

## Procedure for applying Online

Before applying online, please scan the following documents (except Application fee receipt) , save in jpg format, and keep it ready for uploading .

- i)Application fee receipt
- ii)Evidence of date of birth
- iii)Mark sheet 10<sup>th</sup>, +2, UG Consolidated
- iv)Community Certificate
- v)Transfer certificate
- vi)Conduct certificate
- vii)Provisional certificate/Degree certificate
- viii)Income certificate
- ix)Aadhar card
- x)Bank passbook front page with IFSC and MICR code
- xi)Recent Photograph

Open the link [www.google.com](http://www.google.com)

Type Mother Teresa Women's University

Click on **“APPLY ONLINE”** from the home page

Online application form for admission to Mother Teresa Women's University is displayed.

## I MY APPLICATION

### 1)COURSE SELECTION

In **Course Selection** option, three options are available

#### 1.1.Place

Select any one of the places you wish to apply(Madurai Campus, Kodaikanal, Chennai campus, Coimbatore campus and Madurai Pallapatti

#### 1.2. Course Category

Select any one of the courses you wish to apply (PG Science, PG Arts, M.Phil Full time ,M.Phil Part Time, B.Ed Special Education, M.Ed General, M.Ed Special Education )

#### 1.3.Course

Select any one of the subjects you wish to apply(Subjects such as Tamil, Physics, Computer Science, Mathematics, Chemistry, English etc are displayed)

#### 1.4. Eligibility

Eligibility for the course you applied will be automatically displayed

## 2) PERSONAL INFORMATION

In **Personal Information** option, the following options are available

2.1.Name of the candidate

Enter your name in capital letters

2.2.Date of birth

Calendar will be displayed when you click on date of birth. Select your birth day, month & year from the calendar. After selecting the three, your date of birth will be automatically displayed.

2.3.Father's and Mother's/Guardian 's Name

Enter your Father's and Mother's/Guardian 's Name in the box provided

2.4.Annual Income of the Parent/Guardian(in Rs)

Enter the Annual Income of the Parent/Guardian in Rupee format

2.5. Address for Communication

Enter your communication address

2.6.Pincode

Enter your pincode

2.7.District

Enter your name of the district

2.8.Place

Enter your place

2.9.Country

Select your country from the list of countries

2.10.Gender

Select your gender from the 2 options , female or transgender

2.11.Marital Status

Select your marital status from the following options(never married, married, widowed, divorced, separated)

2.12. Select your Nationality from the given list of options

2.13. Select your Mother tongue from the given list of languages

2.14.Select your religion from the given list of religions

2.15.Type your Community

2.16.Type your e-mail id

2.17. Type your mobile number.

**Note:**Your mobile number is your user name and password. It is used to get the print out of your complete online application form.

2.18.Type your 12 digit Aadhar number

2.19.Photo

Click on choose file. Select the name of the file in which your photo is stored.

For eg. Myphoto.jpg

If the photo is correctly chosen, "No file chosen" will be replaced as

Myphoto.jpg

That means , your photo is uploaded properly.

### **3) EDUCATIONAL QUALIFICATION**

#### 3.1. Qualification

Enter your qualification

#### 3.2. Subject

Enter your subject

#### 3.3. Month & year of passing UG

Enter the month and year , you passed the UG course

#### 3.4. Month & year of passing PG

Enter the month and year , you passed the PG course

#### 3.5. Name of the University/College

Enter the Name of the University/College you studied

#### 3.6. Percentage of marks (Part III)/CGPA

Enter your Percentage of marks (Part III)/CGPA

#### 3.7. No of semesters appeared

Select the semester you appeared last (up to I Semester, up to II Semester, up to III Semester, up to IV Semester, up to V Semester, up to VI Semester)

#### 3.8. Reservation quota , under which admission is sought

Select any one of the following Reservation quota if applicable (Ex-serviceman Physically handicapped, Sports)

Otherwise, no need to click on any option

### **DECLARATION BY THE CANDIDATE**

Tick on the check box

Read the instructions given and click on submit

You get the Login Console screen

-Enter the mobile number you entered as login id as user name

-Enter the mobile number you entered as login id as password

A verification code of 6 digits will be displayed.

Enter that code in the box provided for that.

Click on sign in

### **II FEE DETAILS**

1. Automatically , the course selected will be displayed.

2. Select the caste

Others or SC/ST

3. The amount ie. Application cost will be automatically displayed.

4. Click on submit

5. State bank collect page will be automatically displayed.

6. Click on the "I have read and accepted the terms and conditions stated above"

7. Click proceed

8. You get "State of corporate/Institution"

Select your state

9.For the option “Type of corporate/Institution”

Select Educational Institutions

10.Click go

11.For the option “Educational Institution Name”

Select Mother Teresa Women’s University

12.Click submit/GO

13.You get “Select Payment Category”

14.Select the category “PG/M.Phil Application Fee/Registration Fee”

15.Enter your name, contact number, date of birth, category(others or SC/ST)

16.Type your application fee

17.Again type your name, date of birth, mobile number and e-mail id .

This is required again to get the print out of the online receipt.

18.Get the printout of the e-receipt , scan the same and save as jpg format.

### **III UPLOADING THE DOCUMENTS**

1.”Online SBI payment Transaction id”

Enter the transaction id from your online receipt

Upload the scanned documents one by one already scanned .

i)Application fee receipt

ii)Evidence of date of birth

iii)Mark sheet 10<sup>th</sup> , +2, UG Consolidated

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2.Choose the relevant jpg files and upload them one by one

Click submit

### **IV APPLICATION PRINT**

To print the application,

1.Go to the home page of online application,

2.From the top left corner of the home page, click login

3.You ar asked to login to your account

4.Enter your mobile number as user name

5.Enter your mobile number as password

6.Enter the 6 digit verification code

7.Click sign in

8.From the left side of the screen, you select the application print option

9.Your online application form for admission will be displayed.

10.Right click on the form and select the print option.

11.Your online application will be printed.

**Note:** Any queries/clarification on online application form , please e-mail to :

mtwuonlineadm@gmail.com