## Instructions for filling up the online application portal

Login to your account using the Username and Password obtained during Registration

## A. Candidates with qualifying degree from University of Mysore

- Select your special category quota claim if any [Kannada Medium, Defence, Kalyana Karnataka, NSS, NSS, Sports, Literary & Cultural Activities, UOM-Teaching Staff, UOM-Non teaching staff, Differently abled, Kashmir Migrants, Transgender, etc..]
  Note that you have to upload relevant document in support of your claim.
- 2. Enter your marks (maximum and obtained) for all the languages and optional subjects manually for each semester [1 semester in each row]
- 3. Candidates who have studied under 2 or 3 Major subject combinations have to enter the marks of all the optional subjects studied (Both Theory + Practical marks together for a subject)
- 4. Candidates who have studied under single major (including BCA, BCom) have to enter the details under optional 1 only.
- 5. Select the PG Program you wish to apply for
- 6. The entrance marks will be updated automatically.
- 7. You can apply for multiple PG programs depending on your earlier selection during registration.
- 8. Select the correct preference of Center/College for a particular program (You can move a center/college up or down based on your choice).
- 9. Upload the required documents including 10<sup>th</sup> Marks card, Category Certificate (SC/ST/OBC), Special Category claim, Marks cards of all the semesters of the qualifying degree. Documents should be in .pdf format and each should not exceed 700 kb. Note that the documents should be clear and legible. Uploading of hazy image documents where marks are not clearly visible may lead to rejection of the application during scrutiny.
- 10. Enter Save & Submit

## B. Candidates from Other Universities Within Karnataka (OUWK)

- 1. The candidates from OUWK will be considered for only 'Defence', 'Kalyana Karnataka' and 'Kashmir Migrants' under special category quota.
- 2. Follow the instructions mentioned above under 'A'

## C. Candidates from Other Universities Outside Karnataka (OUOK)

- 1. The candidates from OUOK will be considered for only 'Defence' and 'Kashmir Migrants' under special category quota.
- 2. Follow the instructions mentioned above under ' $\ddot{A}$ '