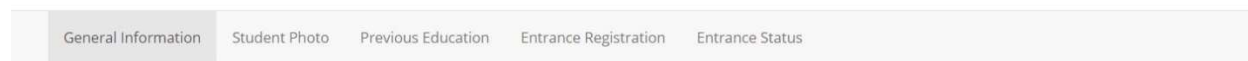


Process to Submit Entrance Registration Form

1. Register to the NOU Entrance Registration System providing necessary details.
2. Check your mail to verify your email.
3. After your email is verified Login to System. You will see five Links as below.



4. Verify your general information at General Information. If it is required to change then fill the form and click **Save**. If your Information are correct then click Student Photo.
5. Select your PP size scanned photo and **upload** it. If your photo is uploaded successfully, then it appears in Student Photo Section.
6. Then click Previous Education Section. Fill up the form by choosing respective **Level**.

Level Code	Level	Program	Board	Institute
Select				
Obtained Type	Full Marks	Obtained(CGPA/Percentage)	Passed Year	Major Subjects
Select				
Save				

Level	Program	Board	Institute	Full Marks	Obtained Marks	Passed Year	Major Subjects	Upload	View	Edit	Delete
+2	Science	HSEB	Arunima	500	60	2068	Math				

Click **Save** button to Save Details. After you Save, Click **Upload** to upload your documents.

- i. Select Character Certificate in **Certificate**.
- ii. Select Transcript/Marksheet in **Marksheet**.
- iii. Select other documents if required in **Other**.

After you select required documents for respected level then click **Upload** button.

Upload File		
Certificate	Marksheet	Other
Choose File No file chosen	Choose File No file chosen	Choose File No file chosen
Upload Cancel		

Level	Program	Board	Institute	Full Marks	Obtained Marks	Passed Year	Major Subjects	Upload	View	Edit	Delete
+2	Science	HSEB	Arunima	500	60	2068	Math				

After your upload is successful. Click **View** to verify that your documents are uploaded successfully.

Note:-

- I. Please upload png/jpeg/jpg/pdf file type only (preferred jpeg/png/jpg).
- II. Enter Education Details upto Intermediate/+2 for BBS/LLB.
- III. Enter Education Details upto Bachelor for MBA/MSDMG/PGD.

IV. If proper Education Details and documents are not uploaded, application form will not be approved.

7. After you have entered Education Details successfully. Then click Entrance Registration, you will get form shown in image below.

Entrance Registration

Academic Info

Academic Year *	Faculty *	Level *
2075	Faculty of Management and Law	Select
Program *	Subject *	Specialization Courses

General Info

First Name *	Middle Name	Last Name *	Nepali Name	DOB(Bs) *	
Nabin		Ghimire		2051-04-06	
Email *	Mobile *	Alternative Mobile	Telephone	Marital Status *	Gender *
gnabin01@gmail.com	9862200966			Select	Select

Family Info

Father Name *	Mother Name *	Grand Father Name	Grand Mother Name	Cast Ethnicity *	Religion *
Jaya Ram Ghimire				Select	Select


Address Info

Nationality *	National Identity No				
Nepalese					
Permanent Province *	Permanent District *	Permanent Municipality	Ward No *	Tole	
Select		*			
Same Temporary Address <input type="checkbox"/>					
Temporary Province	Temporary District	Temporary Municipality	Temporary Ward No	Temporary Tole	
Select					

[Next](#)

Fill up all required fields and click **Next** button. If the form is saved successfully you will ask to enter Bank Voucher and Preferred Test Center Location as shown below.

Bank Transaction Details

Deposit Amount *	Bank Voucher No	Branch Name	Bank Voucher Attachment *
<input type="text" value="1200"/>	<input type="text" value="12099090"/>	<input type="text" value="Kathmandu"/>	<input type="button" value="Choose File"/> No file chosen
			
Exam Center	<input type="button" value="Save"/>		
<input type="text" value="Birgunj"/>			

Fill up Deposited Amount, Bank Voucher No, Branch Name, Bank Voucher Attachment and Exam Center Correctly as shown above and click **Save**. **Don't fill up random value in Deposited Amount**. After saved successfully, Click **Registration Status**.

8. In Registration Status,

- I. If your Form status is PENDING. You can **print** your Application Form and **Edit** the form that you have submitted. Be Careful, Don't Edit form until you have done some mistakes.
- II. If Your Form status is VERIFIED. You can print your Admit Card.