

User Manual

For



Prepared by

AP  **Online**

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ANDHRA PRADESH UNIVERSITY USER GUIDE

WEBSITE:

- Click on the website i.e., <https://apfu-ugadmissions.aptonline.in/APFU/> for registration

REGISTRATION PROCESS:

1. Click on the registration link provided in the portal

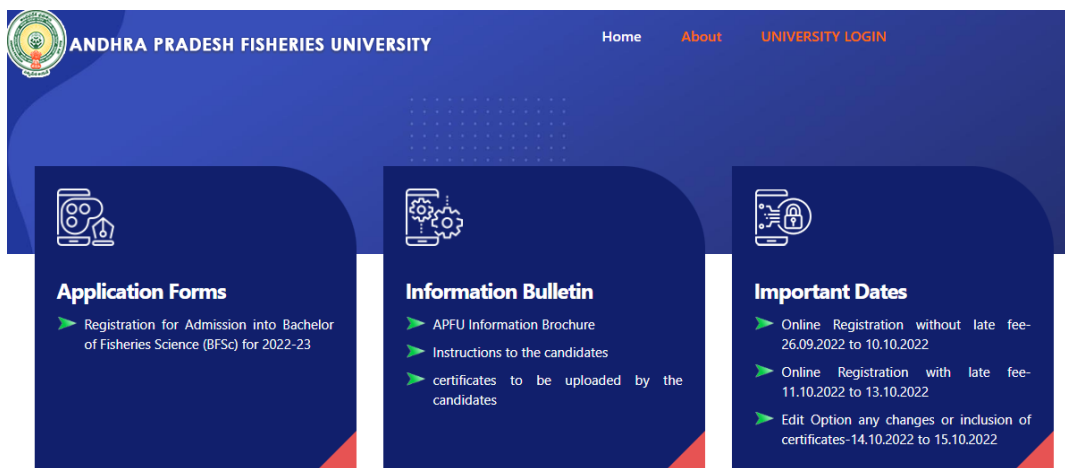


Fig:1 registration link

2. Enter the valid hall ticket and date of birth of the candidate to move further

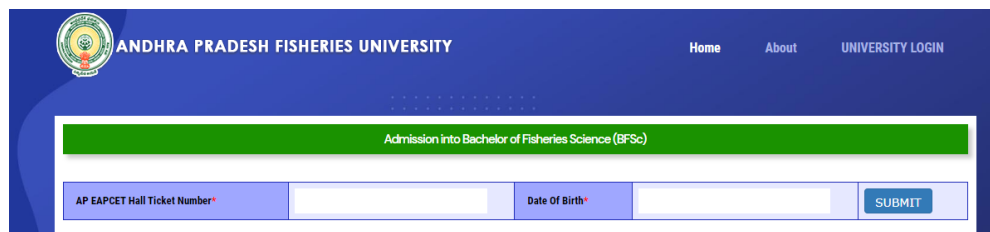
The screenshot shows a registration form on the website. The header is the same as in Fig:1. Below the header, there is a green banner with the text 'Admission into Bachelor of Fisheries Science (BFSc)'. Underneath the banner, there is a form with two input fields: 'AP EAPCET Hall Ticket Number*' and 'Date Of Birth*'. A blue 'SUBMIT' button is located to the right of the second input field.

Fig:3 entry of candidate credentials

- The Details of the candidate will get auto-populated after submitting the hall ticket number and date of birth

Administration Director of Fisheries Science (AFS)

All uploads must be in .JPG format
Registered hall ticket number and Email will be used for all future communications.

