm Email Address	
Telephone No.	
* Pin Code	

Details regarding Karnataka Domicile, OBC subcategory and minority are applicable for COMEDK applicants. Uni-GAUGE applicants can fill in the details, however, the reservation and minority policy if any will depend on the member university norms and guidelines.

18. Belongs To:

Select whether belonging to, Karnataka or Non-Karnataka. If you belong to Karnataka, select the type Vis, by Birth or Domicile.

19. Category:

Select the category you belong to GM/SC/ST/OBC. If OBC, Select sub category CAT 1, CAT 2A, CAT 2B, CAT 3A and CAT 3B (Applicable to Karnataka origin candidate's only applying for COMEDK as per Government of Karnataka (GOK) rules.

20. Parent's / Guardian's Annual Income:

Parent's/ Guardian's Annual Income should be specified in Rupees.

21. Religious Minority:

Candidates who are Christian by religion can select Christian- Karnataka/Christian-Non Karnataka to claim religious minority status and seek admission in institutions which are declared as Religious minority under COMEDK. Else select not applicable.

22. Belongs to Hyderabad – Karnataka Region:

Select appropriate option (YES or NO)

23. Name of the District in the Hyderabad – Karnataka Region:

Select Gulbarga/Yadgir/Raichur/Koppal/Bidar/Bellary.

Category Details	
*Belongs To	Karnataka
*Parents/Guardian's Annual Income Rs:	---Select---
*Birth/Domicile	--Select--
*Linguistic Minority	--Select--
*Hyderabad Karnataka Region	YES
*Category	Other Backward Classes(OBC)
*Sub Category	---Select---
*Religious Minority	---Select---
*Hyderabad Karnataka Region	---Select---

24. Academic details

Qualifying Exam – Select the type of Qualifying Exam from the drop down menu 2nd PUC/12th STD/Others.

Status of Qualifying Exam- Select the option from the drop-down menu Completed/Appearing.

Month/Year of passing - Select the month and year of passing the qualifying examination if you have passed the qualifying exam.

Board of Qualifying Exam- Select the Board of the qualifying examination. If you are from other board that is not listed, select “others” in the list and fill in your board name in the space provided.

Name of institution last studied and place- Enter the place of Institution you have last studied (2nd PUC/12th Std/Qualifying exam) in the space provided.

Place of Institution Last studied – Enter the place of Institution you have last studied (2nd PUC/12th STD/ qualifying exam) in the space provided.

Registration Number of 12th STD/2nd PUC - Enter the Roll/Registration/Index number of 10th Standard or SSLC marks card in the space provided.

Whether appeared for COMEDK Exam in previous years – Select YES/NO

Numbers of Previous Attempts in COMEDK Entrance Exam – Please enter the number of previous attempts you have appeared for COMEDK UGET Earlier.

Last Outcome of Earlier COMEDK UGET Appearance - Select the option as per the outcome of your last COMEDK attempt.

Other Entrance Exams being pursued –Select the other Exams you are going to appear/have appeared in the current year, if any. This data is only for information purpose.

Academic Details

*Qualifying Exam	Others ▼	*Other Qualifying Exam	
*Status of Qualifying Exam	Completed ▼	*Month and Year of Passing	--Select-- ▼ --Select-- ▼
*Board of Qualifying Exam	--Select-- ▼		
*Name of Institution Last Studied		*Place of Institution Last Studied	
*ROLL/REG/INDEX No of 10th Standard		*ROLL/REG/INDEX No. OF 12TH STD/2nd PUC Marks Card	
*Whether appeared for COMEDK Exam in previous years	Yes ▼	*No. of previous attempts in COMEDK exam	--Select-- ▼
*Last Outcome of Earlier COMEDK UGET Appearance	---Select--- ▼		
Other entrance exams being pursued	Others ▼	*Other	

25. Upload Images and Documents:

1. Please Upload scan image of Applicant's "Unique ID proof" Selected in application Form.
2. Please upload scanned copies of Applicant's photo and Signature

Applicant's Photo and Signature-In the photograph (colour and taken in light background), the face should occupy about 50% of the area and with a full face view looking into the camera directly. The main features of the face must not be covered by hair of the head, any cloth or any shadow. Forehead, Eyes, Nose and Chin should be clearly visible. **The photograph and signature should be in JPEG and JPG image format.**

3. Please upload scanned Signature copy of Father/Guardian.
4. Please upload the scanned certificate of Declaration by Head of Institution Last studied. (Format available in brochure)

Upload Images and Documents

- *Please upload scanned copies of Applicant's Photo and Signature [here](#) ?
- *Please upload scan image of Applicant's "Unique ID proof" Selected in application form. [Please click here to upload.](#) ?
- *Please upload scanned Signature copy of Father/Guardian [here](#) ?
- *Please upload scanned Certificate of Declaration by Head of the Institution Last studied [here](#) ?

