RGUKT R K VALLEY
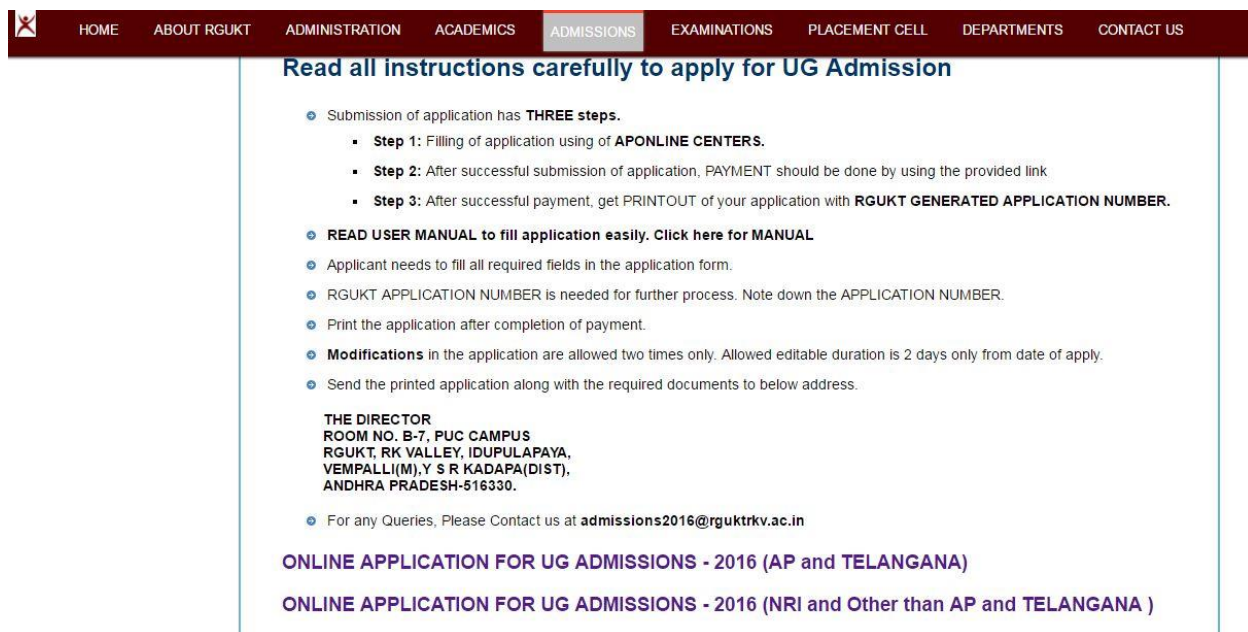
UG ADMISSION-2016

USER MANUAL

1. Read instructions carefully before you visit **APONLINE** center to apply.

2. Let you visit any nearest **APONLINE** center with below information
   a. SSC HALL TICKET
   b. Caste details
   c. Study details
   d. Photo of applicant
   e. Aadhaar details
3. Follow below steps to proceed to fill application.
4. Find link in below link for online application.

Read all instructions carefully to apply for UG Admission

- Submission of application has **THREE steps.**
  - **Step 1:** Filling of application using of **APONLINE CENTERS.**
  - **Step 2:** After successful submission of application, PAYMENT should be done by using the provided link
  - **Step 3:** After successful payment, get PRINTOUT of your application with **RGUKT GENERATED APPLICATION NUMBER.**
- **READ USER MANUAL to fill application easily. Click here for MANUAL**
- Applicant needs to fill all required fields in the application form.
- **RGUKT APPLICATION NUMBER is needed for further process. Note down the APPLICATION NUMBER.**
- Print the application after completion of payment.
- **Modifications** in the application are allowed two times only. Allowed editable duration is 2 days only from date of apply.
- Send the printed application along with the required documents to below address.

  THE DIRECTOR
  ROOM NO. B-7, PUC CAMPUS
  RGUKT, RK VALLEY, IDUPULAPAYA,
  VEMPALLI(M),Y S R KADAPA(DIST),
  ANDHRA PRADESH-516330.

