



DR. N.T.R UNIVERSITY OF HEALTH SCIENCES

Government Of Andhra Pradesh

**User Manual
For
Dr. NTR UHS – UG MBBS & BDS
– 2025-26**

Competent Authority Quota

Prepared By

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Contents

1 INTRODUCTION	4
1.1 ABOUT Dr. NTR UHS	4
1.2 OBJECTIVES	4
1.3 SCOPE	4
2 SOFTWARE AND TECHNOLOGIES	4
3 PROCESS FLOW	5
3.1 Registration	6
3.2 Login	8
3.3 Application Submission	8
3.3 Know your Payment Status	18
3.4 Print Provisional Application	19
3.5 Know your Application Status	19

Tables

Table 1: Software and Technologies	4
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Figures

Figure 1: Home Page.....	5
Figure 2: Registration - Link.....	6
Figure 3: Registration – Get NEET details.....	6
Figure 4: Registration - OTP.....	7
Figure 5: Registration – Registration ID (User ID) Generation.....	7
Figure 6: Login Page – Link.....	8
Figure 7: Login Page – Login.....	8
Figure 8: Application Submission – Link.....	8
Figure 9: Application Submission – Tabs.....	9
Figure 10: Application Submission – Personal Details.....	10
Figure 11: Application Submission – Fee Payment.....	11
Figure 12: Application Submission – Payment Success.....	11
Figure 13: Application Submission – Local – Educational Region.....	12
Figure 14: Application Submission – OU Educational Region.....	13
Figure 15: Application Submission – OU Region.....	13
Figure 16: Application Submission – OU Region - Migrated from TG to AP.....	14
Figure 17: Application Submission – OU Region Migrated – Final Region.....	14
Figure 18: Application Submission – OU Region APNL –APNL.....	14
Figure 19: Application Submission – Non-local.....	15
Figure 20: Application Submission – Non-local – APNL with AP Domicile.....	15
Figure 21: Application Submission – Uploads.....	16
Figure 22: Application Submission – Preview Application Link.....	16
Figure 23: Application Submission – Preview and Submit.....	17
Figure 24: Application Submission – Submission Confirmation.....	18
Figure 25: Know your Payment Status – Link.....	18
Figure 26: Know your Payment Status - Receipt.....	18
Figure 27: Print Provisional Application – Link.....	19
Figure 28: Know your Application Status – Link.....	19
Figure 29: Know your Application Status - Status.....	20



1 INTRODUCTION

1.1 ABOUT Dr. NTR UHS:

The Government of Andhra Pradesh renamed Dr. NTR University of Health Sciences as. It was inaugurated in 1986.

The University is offering various UG, PG, Super Specialty, Ph.D. & PDF Courses in Modern Medicine, Dental Surgery, Ayurveda, Unani, Homeopathy, Naturopathy, Nursing, Physiotherapy and Para Medical Graduate Courses in its affiliated colleges.

1.2 OBJECTIVES

Facilitating the transition from registration to college joining confirmation for the admission process.

1.3 SCOPE

The scope of this document is to explain the process of Candidate registration, Fee payment & opting for the web options and allotment of seats as per the candidate preferences.

2 SOFTWARE AND TECHNOLOGIES

S.No.	Software	Version
1	.NET Core	7 Version
2	SQL Server	22 Version

Table 1: Software and Technologies



3 PROCESS FLOW

- ❖ Registration
- ❖ Application Submission
- ❖ Know Your Payment Status
- ❖ Print Provisional Application
- ❖ Know Your Application Status
- ❖ Re-upload Documents
- ❖ Print Final Application
- ❖ Objections
- ❖ Web Option
- ❖ Allotment Letter Download

