

## 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:

- For Name of the Programme Applied for refer page no. 16-196 of this prospectus
- For Programme Code, refer to pages 16-196 of this Prospectus.
- 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  

B	2
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- 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.
- For Study Centre Code refer to Supplementary Booklet to Common Prospectus.
- For State Code, refer page no. 229
- (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.
- If your name is VIRENDER KUMAR HASIZA, then write as following in the boxes provided for

V	I	R	E	N	D	E	R		K	U	M	A	R		H	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.

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

	/o			E	D	A	R		N	A	T	H		H	A	S	I	Z	A									
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- 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.
- Write down your Mobile No., E-mail Address and Aadhar Card No. **(All fields are mandatory).**
- Please follow the rule of Date/Month/Year e.g. 5th June 1976 should be written as  

0	5		0	6		1	9	7	6
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- 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

- 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/ PGCMMDM 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 mark-sheets 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.

## INDIRA GANDHI NATIONAL OPEN UNIVERSITY

### MAIDAN GARHI, NEW DELHI 110068

### APPLICATION FORM

to be submitted only at the concerned REGIONAL CENTRE

1. Please read the instruction before filling up the Application Form.
2. Please use Black/Blue Ball point pen in the boxes using English CAPITAL LETTERS or English Numerals.
3. Write in CAPITAL LETTERS only within box. Leave blank between words as shown in the example below:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9

Application Number

Enrolment No. (For Office use)

1. Name of the Programme Applied: <input style="width: 100%;" type="text"/>	
2. Programme Code: <input style="width: 100%;" type="text"/>	3. Medium of Study: A1 English <input style="width: 50%;" type="text"/> B2 Hindi <input style="width: 50%;" type="text"/> C3 Others, Pl specify <input style="width: 100%;" type="text"/>
4. Regional Centre Code: <input style="width: 100%;" type="text"/>	
5. Study Centre Code: <input style="width: 100%;" type="text"/>	6. State Code: <input style="width: 100%;" type="text"/>
7. a) Are you already registered with IGNOU: <input style="width: 50%;" type="text"/> (Please write relevant code in the BOX) A1 YES <input style="width: 50%;" type="text"/> B2 NO <input style="width: 50%;" type="text"/>	
If yes, Prog. Code: <input style="width: 100%;" type="text"/> Enrol. No.: <input style="width: 100%;" type="text"/>	

#### PHOTOGRAPH

Kindly affix your latest passport size (4 cm X 5 cm) photograph duly attested by you

8. Name of the Candidate: <input style="width: 100%;" type="text"/> (Please refer Instruction Page on NAME)	
9. Father/Husband Name: <input style="width: 100%;" type="text"/> (Please write s/o or D/o for Father/Mother's Name and W/o for Husband's Name)	

Signature of the Applicant

10. Address for Correspondence: (Please do not give POST-BOX Number. Use Capital Letters and give space between words)	
a) House No.: <input style="width: 100%;" type="text"/>	b) Street Name: <input style="width: 100%;" type="text"/>
c) Locality/Mohalla: <input style="width: 100%;" type="text"/>	
d) Tehsil/District: <input style="width: 100%;" type="text"/>	
e) City: <input style="width: 100%;" type="text"/>	f) PIN Code: <input style="width: 100%;" type="text"/>
g) State: <input style="width: 100%;" type="text"/>	
11(A). Contact Details: a) Mobile No. <input style="width: 100%;" type="text"/> b) e-mail ID: <input style="width: 100%;" type="text"/>	
11(B). Aadhar No. <input style="width: 100%;" type="text"/>	