- For any Queries, Please Contact us at **admissions2016@rguktrkv.ac.in**

ONLINE APPLICATION FOR UG ADMISSIONS - 2016 (AP and TELANGANA)

ONLINE APPLICATION FOR UG ADMISSIONS - 2016 (NRI and Other than AP and TELANGANA)

5. Online application for UG admission-2016 (AP and TELANGANA)

6. Online application of UG admission-2016 for NRI and OTHER STATES STUDENTS.

7. Click on **apply now** button to proceed. Note down address for postal process.
8. Click on **CLICK HERE TO APPLY** to start filling of application. Fill proper data and click on **Proceed to next step.** Note down the **RGUKT APPLICATION number** for further process.

Step 2 : Enter your Personal Details

Application ID	RGUR16GUG0001
Date of Birth	1995-01-01
Student Name	LINGAMURTHY
Gender	--select--
Father/Guardian Name	

SSC Hall Ticket Number	1612233454
Year of Pass	2016 (Only for 2016 passedout)
Student Surname	BANDHI
Caste	--select--
Mother Name	

Present Address

Street/Village	Eg:- Street/Village
State	--select--
Mandal	No-Mandals

Nation	--select--
District	No-Districts
Postal pin Code	Eg:- 516434

Permanent Address

Click here if Permanent Address same as Present Address

Address 1	Eg:- Street/Village
State	--select--
Mandal	No-Mandals

Nation	--select--
District	No-disticts
Postal pin Code	516434

Contact Number 1	
Mail Id	[*optional]

Contact Number 2	*[Optional]
Student Aadhar Number	[* optional]

Contact Number 1	
Mail Id	[*optional]

Contact Number 2	*[Optional]
Student Aadhar Number	[* optional]

Father Aadhar Number	[* optional]
Board of Study	--select--
Physically Handicaped	NO
SPORTS	NO
Grade in SSC	Eg:- 9.8 [*optional]

Mother Aadhar Number	[* optional]
Type of School Management	--select--
NCC	NO
CAP	NO

Study Details*

Did you study different classes in the same locality? Don't waste your time by filling all the columns. Follow these simple steps.

1. Enter a class in the first field.
2. In the very next field, enter the classes which you have studied in the same locality as the class in the first field..
3. Click on 'Generate address'.
4. For example I have studied 10,5,6,7 classes in same locality. Then I enter 10 in first feild after 5,6,7 classes enter in next field. After this simply click on 'Generate Address'. Keep (.) between classes in second field.

Enter the class name	Eg:- 10	Enter the class names which are having Same locality	Eg:- 5,6,7	Generate address

Class	Name of School	year of pass	State	District	Mandal	Pincode
10 th class	Eg:- example high sc	Eg:- 2016	---------	No-Districts	No-Mandals	Eg:- 516434
9 th class			---------	No-Districts	No-Mandals	
8 th class			---------	No-Districts	No-Mandals	
7 th class			---------	No-Districts	No-Mandals	
6 th class			---------	No-Districts	No-Mandals	
5 th class			---------	No-Districts	No-Mandals	
4 th class			---------	No-Districts	No-Mandals	

Upload Photo... Choose File No ...sen   *[Optional]

Proceed to Final Submission	RESET

9. PAYMENT has to do through APONLINE services only (AP and TELANGANA)

10. PAYMENT can be done at given online link which includes of DEBIT / CREDIT CARD or NET BANKING using given link at **PAYMENT** button. (**NRI && OTHER STATES**)

11. Find the below screen and fill APPLICATION NUMBER at given text box and get details. If you find any errors at payment gateway, please contact us through mail. Fill the details and pay based on your category.

12. Please don't refresh while transaction is in progress. After successful payment, please download the transaction receipt.

13. Get printout of your application by entering **APPLICATION NUMBER**

14. To edit your application if you found any errors, please go with given **EDIT BUTTON** by entering of application id and DOB. Your given 2 times to edit within 2 days of duration from apply date. If still found errors in your application or any technical issues mail us at admissions2016@rguktrkv.ac.in (Mention your appid and details while communicate).