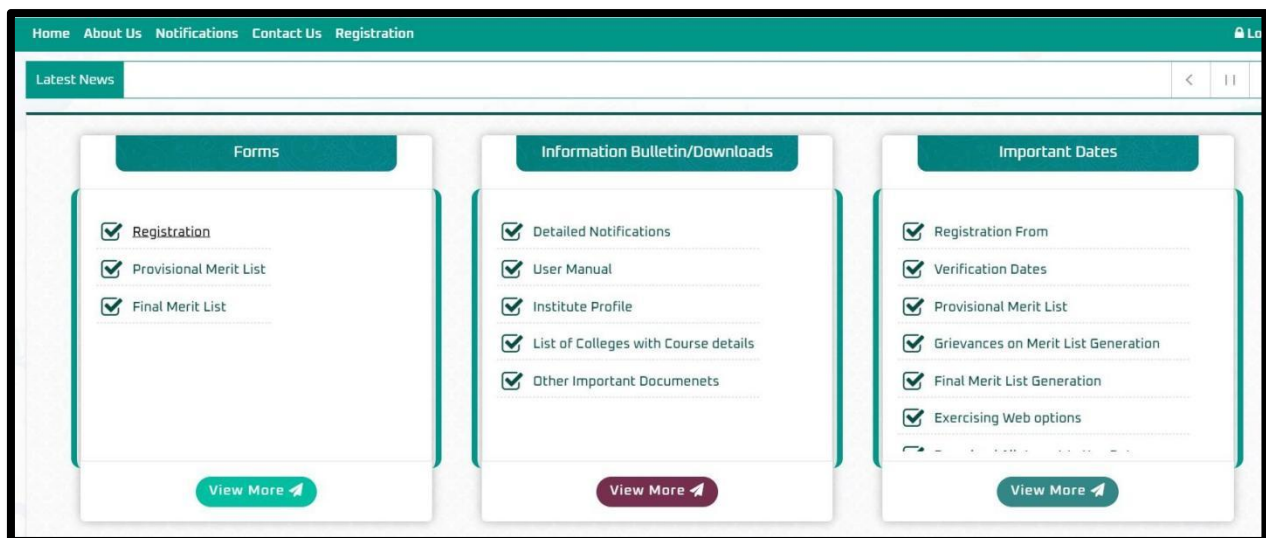


Figure 1: Home Page



3.1 Registration:

Click on 'Registration' in the FORMS tile to register for UG MBBS & BDS admissions, as shown in the screen below.

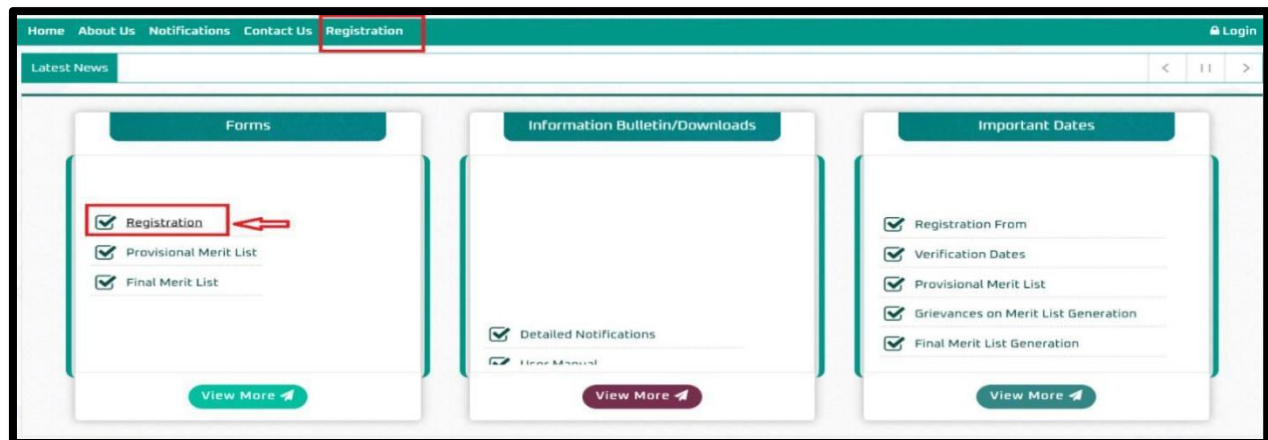


Figure 2: Registration - Link

After clicking the Registration link, a registration webpage will be displayed as shown on the screen below.

- Enter the NEET hall ticket number and Date of Birth, then click "Get Details." The Candidate Name will be displayed from the NEET data.
- Enter The Mobile Number and Email ID.
- Enter the password and re-enter it in the confirm password field.
- Enter the Captcha and click on "Generate OTP." Button.

The screenshot shows the 'REGISTRATION DETAILS' page. It has a title 'Registration' and a subtitle 'REGISTRATION DETAILS'. The form contains the following fields: 'NEET Hall Ticket Number/Roll No. *' (value: 2455), 'Date of Birth *' (value: 18/), 'Name (as per NEET) *' (value: GE), 'Mobile Number *' (value: 93), 'eMail ID *' (value:), 'Password *' (value:), 'Confirm Password *' (value:), and 'Captcha *' (value: 40 - 16 = ? 24). There are two 'Get Details' buttons, one next to the 'Date of Birth' field and one next to the 'eMail ID' field. The 'Get Details' button next to the 'Date of Birth' field is highlighted with a red box and an arrow. Below the form, there is a 'Generate OTP' button (highlighted with a red box and an arrow) and a 'Reset' button. A note at the bottom states: 'Note: Mobile number should be active till the closer of the admission'.

Figure 3: Registration – Get NEET details



An OTP will be sent to the registered Mobile Number and Email ID. Enter the OTP in the OTP field and click the "Submit" button.

The screenshot shows the 'REGISTRATION DETAILS' page. The 'Registration' section contains the following fields: NEET Hall Ticket Number/Roll No. (245), Date of Birth (01/), Name (as per NEET) (GHAN), Mobile Number (934), eMail ID (online.in), Password, Confirm Password, and a Captcha (14 - 9 = ? with answer 5). Both password fields show 'Password requirements were met'. The OTP field contains '19' and is highlighted with a red box. Below the OTP field are 'Submit' and 'Reset' buttons, also highlighted with a red box and an arrow pointing to them. A note at the bottom states: 'Note: Mobile number should be active till the closer of the admission'.

