

17. APPLICATION FORM : INSTRUCTIONS AND CODES

Please fill up the form and mail or submit in person the same along with copies of attested certificates to your concerned Regional Centre within stipulated dates mentioned in the Advertisement notification in the newspaper and website of IGNOU.

GUIDELINES FOR FILLING IN THE APPLICATION FORM

Some instructions for filling-up of application form are given below:

- 1. For Name of the Programme Applied for refer page no. 16-196 of this prospectus
- 2. For Programme Code, refer to pages 16-196 of this Prospectus.
- 3. Please fill the relevant code for medium of instruction in the boxes provided. For example, if you are choosing Hindi medium then write B2 as shown below



- 4. Code of Regional Centres is given at Pages 218-228. You have to write the code of that Regional Centre in which your Study Centre falls. List of Study Centres is attached in separate booklet.
- 5. For Study Centre Code refer to Supplementary Booklet to Common Prospectus.
- 6. For State Code, refer page no. 229
- 7. (a) and (b) if you are already registered or have done a programme with IGNOU, please write the relevant code in the boxes, if A1 then write the Enrol No. & Programme Code. This field is mandatory for those who are applying for lateral entry to M.Com., MCA, MAGD Programmes.
- 8. If your name is VIRENDER KUMAR HASIZA, then write as following in the boxes provided for

VIRENDERK	UMARH	A S I Z A	
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Please Note: Name of the candidate should be as mentioned in the High School/ +2 Certificate. In case the name is written other than the one mentioned in the High School/ +2 Certificate, then legal evidence be submitted along with the Admission Form.

9. Please write your Father's/Husband's/Guardian name. If the name is KEDAR NATH HASIZA, then write it as follows

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- 10. Fill in your address for correspondence where you would like to receive your study material and all other correspondence. Do not give post box no. as address. Leave a box blank between each unit of address like house No. street name, P.O. etc. The address given by a student must be in India otherwise the Registration will be invalid. For foreign students, pl. refer page no. 202. See section 6.24 & 6.25.
- 11. Write down your Mobile No., E-mail Address and Aadhar Card No. (All fields are mandatory).
- 12. Please follow the rule of Date/Month/Year e.g. 5th June 1976 should be written as



- **13.** For 13-22, write the relevant code in the appropriate box. For example, if you are male, put (A1) in the box, for female it is B2 and C3 for others who do not want to disclose their Gender (like Transgenders etc.). Please fill up category code carefully. No request for change of category code shall be entertained afterwards. **All fields are mandatory.**
- 23. Furnish the details of scholarship, if any received by you.
- 24 For (a) and (b), write the relevant code in the box. If A1, then fill the column 24(b) also. Supporting documents are to be enclosed.
- 25. Note that
 - (a) Qualification code is in three digits e.g. 000, 001, 002, 003, 004, 005, 006, 007, 008, 009 and 010. You have to write only highest qualification code which could be found on page 229.



- (b) Write your main subjects in short form.
- (c) Fill in the year of passing.
- (d) Write division 01, 02 or 03. If you have simply passed the examination without containing any of three Divisions, write 04.
- (e) Write down aggregate percentage obtained by you at the highest level of your qualification and round off to the nearest integer (i.e. 61.3 should be of 61 and 65.7 should be of 66) while filling in the form.
- (f) Fill the Board Code from the list given on page No 230.
- 26. For fee details, refer to pages 16-196 of this Prospectus and make a draft in favour of IGNOU payable at the city where your Regional Centre is situated, and fill the relevant columns. For PGDHHM, PGDGM, PGDMCH, DNA, MSCMACS, MAEDU, only Registration Fee (Rs. 400/-) is to be paid. (In case you are submitting the form during the time slot with late fee, please submit the late fee of Rs. 500/- with amount of DD.
- 27. For MSCDFSM, add Rs 1400/- extra for opting CFN or Rs 2000/- for opting CNCC. See Details on page no. 170 & 171 (Section 5.38 and 5.39), if you have filled CFN, Write A1 & For CNCC write B2 in the column. For MTTM, you have to write your category as A1 or B2. See details (Section 2.5) page 20 for explanation.
- 28. Write the relevant course code in the appropriate box. For BA/B.Com/B.Sc. reference codes are given in the Prospectus. For BTS/BSW please refer Annexure 1(a). For MA (Edu), please refer Annexure 1(b). For MLIS please refer Annexure 1(c). For MAPY please refer Annexure 1(d). If you are applying for MCA and have not studied Maths at 10+2 level, please fill the relevant code in the box against BCS12 and add Rs.1400/- extra in the Demand Draft towards the Programme Fee. If you have studied Maths at 10+2 or graduation level, you must attach copy of marks sheet along with other testimonials, refer page no. 16 Section 2.1. For PGDBP/CAFÉ/DAQ/ PGCMDM please refer Annexure 1(e). For PGDDM/PGDEMA/PGDUPPL/PGDRD/ please refer Annexure 1(f). For CHCWM, please refer Annexure 1(g).

