

Admission Process and Guidelines

- On successful payment of processing fee, Application Number and Password will be provided through SMS to the Mobile number furnished at the time of filling the Registration page.
- By clicking the “Click here for Submitting the Application Details” the Online Application shall be filled. Photograph and signature of the candidate need to be uploaded.
- Candidates whose certificate data is already verified through web services can proceed for exercising web-options as per schedule.
- For candidates whose certificate data is incomplete, an SMS will be sent to upload the certificates for verification. The candidate can also attend verification of certificates at HLC after uploading them.
- By entering the Application Number, date of birth and password the candidate can exercise the options from Home, subject to availability of internet facility/Internet Café/Helpline Center.
- In respect of candidates whose data is not verified, SMS will be sent to the registered Mobile Number to re-upload the certificates. The candidate can also visit the nearest HLC for verification of certificates.
- Such Candidates are informed that the verification of certificates viz SSC memo, Intermediate marks memo, VI class to Intermediate study certificates, Caste Certificate, Income Certificate/Ration Card, Economically Weaker section(EWS) certificate, Physically

Challenged Certificate, Residence Certificate will be verified by verification officers.

- **CANDIDATES BELONGING TO SPECIAL CATEGORY LIKE CAP, NCC/EXTRA CURRICULAR ACTIVITIES/SPORTS AND PHYSICALLY CHALLENGED SHALL REPORT TO THE SPECIFIED HELP LINE CENTRE FOR VERIFICATION ON THE SPECIFIED DATES INDICATED IN THE SCHEDULE.**
- Unless the candidate fills in the application details online and exercises web options, he will not be considered for allotment of a seat.
- Candidates are informed that there are 14 Helpline Centers across the state of A.P and the list is provided in Annexure-I.
- ALL THE CANDIDATES NEED NOT go to help line centers for verification of certificates. In case of candidates whose data is verified, displayed and agreed, they can directly proceed for option entry as per the schedule.
- For such of the candidates whose data is incomplete, their data will not be displayed. Such Candidates alone have to report to Help Line Centre and get the data verified and proceed for option entry.
- For any help such as change of Mobile number, Non Receipt of Login Id, Registration Number or any other corrections, candidates are requested to approach nearest Help Line centers with valid proof.

- Allotments now made are subject to the grant of affiliation from the University.
- Detailed instructions for options entry i.e Instruction Manual for candidates can be accessed through sche.ap.gov.in
- The local candidate status under AU and SVU areas will be determined as per the territorial jurisdiction of the Universities before re-organization of districts in A.P

Certificates to be produced by candidates at Helpline Centers

All original Certificates and one set of photocopies

1. Memorandum of Marks (Inter or its equivalent).
2. Proof of Date of Birth (SSC or its Equivalent Memo).
3. Transfer Certificate (T.C)
4. Study Certificate from VI to Intermediate
5. EWS certificate valid for the year 2022-23 from Mee Seva for OC candidates who claim reservation under EWS category
6. Residence Certificate of candidate for a period of 7 years preceding the qualifying examination (Inter or its equivalent examination) in case where the candidate has no institutionalized education.
7. Andhra Pradesh Residence Certificate of father/mother for a period of 10 years excluding the period of employment outside

Andhra Pradesh from Tahasildar in respect of Non-Local Candidates.

8. Integrated Community Certificate, in case of BC/ST/SC issued by the competent authority.
9. Income certificate of parents from all sources issued on or after 01.01.2018 or White Ration card (candidate name and either of the parents name have to be reflected in the ration card) in case of candidates who claim tuition fee reimbursement.
10. Local status certificate (if applicable) i.e a candidate who migrates to any part of the state of Andhra Pradesh from the state of Telangana from 02- June-2014 to on/before 01-June- 2022 shall be regarded as the local candidate in the state of Andhra Pradesh.
11. Candidates claiming reservation under NCC/Sports/ PH/ CAP shall bring the original certificates.
 - a) PH - Candidates shall submit certificate issued by the District Medical Board.
 - b) CAP - Candidates shall submit certificates from the Zilla Sainik Welfare Board (viz) Discharge book & Identity card etc for Verification. Children of Ex-Service and In- Service persons who are domicile of Andhra Pradesh will alone be considered for allotment of seats under CAP Category.

- c) NCC & Sports – Produce original certificates issued by competent authorities. The candidate should have represented from the state of AP.
- d) Minorities - Muslim and Christian Minority Candidates should produce TC of the SSC containing the Religion (Muslim/Christian/Other linguistic) or in the absence of TC, a Certificate issued by the Head of the Institution in which the student studied/appeared for SSC or its equivalent Examination.
- e) Extracurricular activities: Candidates claiming reservation under this category shall produce relevant certificates