Figure 4: Registration - OTP

After successful submission, the Registration ID will be displayed as shown below. An SMS and email will also be sent with the Registration ID. The screen will show a "Successfully submitted" message along with the Registration ID.

The screenshot shows the 'REGISTRATION DETAILS' page after successful registration. A green 'User Alert!' box in the top right corner displays a checkmark and the message: 'You have Registered Successfully, Your Registration ID is'. The registration form fields are now empty, with placeholder text like 'Enter Hall Ticket Number(Roll No.)', 'DD/MM/YYYY', 'Enter Name', 'Enter Mobile Number', 'Enter eMail ID', 'Enter Password', and 'Enter Captcha'. The 'Submit' and 'Reset' buttons are still present. At the bottom, a green box displays 'Your Registration ID is: UG24CQ'. A 'Click here to login' button is also visible. Two notes are shown: 'Note1: Mobile number should be active till the closer of the admission.' and 'Note2: Before applying online, download and review the course prospectus to ensure you meet the eligibility requirements for Local/Non-Local categories under the Competent Authority Quota seats. Application and Verification Fee once paid will not be refunded/adjusted under any circumstances.'

Figure 5: Registration – Registration ID (User ID) Generation



3.2 Login:

After successful registration, click “Login” to submit your application.

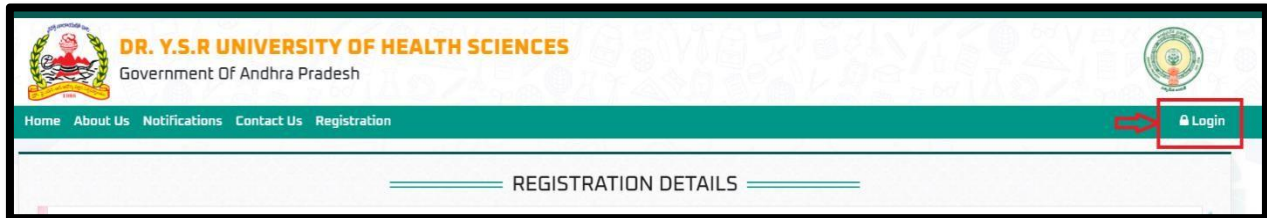


Figure 6: Login Page – Link

The login screen will be displayed as shown below. Enter your User ID (Registration ID), Password, and Captcha, then click the “Login” button.

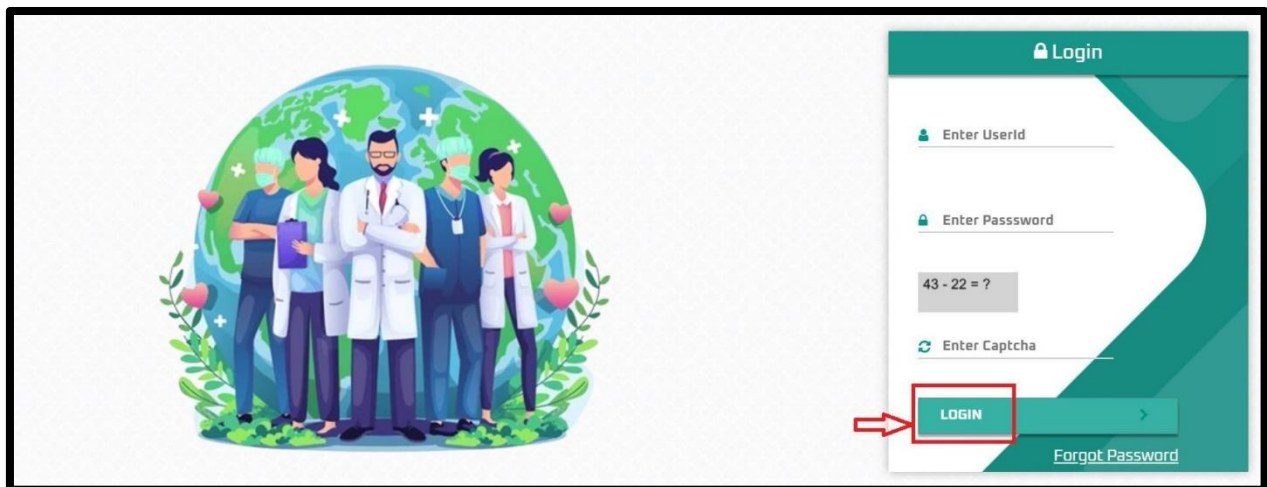


Figure 7: Login Page – Login

3.3 Application Submission:

After logging in, select “Services” from the menu bar and click on the “Application Submission” link.