Personal DETAILS

Name of the applicant	SOMESHA PARVATHI	Date of Birth	13/01/2000	License No.	XXXXXXXXXX		
Phone Number	91 9896944444 9896944444	Mobile Number	92 9897944444	Gender	FEMALE	Region	AP
Address	D. T. S. S. R. ROAD, MUDGAPURU, KADAPA TALUQUE, PRASADU, AP, INDIA			Mail	somya1999@gmail.com		
Marital Status	MS	Special Status (Check)	<input type="checkbox"/>	Do you belong to Scheduled Caste / Scheduled Tribe / SC / ST / OBC / Other?		Special Status	<input type="button" value="v"/>
Institute	S.V.P.S.S.V						

Special Categories

Physically Handicapped / Physically Challenged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Senior Citizens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Educational DETAILS

S.No	Class	Institute	Pass	Result
1	5th Class	J. P. HIGH SCHOOL	THEMELAKURUPETA	Not Available Yet
2	5th Class	J. P. HIGH SCHOOL	THEMELAKURUPETA	Not Available Yet
3	5th Class	J. P. HIGH SCHOOL	THEMELAKURUPETA	Not Available Yet
4	5th Class	J. P. HIGH SCHOOL	THEMELAKURUPETA	Not Available Yet
5	5th Class	J. P. HIGH SCHOOL	THEMELAKURUPETA	Not Available Yet
6	10th Class	WONDUPUR	L. R. S. ROAD, MUDGAPURU, KADAPA, AP, INDIA	Not Available Yet
7	10th Class	WONDUPUR	L. R. S. ROAD, MUDGAPURU, KADAPA, AP, INDIA	Not Available Yet

AP/ST/SC/ST	Hall Ticket No.	91701010000	Roll	102000	State	AP, ANDHRA PRADESH
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Are you available for application fee payment?

Do you wish to make any changes/ upload any document or correction. (Business Request in the above information provided ? apply for Business Request)

Business Request can be applied only Once for uploading documents - SSC, COE, Female Candidates

All uploads must be in .JPG format

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Fig:4 details of the candidate

- In personal details, the basic information of the candidate gets auto-populated and the candidate can check whether the information provided is true or not and can make necessary changes in e-Mail id, Mobile number. And should mention the caste and upload valid certificate

Admission into Bachelor of Fisheries Science (BFSc)

All uploads must be in JPG Format
Registered Mobile Number and Email will be used for all future communications

Personal DETAILS

Name of the applicant	GANGULA HARSHITHA	Date of Birth	13/07/2005	Aadhaar No	XXXXXXXX648	
Father Name	G SOMASEKHAR REDDY	Mother Name	G ANITHA	Gender	FEMALE	Region SVU
Address	3-1,L G B NAGAR, RODDAM,Sri Sathya SaLANDHRA PRADESH,515123			eMail	ruday4689@gmail.com	
Minority	NA	Social Status (Caste)	OC	Do you belong to Economically Weaker Section (EWS) Category ?*	-Select Status- ▼	
MobileNo	9177588354					

Fig:5 personal details

- If the candidate belongs to O.C, then he/she should upload EWS certificate if he/she belongs to that category

Admission into Bachelor of Fisheries Science (BFSc)

All uploads must be in JPG Format
Registered Mobile Number and Email will be used for all future communications

Personal DETAILS

Name of the applicant	GANGULA HARSHITHA	Date of Birth	13/07/2005	Aadhaar No	XXXXXXXX648	
Father Name	G SOMASEKHAR REDDY	Mother Name	G ANITHA	Gender	FEMALE	Region SVU
Address	3-1,L G B NAGAR, RODDAM,Sri Sathya SaLANDHRA PRADESH,515123			eMail	ruday4689@gmail.com	
Minority	NA	Social Status (Caste)	OC	Do you belong to Economically Weaker Section (EWS) Category ?*	-Select Status- ▼	
MobileNo	9177588354					

-Select Status-

-Select Status-

Yes

No

Fig:6 EWS selection for OC candidates

6. The special category of the candidate is auto-populated and he can check whether the information provided in the site is true (or) not

Special Categories

Differently Abled (Physically Challenged)	NO	NCC	NO
Games & Sports	NO	CAP	NO

Fig:7 special category

7. The 7 year educational qualifications will be displayed in ascending order i.e., from 6th standard to inter 2nd year along with EAPCET hall ticket number, rank and marks