26. Exam City Preference:

Select the Test city from available list of test cities in the online application form.

- a) A candidate can choose the city that he/she wishes to attend the exam at the time of applying for the exam from the available list of test cities.
- b) The option of city chosen by the candidate cannot be changes by the candidate later on under any circumstance.
- c) In case of non-availability of slots/centers in a city of your choice at the time of completing your application, you may choose to book a slot in an alternative city.
- d) If for any reason, a test city has cancelled or is unavailable; applicants who had opted for the cancelled/non-available test city will be allotted a center at another city by COMEDK/ERA Foundation
- e) COMEDK/ ERA Foundation reserve the right to allot any other Exam city other than the preference indicated by the applicant.
- f) Any changes to the stated policy and decision will be communicated on our website.
- g) Each city can have one or more centers. The allocation of centers is done through a computer assisted randomization/optimization process.
- h) The allocated centers will be communicated on the online test admission ticket (online TAT)

Note:-

- If you choose "**Online Payment**" mode, you can select the Test City of your choice immediately.
- If you choose "**Offline Payment**" mode, you can select the Test City of your choice only after the Challan Payment and upload of the same.
- Please note that the Test City availability is on first cum first serve basis. No communication in this regard will be entertained.

COMEDK/ ERA Foundation, reserves the right to allot any other Exam City other than the preferences given by the applicant.

27. Applying For:

Candidates have the option to apply for “COMEDK” only or Uni-GAUGE only or BOTH COMEDK and Uni-GAUGE. COMEDK UGET 2016 and Uni-GAUGE EMeD 2016 will be held as one combined exam during the same session on 8th may 2016. The counselling, fee and institution accepting COMEDK and Uni-GAUGE are different. Candidates are expected to read the respective brochures and instructions on website before proceeding to apply.

28. Payment details:

Pay the application fee **online** through Net Banking, Credit Card and Debit Card or Offline Payment through Axis Bank Challan.

Online payment Process

You can opt for online payment and Pay the application fee **online** through Net Banking, Credit Card and Debit Card. You will be directed to Citrus payment portal after clicking on submit button to complete the payment process.

Offline payment process

Offline Payment can be made through Bank Challan at any branch of Axis Bank. You can view the nearest Axis Bank Branch by visiting the below URL:

<https://www.axisbank.com/WebForms/branch-locator.aspx?OffTypeName=branches>

- Select Offline (Challan based) Payment option.
- Enter Captcha and Submit the application (Ensure to check entered details before submission)
- On Application view page, there will be a Tab “Challan”
- Click on the Challan Tab and Download the Pre-printed Challan
- Take Print out of the Challan
- Make the Application fees payment in **authorized Axis bank branches**.
- Re-Log in to the Application Portal.
- Upload the Signed/Sealed Challan scanned copy.
- Enter the Signed/Sealed Challan details.
- Select the test city preference.
- Submit the Application.

Payment Details

Note Candidate can exercise the option of choosing either Uni-GAUGE EMed 2016 OR COMEDK UGET 2016 OR BOTH at the time of filling payment details . Please choose your options carefully after reading the instructions on website and brochure.

*Applying For

Note If you choose "Online Payment" mode, you can select the Test City of your choice immediately. Subject to availability.
If you choose "Offline Payment" mode, you can select the Test City of your choice only after the Challan Payment and upload of the same.
Please note that the Test City availability is on first cum first serve basis. No communication in this regard will be entertained.

*Payment Type: ☐ Online (Credit card/Debit Card/Net Banking) ☐ Offline Mode (Challan Based)

*Payment Amount: Inclusive of Convenience charges.



Get New Image

Type the text shown in the image above.
Enter 7 characters. No spaces.
No special characters. No UPPER CASE.

 Help

29. Declaration

The candidate must TICK the declaration in the space provided for the same in the application form.

Any application form without the REQUIRED DETAILS/DOCUMENT UPLOAD is liable to be rejected without any further correspondence.