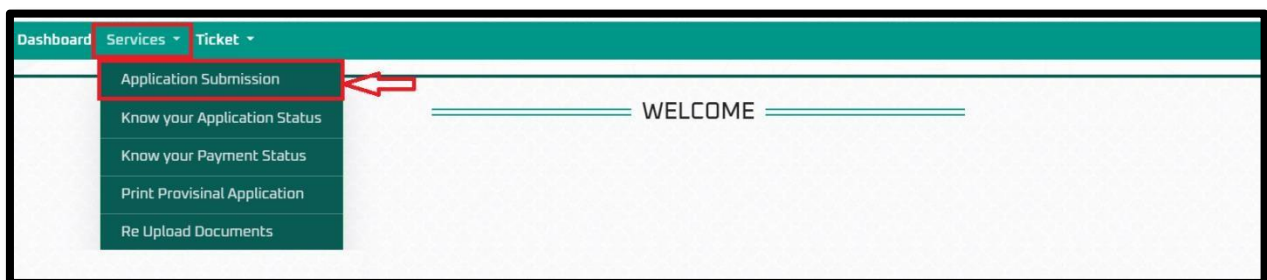


Figure 8: Application Submission – Link



After clicking on the “Application Submission” link, the screen will appear as shown below. The following tabs will be displayed on the application submission screen:

- a. Personal Details
- b. Payment Details
- c. Local/Non-local Region
- d. Special Categories
- e. Upload Documents

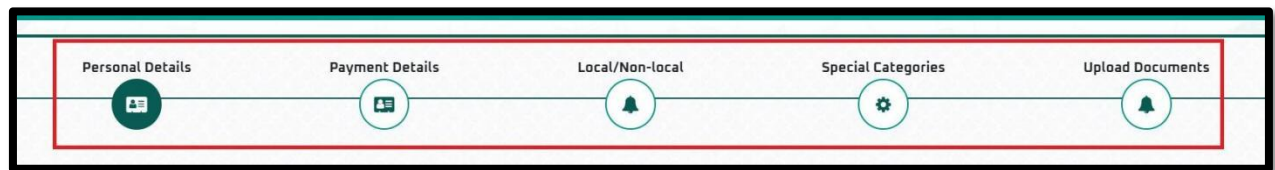


Figure 9: Application Submission – Tabs

Note: Note: Candidates must fill in all tabs and submit the application. If any tab is missed or the application is not submitted, the candidate will be considered ineligible for admission.

Personal Details:

NEET details will be auto populated from NEET data. Fill in the Educational Details, Personal Details, and Residential Address, then click the “Save and Continue” button.



DR. N.T.R. UNIVERSITY OF HEALTH SCIENCES
Government Of Andhra Pradesh
Admission into MBBS & BDS Courses Under Competent Authority (Conserve) Quota, 2025-26

Dashboard Services Profile

Personal Details Payment Details Local/Non-Local Special Categories Upload Documents

NEET Details:

Registration ID: **0025CQ01000002**

NEET Roll No./Hall Ticket No. *
1108020026

NEET Rank *
10760

NEET Score *
332

Name As Per NEET *
NANDINI P

Date Of Birth *
24/01/2005

Mother's Name *
SUDHITHA P

Father's Name *
REKUNDRU P

Educational Details:

SSC/EQUIVALENT:

SSC/Equivalent Board *
AP-SSC (SSC)

SSC/Equivalent Roll No./Hall Ticket No. *
1211234578

Year & Month Of Pass *
2022 MAY

INTERMEDIATE/EQUIVALENT:

Intermediate/Equivalent Board *
ANDHRA PRADESH BOARD OF MEDICAL EDUCATION

Intermediate/Equivalent Roll No./Hall Ticket No. *
2300277778

Year & Month Of Pass *
2022 MAY

Total Group Secured Marks (Physics + Chemistry + Biology including Practicals) *
100

Intermediate/Equivalent Percentage (%) *
75.00

Personal Details:

Name (As Per Intermediate) *
NANDINI

Gender *
FEMALE

Middle No. *
6301306008

Alternative Mobile No. *
7330010033

Aadhar No. *
506779112060

Email ID *
nandini.kondh@aponline.gov

Social Status (Caste) *
OC

Minority *
NO-NON-MINORITY

Card Subcategory *
OBC

Income *
Not Applicable

Economically weaker Section (Qual) *
YES

SCS Certificate issued by *
AP-MSGSUB

Card Certificate No. *
04020001000000

Citizenship *
Indian

Anglo Indian *
NO

PhysID (Person with Benchmark Disability) *
NO

MSD Card No. *
5000000000

Type of Disability *
Visual Impairment

Disability Percentage (%) *
00

Residential Address:

House No./Flat No. *
37-3-4/95

Village/Town name *
DRA-CHIL

State *
ANDHRA PRADESH

District *
BAPATLA

Pincode *
525002

Landmark *
BRIDGE CENTER

Save & Continue

Figure 10: Application Submission – Personal Details

After clicking the “Save & Continue” button, the page will automatically redirect to the payment gateway screen.