Educational DETAILS

S.No	Class	Institute	Place	District
1	6th Class	Z P HIGH SCHOOL	THURAKALAPATNAM	Sri Sathya Sai
2	7th Class	Z P HIGH SCHOOL	THURAKALAPATNAM	Sri Sathya Sai
3	8th Class	Z P HIGH SCHOOL	THURAKALAPATNAM	Sri Sathya Sai
4	9th Class	Z P HIGH SCHOOL	THURAKALAPATNAM	Sri Sathya Sai
5	10th Class	Z P HIGH SCHOOL	THURAKALAPATNAM	Sri Sathya Sai
6	Inter 1St year / 11th Class	HINDUPUR	L R G NAIDU JUNIOR COLLEGE, KIRIKERA	Sri Sathya Sai
7	Inter 2nd year / 12th Class	HINDUPUR	L R G NAIDU JUNIOR COLLEGE, KIRIKERA	Sri Sathya Sai

Fig:8 educational qualifications

8. The candidate has to enclose whether the candidate belongs to farmer's family (or) not to acquire a seat in farmer quota

Are you a candidate from agriculturist family(Farmers' Quota)?*

--select--

--select--

Yes

No

9. If the candidate belongs to farmer quota he has to prove it by uploading Form 1, Form 2 and 1B Adangal (or) Pattadar passbook

Are you a candidate from agriculturist family(Farmers' Quota)?*

Yes

Form 1* Choose File No file chosen

Form 2* Choose File No file chosen

Original Pattadar Passbook (or) 1B Adangal from Mee-seva Choose File No file chosen

10. The candidate has to check whether the information provided there is correct or not. If there is any grievance, he has to select and move forward to edit screen.

- If he has no grievance, he can directly go for payment page by skipping the edit screen

A screenshot of a web form titled "Do you want to make any changes/upload any document or correction (Grievance Request) in the above information provided ? Apply for Grievance Request.*". Below the title is a red note: "Note: Grievance request can be availed only Once for uploading documents.. NCC, CAP, Farmers' Quota etc.". To the right of the form is a dropdown menu with "--select--" selected, and a list of options: "Yes" and "No".

Fig:11 Grievance request

11. After selecting yes or no from the grievance column the candidate has to submit the application to move further i.e., payment screen



12. The candidate will receive a pop-up whether he want to proceed or not. He should accept that pop-up for further procedure

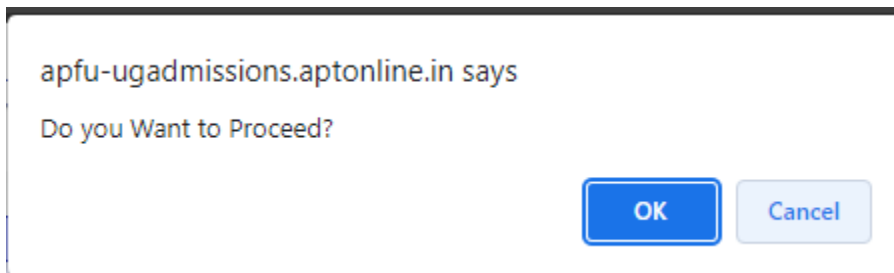


Fig:12 pop-up

PAYMENT SCREEN:

13. After submitting the pop-up, the candidate will receive the payment screen which contains his/her basic details and he can select the desired payment mode

Admission into Bachelor of Fisheries Science (BFSc)

Data Successfully Submitted

AP EAPCET HallTicket No :	51486050204	Aadhar Number :	XXXXXXXX3102	Applicant Name :	KALIDINDI SAI PREETHI
Mobile Number :	9949257588	Social Category(Caste) :	OC		
Differently Abled (Physically Challenged)	NO	Amount	800.0		
Payment Mode	<input type="radio"/> Debit Card <input type="radio"/> Credit Card <input checked="" type="radio"/> Net Banking (SBI) <input type="radio"/> Net Banking (ICICI) <input type="radio"/> Net Banking (HDFC) <input type="radio"/> Net Banking (Others) <input type="radio"/> Net Banking (Paytm)				
<div style="background-color: #008000; color: white; padding: 5px 20px; display: inline-block; border-radius: 5px;">Pay</div>					

Fig:13 Payment screen

14. By providing the valid credentials your payment will be successful and your registration is done