Declaration



- ☐ I declare that I have read the Brochure, instructions and I am familiarized with the Online process of submission of application.
- ☐ I hereby declare that I am an Indian National / PIO / Overseas Citizen of India.
- ☐ I understand that the Application fees once paid will not be refunded under any circumstances.
- ☐ I hereby declare that the information given above is true and correct to the best of my knowledge and belief. I further declare to produce all certificates in original at the time of admission / Counseling relevant to my claims made in the application. I also agree to forfeit my claim for admission in the event of failure to produce the relevant original certificates.
- ☐ I shall abide by the Rules and Regulations of the Institutions.

Save

Submit

30. For Offline (Challan Based) Payment candidates;

- Re-Log in to the Application Portal.
- Enter the Bank name, Branch name, transaction ID and date of Fee Submission
- Select the Exam City preference from the Drop down
- Upload the Signed/Sealed Challan scanned copy.
- Fill the Captcha and click on Submit the Application.



COMEDK UGET 2016 / Uni-GAUGE EMeD 2016

APPLICATION FOR ADMISSION TO UG COURSES 2016 - 2017

Note Kindly use Internet Explorer(version 7 to 11) or Mozilla Firefox(14 to 34) or Google Chrome(20 to 36) to fill in the Application Form.
Fill in the details, use Mouse to move between fields for entry of data instead of using Tab Key. Fields marked with *are mandatory.
Click [here](#) to login to the application form.

Please click on the Save Button and Review all the Information before you submit the form online. Application Form once submitted can not be changed


1

Challan Details

Fee Submission Details

*Bank Name	<input type="text"/>	*Branch Name	<input type="text"/>
*Transaction ID	<input type="text"/>	*Date of Fee Submission	<input type="text"/>
*Exam City Preference	----Select----		

*Please upload scanned copy of Challan [here](#)



Get New Image

Type the text shown in the image above.
Enter 7 characters. No spaces.
No special characters.No UPPER CASE.

Help

Submit

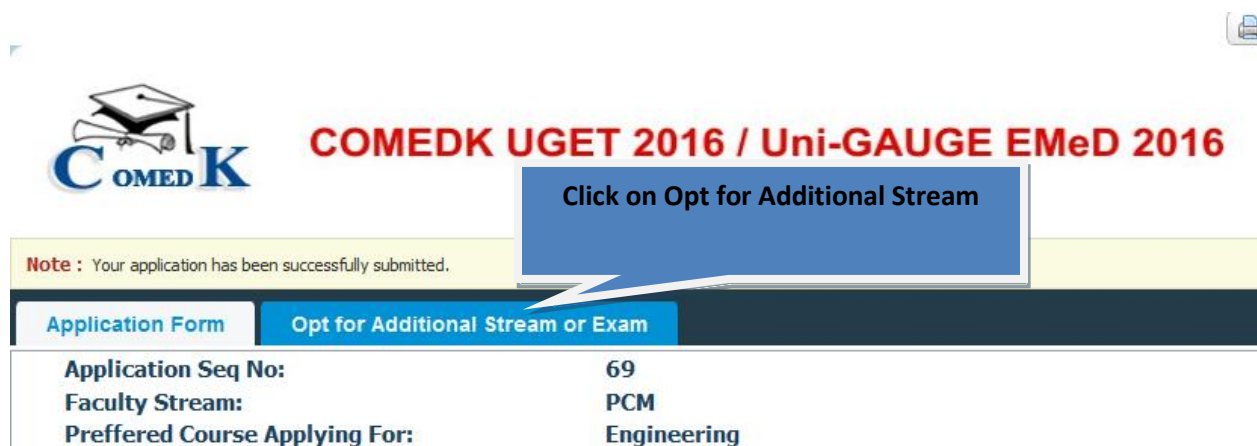
Opt for Additional stream OR Exam:

If an applicant has opted for only PCM or only PCB at the time of submitting the application form online, he has the option to choose PCMB by paying additional fee as applicable.

Alternatively, if an applicant has applied for Uni-GAUGE ONLY or COMEDK ONLY at the time of submitting the application form online, he has the option to apply for “BOTH COMEDK and Uni-GAUGE” by paying the additional fee as applicable.

Please choose the options carefully, as no changes can be made once the form is submitted online.

Step 1:- Click on Opt for Additional Stream.