Select the payment type, agree to the terms and conditions, and click the 'Pay Now' button. The screen will then redirect to the bank page to complete the fee payment.

**Fee Payment:**

Figure 11: Application Submission – Fee Payment

After the payment is successful, the payment receipt will be displayed below.
Click “Continue” button to be redirected to the Local/Non-local screen, as shown below.

Figure 12: Application Submission – Payment Success

Note: - While making payments, if the amount is deducted but the transaction is not successful, Click on "Verify and Continue" If the transaction is successful, the status will be updated automatically. If a transaction fails, the screen will redirect to the payment gateway page and you can attempt the payment again. The deducted amount will be refunded to your account within 7 working days.



Educational Local/Non-local Region:

Based on the candidate's BDS education, they will fall under one of the following regions:

- ❖ Andhra University
- ❖ Sri Venkateswara University
- ❖ Osmania University
- ❖ Non-local

Andhra University Region/ Sri Venkateswara University Region:

Candidates should enter and upload details from classes 6 to 12 in the grid for educational region calculation. After entering all details, the educational region will be displayed as shown below. Follow the above process based on the educational region to determine the final region.

Educational Details (For Local Area/Region Validation)

S.No	Class	Year of Study	State	District	School/College/Institute	Upload Certificate (PDF Only / 500 KB)	Preview
1	XII	2015	Andhra Pradesh	Ananthapuramu	test	Choose File PG24CQ1...32919.pdf	NA
2	XI	2014	Andhra Pradesh	Anakapalli	test	Choose File PG24CQ1...32919.pdf	NA
3	X	2013	Andhra Pradesh	Anakapalli	test	Choose File PG24CQ1...32919.pdf	NA
4	IX	2012	Andhra Pradesh	Anakapalli	test	Choose File PG24CQ1...32919.pdf	NA
5	VIII	2011	Andhra Pradesh	Bapatla	test	Choose File PG24CQ1...32919.pdf	NA
6	VII	2010	Andhra Pradesh	Alluri Sitharama Raju	test	Choose File PG24CQ1...32919.pdf	NA
7	VI	2009	Andhra Pradesh	Ananthapuramu	test	Choose File PG24CQ1...32919.pdf	NA

Region *

Andhra University

←Back

→ Save & Continue→

Figure 13: Application Submission – Local – Educational Region

**Non-local Region (Telangana):**

The candidate falls under the Non-local (Telangana) region, as shown below.

The candidate needs to select 'Yes' or 'No' in the 'Do you want to claim 'APNL' or 'Migrated from TG to AP'?' dropdown.

- If 'No' is selected, the candidates under the 'OU' region are ineligible for the UG MBBS & BDS competent authority quota.

Region *

Non-Local

Do you want to claim "APNL" or "Migrated from TG to AP" *

Yes

--SELECT--

Yes

No

Save & Continue →

Figure 14: Application Submission – Non-local (Telangana) Educational Region

- If 'Yes' is selected, two radio buttons will be displayed and select any one radio button.
 - 'Are you claiming Local Status as per G.O. no. 132/171/129/ (If migrated from TG to AP)?'
 - 'Are you claiming APNL?

Region *

Non-Local

Do you want to claim "APNL" or "Migrated from TG to AP" *

Yes

Are you Claiming Local status as per G.Os no. 132/171/129/160 (If migrated from TG to AP)

Are you Claiming "APNL with AP Domicile"

←Back

Save & Continue →

Figure 15: Application Submission – Non-local (Telangana) Region

If you select the 'Are you Claiming Local Status as per G.Os no. 132/171/129/ (If migrated from TG to AP)' radio button, please select the local certificate issued by, the migrated district, and enter the certificate number.



Region *
Non-Local

Do you want to claim "APNL" or "Migrated from TG to AP" *
Yes

☒ Are you Claiming Local status as per G.Os no. 132/171/129/160 (If migrated from TG to AP)
☐ Are you Claiming "APNL with AP Domicile"

Local Certificate Issued by *
--Select--

Local Status Certificate Number *
Enter Certificate Number

District Migrated *
--Select--

←Back

Save & Continue→

Figure 16: Application Submission – Non-local (Telangana) Region - Migrated from TG to AP

Region *
Non-Local

Do you want to claim "APNL" or "Migrated from TG to AP" *
Yes

☒ Are you Claiming Local status as per G.Os no. 132/171/129/160 (If migrated from TG to AP)
☐ Are you Claiming "APNL with AP Domicile"

Local Certificate Issued by *
AP Meeseva

Local Status Certificate Number *
CGC1489494894894895

District Migrated *
KAKINADA

Final Region *
Andhra University

←Back

Save & Continue→

After entering the details, the final region will be displayed as shown below. Click the "Save & Continue" button.

Figure 17: Application Submission – Non-local (Telangana) Region Migrated – Final Region

If you select the 'Are you Claiming APNL' radio button, then upload any one of the three specified documents for eligibility.

