

## Frequently Asked Questions (FAQ) related with admission

1. University website: [www.ignou.ac.in](http://www.ignou.ac.in)
2. Admission Link in Samarth portal: <https://ignouadmission.samarth.edu.in> and click on New Registration.
3. Before filling Online Admission Form Please go through the prospectus of which link given below: <http://ignou.ac.in/ignou/studentzone/adminissionannouncement/1> which has the detailed information about programmes.
4. After going through the prospectus one must go through the instructions before filing up the online admission form.
5. Instructions given for User ID creation on the opening page itself. User ID and password have to be noted for further requirements.
6. Scan all necessary documents before filling of the form i.e. Passport Size Photos, Matric (10th) Board Certificate, Intermediate (10+2) Marksheet, Graduation Marksheet, Caste Certificate etc.
7. Log in with Login ID and Password.
8. Fill up personal details and qualification and experience if any.
9. Payment to be made through payment gateway (HDFC/IDBI).
10. After payment made check payment details.
11. Check all entries before final submission specially name, address etc.
12. University verifies the application and then finalizes admission. it may take 10-15 days.
13. After verification, confirmation email sent and admission is confirmed online and I-Card is generated.
14. I-Card may be downloaded and printout may be taken in postcard size preferably in colour. ID Card is must for appearing in TEE exams, submission of assignments and attending counseling sessions etc.
15. ID Card is generated online with digital authentication of Registrar (SRD)  
Thus there is no need of authentication from the Regional Centre.
16. After admission learners can visit the page:  
<https://isms.ignou.ac.in/changeadmdata/AdmissionStatusNew.ASP>
17. In case of payment related problems email to [csrc@ignou.ac.in](mailto:csrc@ignou.ac.in)
18. In case of admission confirmation related delay email to [admission@ignou.ac.in](mailto:admission@ignou.ac.in)
19. In case User ID and Password is lost and there is problem in downloading of student Identify card send the request to Regional Centre by email i.e. [rcdeoghar@ignou.ac.in](mailto:rcdeoghar@ignou.ac.in) with control number and other details.