12. Date of Birth: <input style="width: 100%;" type="text"/> Date Month Year	13. Nationality: A1 Indian <input style="width: 50%;" type="text"/> B2 Others, Pl specify <input style="width: 100%;" type="text"/>
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14. Gender: (Please write relevant code in the BOX) A1 Male <input style="width: 50%;" type="text"/> B2 Female <input style="width: 50%;" type="text"/> C3 Others <input style="width: 50%;" type="text"/>	15. Category: (Please write relevant code in the BOX) A1 General <input style="width: 50%;" type="text"/> B2 SC <input style="width: 50%;" type="text"/> C3 ST <input style="width: 50%;" type="text"/> D4A OBC (Creamy) <input style="width: 50%;" type="text"/> D4B OBC (Non-Creamy) <input style="width: 50%;" type="text"/> E5 EWS (Economically Weaker Section) <input style="width: 50%;" type="text"/>	16. Area: (Please write relevant code in the BOX) A1 Urban <input style="width: 50%;" type="text"/> B2 Rural <input style="width: 50%;" type="text"/> C3 Tribal <input style="width: 50%;" type="text"/>
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17. Marital Status: (Please write relevant code in the BOX) A1 Married <input style="width: 50%;" type="text"/> B2 Single <input style="width: 50%;" type="text"/>	18. Religion: (Please write relevant code in the BOX) A1 Hindu <input style="width: 50%;" type="text"/> B2 Muslim <input style="width: 50%;" type="text"/> C3 Christian <input style="width: 50%;" type="text"/> D4 Sikh <input style="width: 50%;" type="text"/> F5 Jain <input style="width: 50%;" type="text"/> F6 Buddhist <input style="width: 50%;" type="text"/> G7 Parsi <input style="width: 50%;" type="text"/> H8 Jains <input style="width: 50%;" type="text"/> I9 Others <input style="width: 50%;" type="text"/>	19. Whether Minority: (Please write relevant code in the BOX) A1 Yes <input style="width: 50%;" type="text"/> B2 No <input style="width: 50%;" type="text"/>
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20. Social Status: (Please write relevant code in the BOX) A1 Ex-Serviceman <input style="width: 50%;" type="text"/> B2 War Widows <input style="width: 50%;" type="text"/> C3 Not Applicable <input style="width: 50%;" type="text"/>	21. Whether Kashmiri Migrant: (Please write relevant code in the BOX) A1 Yes <input style="width: 50%;" type="text"/> B2 No <input style="width: 50%;" type="text"/>	22. Employment Status: (Please write relevant code in the BOX) A1 Unemployed <input style="width: 50%;" type="text"/> B2 IGNOU Employee <input style="width: 50%;" type="text"/> C3 Employed <input style="width: 50%;" type="text"/> D4 KVS Employee <input style="width: 50%;" type="text"/>
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23. Details of Scholarship being received, if any				
a) Annual Scholarship Amount: <input style="width: 100%;" type="text"/>	b) Deptt offering Scholarship: <input style="width: 100%;" type="text"/>	c) Family Income (annual): <input style="width: 100%;" type="text"/>	d) Below Poverty Line: <input style="width: 50%;" type="text"/>	e) Jail Inmates: <input style="width: 50%;" type="text"/>
Rs. <input style="width: 100%;" type="text"/>	A1 Government <input style="width: 50%;" type="text"/> B2 Others <input style="width: 50%;" type="text"/>	Rs. <input style="width: 100%;" type="text"/>	A1 Yes <input style="width: 50%;" type="text"/> B2 No <input style="width: 50%;" type="text"/>	A1 Yes <input style="width: 50%;" type="text"/> B2 No <input style="width: 50%;" type="text"/>

24. a) Whether a person with Disability: (Please write relevant code in the BOX) A1 Yes <input style="width: 50%;" type="text"/> B2 No <input style="width: 50%;" type="text"/>		b) If yes, kindly provide details of disability: (Please write relevant code in the BOX. If E5, tick relevant box as well) A1 Speech and Hearing Impairment <input style="width: 50%;" type="text"/> B2 Locomotor Impairment <input style="width: 50%;" type="text"/> C3 Visual Impairment <input style="width: 50%;" type="text"/> D4 Low Vision <input style="width: 50%;" type="text"/> E5 Any other, please specify <input style="width: 100%;" type="text"/>	
		<input style="width: 100%;" type="text"/> Leprosy Cured <input style="width: 100%;" type="text"/> Mental Retardation <input style="width: 100%;" type="text"/> Mental Illness	