Region *
Non-Local

Do you want to claim "APNL" or "Migrated from TG to AP" *
Yes

☐ Are you Claiming Local status as per G.Os no. 132/171/129/160 (If migrated from TG to AP)
☒ Are you Claiming "APNL with AP Domicile"

Minimum 10 Years study Certificate of either of parents, If student in Andhra Pradesh Only (PDF Only / 1 MB) *
Choose file No file chosen

(or)

Current Employment Certificate of either of parents, If working in Andhra Pradesh Only (PDF Only / 1 MB) *
Choose file No file chosen

(or)

Minimum 10 Years Residence Certificate (Only Andhra Pradesh State) of either of parents (PDF Only / 1 MB) *
Choose file No file chosen

Final Region *
APNL with AP Domicile

←Back

Save & Continue→

Figure 18: Application Submission – Non-local (Telangana) Region APNL –APNL



Non-local Region(Other than TG):

If candidates come under the non-local region, it will be shown as below.

The candidate should select 'Yes' or 'No' in the 'Do you want to claim 'APNL with AP Domicile'?' dropdown.

If 'No' is selected, the candidates under the non-local region are ineligible for the UG MBBS & BDS competent authority quota.

Region *

Non-Local

Do you want to claim "APNL with AP Domicile"

--Select--

--Select--

Yes

No

Figure 19: Application Submission – Non-local

If 'Yes' is selected, they must upload any one of the three specified documents for eligibility.

Region *

Non-Local

Do you want to claim "APNL with AP Domicile"

Yes

Minimum 10 Years study Certificate of Student/either of parents, if student in Andhra Pradesh Only (PDF Only / 500 KB) *

Choose File No file chosen

(or)

Current Employment Certificate of either of parents, if working in Andhra Pradesh Only (PDF Only / 500 KB) *

Choose File No file chosen

(or)

Minimum 10 Years Residence Certificate (Only Andhra Pradesh State) of either of parents (PDF Only / 500 KB) *

Choose File No file chosen

Final Region *

APNL with AP Domicile

←Back

Save & Continue→

Figure 20: Application Submission – Non-local – APNL with AP Domicile

Special categories : If the candidate have any special categories i.e NCC , SPORTS ,CHILDREN OF ARMED PERSONS(CAP),Bharath Scouts & Guides,Police Martyr's Children then select “YES” as shown in the figure below and click “save and continue”.

Special Categories:

NCC: *

Yes

S.No.	Certificate Examination Pass	Regimental No.	Year of Pass	Unit	Action
	<div>Select</div>	<div>Enter Regimental No</div>	<div>--Select--</div>	<div>Enter Unit</div>	<div>Add +</div>

Sports: *

Yes

Sports Team *

Individual

Level of Sports *

International

Game Type *

Judo

Children of Armed Persons (CAP):*

Yes

CAP Category *

CAP-6 - Wards of Ex-Servicemen

Bharath Scouts & Guides: *

Yes

BSG Category *

Rashtrapathi Award

Police Martyr's Children:*

Yes

← Back

Save & Continue →

➤ Documents Uploads:

Candidates should upload all document in PDF format and click “Save Documents”.



Personal Details Payment Details Local/Non-Local Special Categories Upload Documents

Upload Documents:
Photo & Signature must be in PNG, JPG or JPEG format & maximum size of 200 KB
All uploads must be in PDF format & maximum size of 1 MB

S.No.	Document Name	Upload Document	Preview
1	Candidate Photo	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Preview"/>
2	Candidate Signature	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Preview"/>
3	HCC Mark Card	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Preview"/>
4	SSC Marka Memo (Card)	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Preview"/>
5	Intermediate Equivalent Marka Memo	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Preview"/>
6	Intermediate Equivalent Transfer Certificate	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Preview"/>
7	Address Card	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Preview"/>
8	CAP Certificate valid for the year 2024-25	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Preview"/>
9	Medical Assessment Report by HCC - SSIC	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Preview"/>
10	SSIC Card	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Preview"/>
11	APPENDIX-A- Self Certification Form-General	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Preview"/>
12	Appendix - F Affidavit for declaration by a Person with visual Disability	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Preview"/>
13	Sports Certificate	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Preview"/>
14	Certificate issued by Sports Association Concerned (Form-10-A)	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Preview"/>
15	Police Master's Children (PMC) Certificate	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Preview"/>
16	HCC QR Certificate	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Preview"/>
17	CAP Certificate	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Preview"/>
18	Bharath Scouts and Guides	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Preview"/>

Figure 21: Application Submission – Uploads

NOTE: - Please review the details before submitting; No editing option will be available throughout the admission process.

17	CAP Certificate	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Preview"/>
18	Bharath Scouts and Guides	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Preview"/>


After saving, the 'Preview Application' button will be activated. Click on the 'Preview Application' button to submit your application.

Figure 22: Application Submission – Preview Application Link



After clicking 'Preview Application' button, you will be redirected to the application preview page. Verify all details, read the declaration, and click 'Final Submit'. If any details are incorrect, click the 'Cancel' button, change the required fields, and submit the application again.

