



Bengaluru Central University

Instruction to Students – Online Admission Registration

Your mobile number as provided by College is already uploaded into University System. Hence, you need to enter the mobile number as given to the college during admission for online registration. To proceed further, enter the below mentioned URL in the browser

www.universitiesolutions.in/bcu/adm

Step 01 :

On selecting / clicking the above mentioned URL, the first page of registration process will be displayed. The state and the university name shall be displayed automatically. You are required to enter the mobile number that was provided to college during admission. Click the “Validate and Send OTP” button to proceed to next step

Step 02 :

On successful validation of your mobile number, your name and email id shall be displayed for confirmation. You are now required to enter the following information in this stage

Date of birth : Enter your date of birth as per SSLC / Class 10 records in dd/mm/yyyy format

Enter your password : You can enter password with any combination of alphabets, numbers and special characters. The length of password has to be minimum of xx characters and cannot exceed yy characters. Password is not case sensitive

Reconfirm password : You are required to reenter the password entered earlier for reconfirmation

Mobil OTP : By this time, you would have received an One Time Password (OTP) in your mobile. You are required to enter this OTP to complete registration formalities

On completion of registration formalities, you are directed to Step 03, which is the zone for updating your personal and academic admission related details

Step 03 :

College : Your college code and name is displayed automatically. You do not have choice to select the same

Degree : Select the degree that you have opted from the choices as shown in the box

Combination : Apart from the mandatory subjects and languages, you are required to select the combination of subjects that is opted by you. The combination code is made of three to six characters and can be easily understood. For example, if you are BA student and is opting for History, Economics and Political Science combination, then your combination code is HEP. Similarly, if you are a B.Sc. student, your combination may be PCM – Physics,

Chemistry, Mathematics. You can enter your combination either by typing the same or selecting it from the list available in the box

Photo : You are required to upload your photo at the space designated for the same. The dimension and size of the photo for uploading is shown on the screen. The Photo that is uploaded has to be in .JPG format only

Signature : You are required to upload your signature at the space designated for the same. The dimension and size of the photo for uploading is shown on the screen. The Photo that is uploaded has to be in .JPG format only

Student Name : Enter your name as indicated in SSLC / Class X records

Father's Name : Enter your father's name as indicated in SSLC / Class X records.

Mother's Name : Enter your mother's name as indicated in SSLC / Class X records.

Date of Birth : This is already entered in the initial registration and is displayed here only for information

Gender : Select your gender by selecting the appropriate button (also known as Radio Button)

Blood Group : Select your blood group from the available choices. If you do not know your blood group, then you can omit the same

Nationality : Select your nationality. By default "Indian" is shown as your nationality

Religion : Enter your religion from the available choices. If the same is not displayed, then you can select "others"

Category : Select category based on your religion / caste from the available choices

Caste : Select your caste from the available choices. If the same is not displayed, then you can select "others"

Aadhar Number : Aadhar Number is mandatory to obtain registration for NAD and for other purposes.

Area : Select your choice such as Urban, Rural, etc. from the available choices

Student email id : Your email id is displayed as per the records provided to college. However, this can be edited / modified.

Student mobile number : Your mobile number is displayed based on the information provided earlier. The mobile number cannot be modified at this stage.

Parent's mobile number : You are required to provide parent's mobile number for communication, if available

Annual family income : You are required to enter annual family income

Permanent address : This is normally your home address. You are required to enter the address as per the instructions shown on the screen.

Communication address : If the permanent address and communication address are same, then you can check the box indicating so. However, if these two addresses are different, then communication address is to be entered as per the instructions shown on the screen.

Subject details : The mandatory subject along with subject combination is automatically displayed and cannot be modified. You are required to enter the remaining two languages from the available list.

Documents for uploading : You are required to upload the below mentioned documents that are either in .PDF / .JPG format. Documents that are to be uploaded are shown below

01. SSLC / Class X marks card
02. Qualifying examination marks card (PUC / Equivalent exam)
03. Transfer Certificate
04. Eligibility Certificate
05. Aadhar Document
06. Caste Certificate

You are also required to provide information regarding your previous academics. The details required are indicated below

Qualifying Exam : By default, “PUC” is shown. If it is different, then enter the equivalent examination

Register Number : Provide the register number of qualifying examination

Board Name : Name of the board that conducted qualifying examination. Select board name from the available list

Passing month / year : Enter the passing month and year of the qualifying examination from the available list

Maximum / secured marks : Enter the maximum and secured marks in the qualifying examination

Percentage : The percentage shall be calculated and displayed based on the information provided.

Save : On completion of providing all the above information, you can save the same. You can also subsequently review the entries made. However the saved information will not be transferred to colleges unless you click the “Final Submit” button

Final Submit : Click this button on verifying all the information provided by you. On clicking “Final Submit” button, a unique number is generated and displayed and you are expected to note down the same for future reference. Also, an application shall be displayed which needs to be printed and submitted to college along with all original documents as well as two copies of the original documents.