CHECKLIST

Before sending the filled-in application form to concerned Regional Centre, please check whether you have enclosed 'Self Attested':

- (a) i) Photograph
 - ii) Certificates in support of your educational qualification(s) i.e. semester-wise/year wise marksheets and Provisional/Degree Certificat(s), Besides, if you are applying for MCA and have studied Mathematics at 10+2/graduation level, attach marks sheet as proof.
 - iii) Experience certificate wherever required.
 - iv) Category certificate (for SC/ST/PH/OBC (non-creamy layer), Minority candidates), EWS candidates).
 - v) Age certificate wherever required. For International Students, any valid document having Date of Birth.
 - vi) Student Card duly filled in along with photograph.
 - vii) Acknowledgement Card duly affixed with the postage stamp for Rs 6/-.
 - viii) Copy of Passport (for International Students)
 - ix) Copy of Visa (for International Students)
 - x) No Objection Certificate from the concerned Embassy in India (for International Students)
 - xi) Proof of residence of the candidate in India (for International Students)
 - xii) Translated copy of educational certificates wherever the same are other than in English/Hindi, duly attested by concerned Embassy. (for International Students)
 - (xiii) Migration/Transfer Certificates from the last University/Board attended wherever required (For International Students).
- (b) Attached a Pay Order/Demand Draft for the Programme Fee/Fee for the first year/Semester and have written your name, programme code and application No. on the reverse of the Demand Draft, issued by the bank.
- (c) Attached documentary proof (photocopy of BPL ration card), in case of below poverty line students.

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FOUNDATIC a) BEGF1 b) Any one at Anne MA (EDU Any ONE f A1/A2/A3 (Details give MCA app (3 for opti For non-m OTS appli Any TWO Group TS4 TS5 and P1 29. Decla I here knowledge this applic document no claim o I have care same. I do	DN COURSES of 8 or FHD2 a course from list exure 1 (a) a applicants: rom 3/A4/A5 blicants: ing BCS12) maths stream icants: courses from one and PTS4 OR TS5 OR TS6 and P aration and Uf by declare that 1 e and belief, I full cation. I further u is is found to be in of any nature inclu		S applicat TWO cours Annexure BBP/CAFÉ TWO cours Annexure Annexure C C C C C C C C C C C C C C C C C C C	<pre>nts: ses a 1 (c) //DAQ ses a 1 (c) //DAQ se</pre>	application plicants: EE DCE2/ EE4/DCE5 e conditions rria and I have called or the Pir- hange any ru	of eligibi ve provid torted a re shall b the bene ospectus	AAPY applic	Provide a series of the series	GDDM/ pplicants annexure HCWM Any two from App ame for v nation au in the e tion by t hall be s n totality	PGDEMA/Pri i 1 (f) applicants: courses pendix 1(g) which I seek a nd relevant se vent of any the University ummarily wit y and shall no I will be abidi	GDUPDL/PGDRD	ts wit teste II hav ke th ver th