Admission into MBBS & BDS Courses Under Competent Authority (Convenor) Quota, 2024-25									
PERSONAL DETAILS									
Registration No.									
NEET UG Roll Number/Token No.									
Parent's Name									
Parent's Name									
Parent's Address									
State of Birth									
Mother's Name									
Mother's Name									
EDUCATIONAL DETAILS									
Previous (One Year Intermediate)		Grade		Percentage		Board			
Previous Roll No.		Previous Roll No.		Previous Roll No.		Previous Roll No.			
Previous School Name		Previous School Name		Previous School Name		Previous School Name			
Grade Certificate Issued By		Grade Certificate Issued By		Grade Certificate Issued By		Grade Certificate Issued By			
Grade Certificate Marksheet		Grade Certificate Marksheet		Grade Certificate Marksheet		Grade Certificate Marksheet			
Grade		Grade		Grade		Grade			
Income Certificate (Not White Ribbon Card)		Income Certificate Issued By		Income Certificate Issued By		Income Certificate Issued By			
Income		Income		Income		Income			
Anglo Indian		Anglo Indian		Anglo Indian		Anglo Indian			
Anglo Indian Certificate Issued By		Anglo Indian Certificate Issued By		Anglo Indian Certificate Issued By		Anglo Indian Certificate Issued By			
Anglo Indian Certificate		Anglo Indian Certificate		Anglo Indian Certificate		Anglo Indian Certificate			
ACADEMIC DETAILS									
Previous Roll No.		Previous Roll No.		Previous Roll No.		Previous Roll No.			
Grade		Grade		Grade		Grade			
Grade		Grade		Grade		Grade			
Grade		Grade		Grade		Grade			
EDUCATIONAL DETAILS (For Local Area/Region Validation)									
Sl. No.	Year	Grade	Percentage	Grade	Percentage	Grade	Percentage	Grade	Percentage
1	2019	10	85.00	10	85.00	10	85.00	10	85.00
2	2020	11	85.00	11	85.00	11	85.00	11	85.00
3	2021	12	85.00	12	85.00	12	85.00	12	85.00
4	2022	13	85.00	13	85.00	13	85.00	13	85.00
5	2023	14	85.00	14	85.00	14	85.00	14	85.00
6	2024	15	85.00	15	85.00	15	85.00	15	85.00
7	2025	16	85.00	16	85.00	16	85.00	16	85.00
DECLARATION									
Sl. No.	Declaration per Academic Year				Declaration per Academic Year				
1	Academic Year				Academic Year				
UPLOADED DOCUMENTS									
Sl. No.	Document								
1	Candidate Photo								
2	Candidate Signature								
3	NEET UG Roll No. (DOB)								
4	Intermediate/Equivalent Marks Memo								
5	Intermediate/Equivalent Transfer Certificate								
6	NEET UG Roll No. Card (Pre-Admission)								
7	Grade Certificate								
8	Parental Income Certificate or valid White Ribbon Card								
9	Anglo Indian Certificate								
10	Anglo Indian Card								
11	Anglo Indian Certificate (Person with Benchmark Disability) (Valid 2 months)								
12	Indian Overseas Citizen Certificate (IOC Card)								
<input type="checkbox"/> I hereby declare that I read the rules and regulations of the university as notified in the prospectus by the university. I hereby declare that all the entries and statements made in this application are true, complete and correct to the best of my knowledge and belief. I also declare that I fulfill all the eligibility conditions notified for the MBBS & BDS courses applied for. In the event of any information being found false or incorrect, or ineligibility being detected before or after the admission, the university can take action against me as per the rules. If it is detected that I have misled Dr. NTR University of Health Sciences on any issue, I will be solely responsible for all legal consequences.									
<input type="button" value="Final Submit"/> <input type="button" value="Cancel"/>									




Designed/Developed by 

Figure 23: Application Submission – Preview and Submit



A confirmation pop-up will be displayed as shown below. Click 'OK' to submit or click 'Cancel' to go back and edit the details.

After clicking the “OK” button application will be submitted successfully.



Figure 24: Application Submission – Submission Conformation

3.3 Know your Payment Status

After logging in, select “Services” from the menu bar and click on the “Know your Payment Status” link.

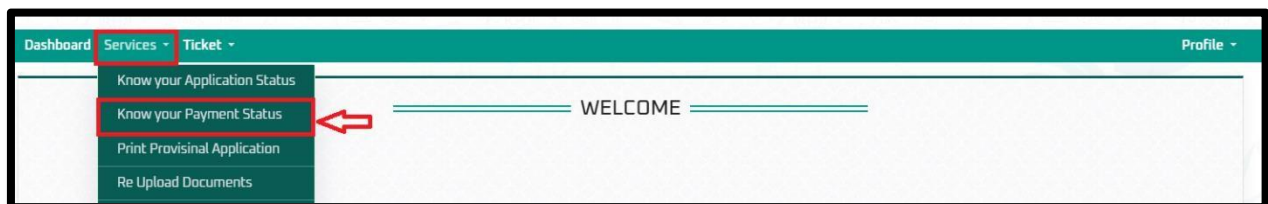


Figure 25: Know your Payment Status – Link

If fee payment has already been made, the fee payment receipt will be displayed as shown below.