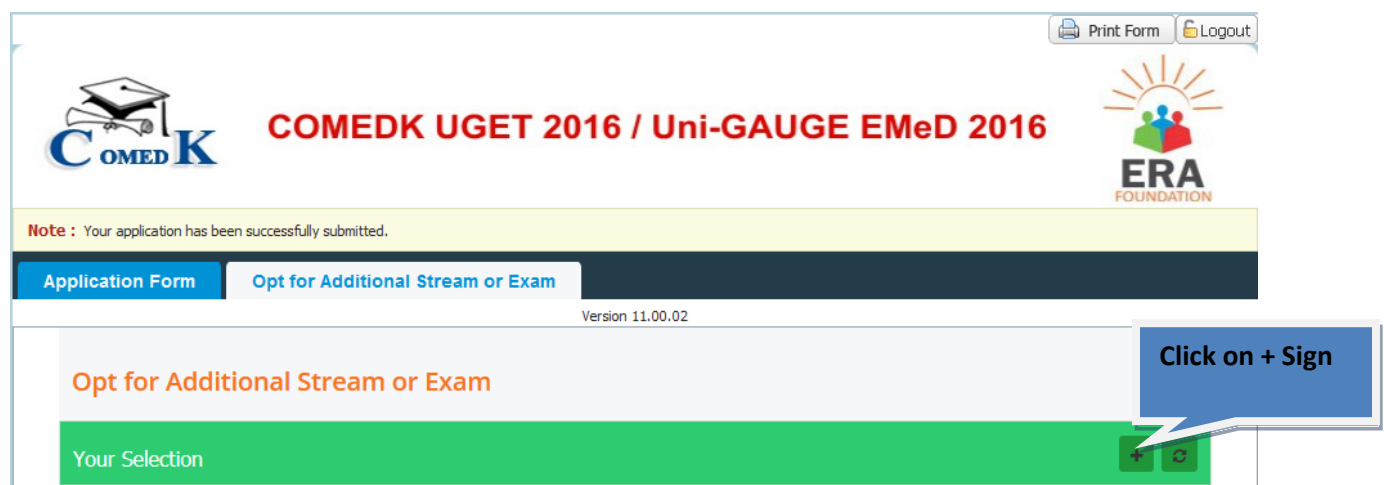
COMEDK UGET 2016 / Uni-GAUGE EMeD 2016

Note : Your application has been successfully submitted.

Click on Opt for Additional Stream

Application Seq No: 69
Faculty Stream: PCM
Preferred Course Applying For: Engineering

Step 2:- Click on + Sign Button.



COMEDK UGET 2016 / Uni-GAUGE EMeD 2016

Note : Your application has been successfully submitted.

Click on + Sign

Opt for Additional Stream or Exam

Your Selection

Step 3:- Choose new stream and Exam as required by you and pay through Online (Credit card/Debit card/Net banking). Click on submit to pay.



COMEDK UGET 2016 / Uni-GAUGE EMeD 2016



APPLICATION FOR ADMISSION TO UG COURSES – 2016 - 2017

Note Kindly use Internet Explorer(version 7 to 11) or Mozilla Firefox(14 to 34) or Google Chrome(20 to 36) to fill in the Application Form.

Fill in the details, use Mouse to move between fields for entry of data instead of using Tab Key. Fields marked with *are mandatory.
Click [here](#) to login to the application form.

Please click on the Save Button and Review all the Information before you submit the form online. Application Form once submitted can not be changed

1 Personal Details

Payment Details

*Applying For **PCM COMEDK**

*Payment Type: ☐ Online(Credit card/Debit Card/Net Banking)

*New Stream you wish to apply:

*Payment Amount: Inclusive of Convenience charges.

Declaration

- ☐ I declare that I have read the Brochure, instructions and I am familiarized with the Online process of submission of application.
- ☐ I hereby declare that I am an Indian National / PIO / Overseas Citizen of India.
- ☐ I understand that the Application fees once paid will not be refunded under any circumstances.
- ☐ I hereby declare that the information given above is true and correct to the best of my knowledge and belief. I further declare to produce all certificates in original at the time of admission / Counseling relevant to my claims made in the application. I also agree to forfeit my claim for admission in the event of failure to produce the relevant original certificates.
- ☐ I shall abide by the Rules and Regulations of the Institutions.

Submit

Assistance / Facilities to candidates

In order to provide timely information to the candidates about their applications, or the entrance test, or the results thereof, ERA Foundation has made the following arrangements:

The ERA Toll free number is 18001036182. The ERA Office is operational from **10:00 am to 5:00 pm, Monday to Friday**, and from **10:00 am to 1:00 pm on Saturday**. The ERA office is not operational on Sunday and other public holidays.

Candidates can send their queries through E-mail at helpdesk@erafoundationindia.org

Please note that printed Brochures and Applications are not sold.