<b>25. Relevant Qualifications (which make you eligible for application to the programme):</b>						
a) Qualification: <div style="border: 1px solid black; width: 40px; height: 20px; margin: 5px auto; text-align: center;">CODE</div>	b) Main Subjects: 1. _____ 2. _____ 3. _____ 4. _____	c) Year of passing <div style="border: 1px solid black; width: 40px; height: 20px; margin: 5px auto; text-align: center;">Last two digits of the Year</div>	d) Division <div style="border: 1px solid black; width: 40px; height: 20px; margin: 5px auto; text-align: center;">01, 02, 03 or 04 for pass</div>	e) %age of Marks <div style="border: 1px solid black; width: 40px; height: 20px; margin: 5px auto; text-align: center;">Without decimal</div>	f) Board code/University <div style="border: 1px solid black; width: 60px; height: 20px; margin: 5px auto; text-align: center;">Wherever required</div>	
<b>26. Details of Fee remittance</b>						
a) Mode of payment: (Please write relevant code in the BOX) A1 Demand Draft <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div>		b) Amount: Rs. <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 10px;"></div> Please add Rs. 500/- in case of Late Fee				
		c) DD Number: <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 10px;"></div>				
		d) Date of DD: <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 10px;"></div>				
e) Bank Name: <div style="border: 1px solid black; width: 500px; height: 20px; margin-left: 10px;"></div>						
<b>27. Simultaneous Programme/Course (Options : MSCDFSMT/MTM/DDT/DMT/DPVCPO/DFPT/DWM/DPVAPFV applicants only):</b>						
<b>MSCDFSMT applicants:</b> (Please write relevant code in the BOX) A1 CFN <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div> B2 CNCC <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div>		<b>MTM applicants:</b> (Please write relevant code in the BOX) A1 Category 1 <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div> B2 Category 2 <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div>		<b>DDT/DMT/DPVCPO/DFPT/DWM/DPVAPFV applicants</b> Willing to pursue BPP (In case of YES, please take Optional courses under BPP) <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div> (Please write relevant code in the BOX) A1 Yes <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div> B2 No <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div>		
<b>28. Elective/Optional Courses:</b> <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 10px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 10px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 10px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 10px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 10px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 10px;"></div>						
<b>CBCS Based Bachelor's Degree Programmes (BAG/BCOM/BSCG/BAECH/BAHIH/BAPSH/BAPCH/BAPAH/BASOH/BSCANH/BAEGH/BAHDH/BAVTM)</b>						
Semester	Course No.	Core Courses (CC)	Discipline Specific Courses (DSC)	Ability Enhancement Courses (AEC)	Skill Enhancement Courses (SEC)	Generic/Interdisciplinary courses (GE/IDC)
I						
II						
<b>BSW/BTS applicants:</b> please refer Annexure 1 (a) for selecting courses:						
FOUNDATION COURSES of 8 credits			ELECTIVE COURSES of 16 credits (No option for BSW/BTS)			
a) BEGF1 or FHD2 <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div>			<div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div>			
b) Any one course from list at Annexure 1 (a) <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div>			<div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div>			
<b>MA (EDU) applicants:</b> Any ONE from A1/A2/A3/A4/A5 <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div> (Details given at Annexure 1 (b))		<b>MLIS applicants:</b> Any TWO courses from Annexure 1 (c) <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div>		<b>MAPY applicants:</b> Any SIX courses from Annexure 1 (d) <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div>		
<b>MCA applicants:</b> (3 for opting BCS12) <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div> For non-maths stream		<b>PGDBP/CAFÉ/DAQ applications:</b> Any TWO courses from Annexure 1 (e) <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div>		<b>PGDDM/PGDEMA/PGDUPDL/PGDRD applicants:</b> Annexure 1 (f) <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div>		
<b>DTS applicants:</b> Any TWO courses from one Group TS4 and PTS4 OR TS5 and PTS5 OR TS6 and PTS6 <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div>		<b>DCE applicants:</b> Any THREE courses DCE2/ DCE3/DCE4/DCE5 <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div>		<b>CHCWM applicants:</b> Any two courses from Appendix 1(g) <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div>		
<b>29. Declaration and Undertaking:</b> I hereby declare that I have read and understood the conditions of eligibility for the programme for which I seek admission. To the best of my knowledge and belief, I fulfill the minimum eligibility criteria and I have provided necessary information and relevant self-attested documents with this application. I further undertake that I have not concealed or distorted any information and in the event of any information or self-attested documents is found to be incorrect, false or misleading, my candidature shall be liable for cancellation by the University at any time and I shall have no claim of any nature including refund of any fee paid by me and all the benefits availed by me shall be summarily withdrawn. I do undertake that I have carefully studied the rules of the University as printed in the Prospectus and I accept them in totality and shall not raise any dispute over the same. I do understand that the University can amend or change any rules without advance intimation and I will be abiding by them.						
Place: _____			<div style="border: 1px solid black; width: 150px; height: 20px; margin-left: auto;"></div>			
Date: _____			Signature of the Applicant			
<b>(FOR OFFICE USE ONLY)</b>						
<div style="border: 1px solid black; width: 60px; height: 20px; margin: 5px auto; text-align: center;">ADMITTED</div> <div style="border: 1px solid black; width: 60px; height: 20px; margin: 5px auto; text-align: center;">NOT-ADMITTED</div>		Reason for NOT-Admitting _____ _____				
				Signature with Date of Admission In-charge, Regional Centre		