You can view payment details or download the payment receipt.

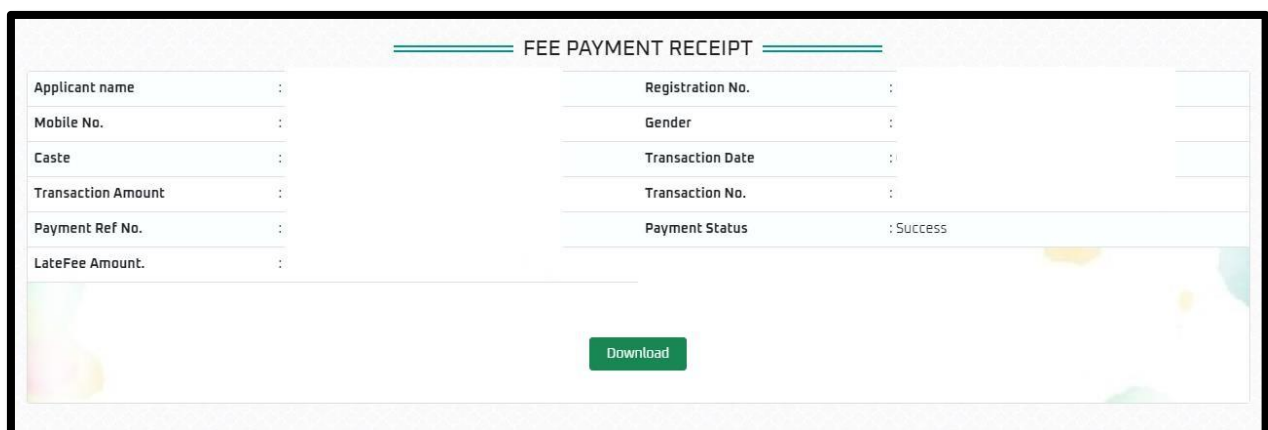


Figure 26: Know your Payment Status - Receipt



3.4 Print Provisional Application

After logging in, select “Services” from the menu bar and click on the “Print Provisional Application” link.

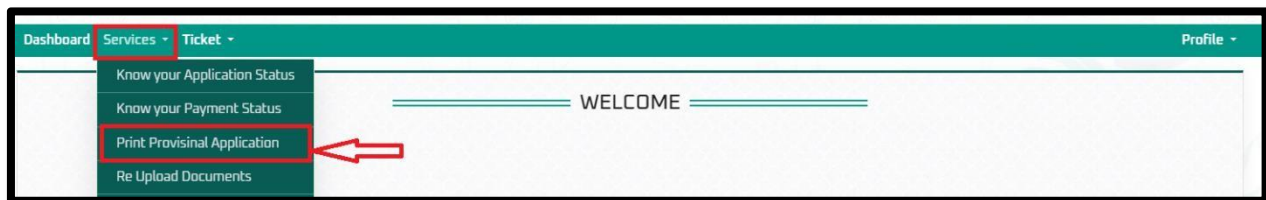


Figure 27: Print Provisional Application – Link

If Candidate would like to Print Provisional Application, then candidate should log in his candidate login then go to services tab and click on Provisional Application then page shown as below. Candidate can be downloaded and print out the Provisional Application.

3.5 Know your Application Status

After logging in, select “Services” from the menu bar and click on the “Know Your Application Status” link.

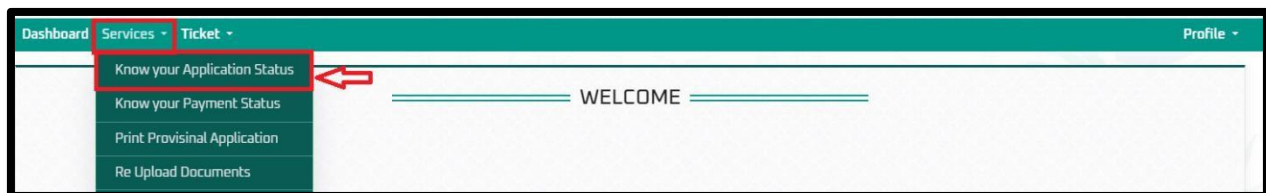


Figure 28: Know your Application Status – Link

If Candidate would like to know his Application status, then candidate should log in his candidate login then go to services tab and click on know your Application status, the following page is displayed as shown below.



APPLICATION STATUS	
Hall Ticket No.:	Registration No.:
Applicant Name :	Mobile No. :
Gender :	Email :
Caste :	Payment Status :
Transaction Date :	Application Status :

Figure 29: Know your Application Status - Status

The remaining services related user manual will be shared shortly.

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