The admission portal shall be opened using the url https://www.auegov.ac.in or through the menu e-Governance in www.annauniv.edu. Candidates opting for admissions after receiving their allotment order shall proceed by selecting "Admissions" in the "Services" menu, available in the e-Governance portal home page. The candidates are requested to proceed as per the instructions provided here.

1 Candidate Registration

a. Select New Registration.
b. Enter Application Number, Select the Admission Year and the Mobile Number (registered during the counselling process).
c. Select Send OTP. The OTP is valid for 60 seconds and you may use Resend OTP if not received within 60 seconds.
d. On successful submission of the OTP, you will be asked to set the password to login the portal. The password must be of 8 to 15 characters with the combination of at least one character each from lowercase letters, uppercase letters, digits and special characters.

2 Mobile Number and e-Mail ID Registration within the login

The candidate may login the portal by providing the application number as the user ID, selecting the Admission Year, and using the password (set at Step 1d).
On successful login, the candidate has to register the Mobile number and the e-Mail ID.

The registered Mobile Number and e-Mail ID will be used for the complete course duration for all e-governance services.

Mobile Number Registration	E-Mail ID Registration
a. Select Registration → Mobile Number menu.	a. Select Registration → e-Mail menu.
b. Enter the Mobile Number to be registered.	b. Enter the e-Mail ID to be registered.
c. Select Send OTP. The OTP is valid for 60 seconds and you may use Resend OTP if not received within 60 seconds.	c. Select Send OTP. The OTP is valid for 60 seconds and you may use Resend OTP if not received within 60 seconds.
d. Enter the received OTP and select Verify OTP.	d. Enter the received OTP and select Verify OTP.

Now the candidate shall start the admission data entry. All the documents for upload should be in PDF only. The size of every single pdf document should be less than 500KB and have minimum 72dpi resolution. All documents must be clear and readable. Do not scan the documents using cam scanner or smartphones to avoid stretching and uneven clarity.

3 Admission Data Entry

a. The candidate can view the preliminary information as per your allotment order on the top of the screen after successful login.
b. The details to be entered are grouped in to FIVE tabs. The candidate has to enter all the details without any omission or mistakes in each tab and save them.
c. On completion of the Data Entry, the candidate can see the preview of all the data before the confirmation.
d. Any edit/update of the existing data will be allowed only before **confirmation**. After confirmation, **NO EDIT** is possible.

4 Documents Upload

a. Download the **Anti-ragging form**, **Medical fitness form**, and **Joint declaration form** from the download menu, and prepare the signed, scanned copy for upload.
b. Upload the scanned pdf copies of the certificates one by one carefully and preview them before confirmation.
c. On completion of the uploads, please **confirm** the uploaded documents. After confirmation, **NO UPDATION** can be made.

5 Payment

The candidates must pay the applicable fee prior to the scheduled admission. Payment of the fee will be only in **ONLINE MODE** and proceed as follows.
a. Select Fee Payment menu.
b. Select Pay Now and proceed with the payment through the gateway.
c. On successful completion of the payment, the receipt will be provided in your login. In case, if the amount is debited from the account and fee receipt is not generated, please wait for **30 minutes** for confirmation.

For any payment related queries, contact e-Governance support centre. egovernanceau@gmail.com / 044 2235 7973/7974

6 Certificate Verification & Admission

The date of admission will be announced by the respective campus Deans/websites. The candidates are requested to report the respective campuses for admission in person with all **Original Documents** (as per the admission notification) for verification and also for photo capturing. The respective Dean office will issue the admission slip after completion of the admission. The admission slip has the QR code, which may be scanned for verifying the admission information.

REFUND POLICY

The candidates are eligible for **FULL REFUND** in the case of claims **prior to the confirmation of the admissions**. If any **Admitted Candidate** would like to **CANCEL** the admission, due procedure for **DISCONTINUANCE** will be **STRICTLY** followed. In this case, the candidate is eligible for claiming only REFUNDABLE component in the fee and the amount will be transferred to the bank account by following due procedures of Anna University.

BEST WISHES

Director, Centre for e-Governance