



DR. N.T.R UNIVERSITY OF HEALTH SCIENCES

Government Of Andhra Pradesh

**User Manual
For
Dr. NTR UHS – UG AYUSH (BAMS,BHMS) Courses
Under All India Quota for the Academic Year
2025-26**

Prepared By

APOnline

Table of 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	5
3.2 Login.....	7
3.3 Application Submission	7
3.4 Know your Application Status	16
3.5 Know your Payment status.....	17
3.6 Print Provisional Application	17

Tables

TABLE 1: SOFTWARE AND TECHNOLOGIES	4
--	---

Figures

FIGURE 1: REGISTRATION-LINK	5
FIGURE 2 : REGISTRATION-GENERATE OTP	5
FIGURE 3: REGISTRATION – OTP	6
FIGURE 4: REGISTRATION – REGISTRATION ID (USER ID) GENERATION.....	6
FIGURE 5: LOGIN PAGE – LINK	7
FIGURE 6: LOGIN PAGE – LOGIN.....	7
FIGURE 7: APPLICATION SUBMISSION – LINK	7
FIGURE 8: APPLICATION SUBMISSION – TABS	8
FIGURE 9: APPLICATION SUBMISSION – PERSONAL DETAILS	8
FIGURE 10: APPLICATION SUBMISSION– FEE PAYMENT.....	9
FIGURE 11: APPLICATION SUBMISSION–PAYMENT SUCCESS	9
FIGURE 12: APPLICATION SUBMISSION – LOCAL – EDUCATIONAL REGION.....	10
FIGURE 13: APPLICATION SUBMISSION – OU EDUCATIONAL REGION	11
FIGURE 14: APPLICATION SUBMISSION – OU REGION	11
FIGURE 15: APPLICATION SUBMISSION – OU REGION - MIGRATED FROM TG TO AP	12
FIGURE 16: APPLICATION SUBMISSION – OU REGION MIGRATED –FINAL REGION	12
FIGURE 17: APPLICATION SUBMISSION – OU REGION APNL –APNL	12

FIGURE 18: APPLICATION SUBMISSION–NON-LOCAL	13
FIGURE 19: APPLICATION SUBMISSION – NON-LOCAL – APNL WITH AP DOMICILE	13
FIGURE 20: APPLICATION SUBMISSION – UPLOADS.....	14
FIGURE 21: APPLICATION SUBMISSION – PREVIEW APPLICATION LINK	14
FIGURE 22: APPLICATION SUBMISSION – PREVIEW AND SUBMIT	15
FIGURE 23: APPLICATION SUBMISSION – SUBMISSION CONFORMATION.....	16
FIGURE 24: KNOW YOUR APPLICATION STATUS– LINK.....	16
FIGURE 25: KNOW YOUR APPLICATION STATUS – STATUS	16
FIGURE 26: KNOW YOUR PAYMENT STATUS– LINK	17
FIGURE 27: KNOW YOUR PAYMENT STATUS - RECEIPT	17

INTRODUCTION

1.1 ABOUT Dr. NTR UHS:

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

The University is offering various UG, PG, Super Specialty, Ph.D. & PDF Courses in Modern Medicine, Dental Surgery, Ayurveda, Unani, Homoeopathy, 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
- ❖ Print Final Application
- ❖ Objections
- ❖ Web Option
- ❖ Allotment Letter Download

3.1 Registration:

Click on 'Registration' in the title to register for UG Ayush as shown in the screen below.



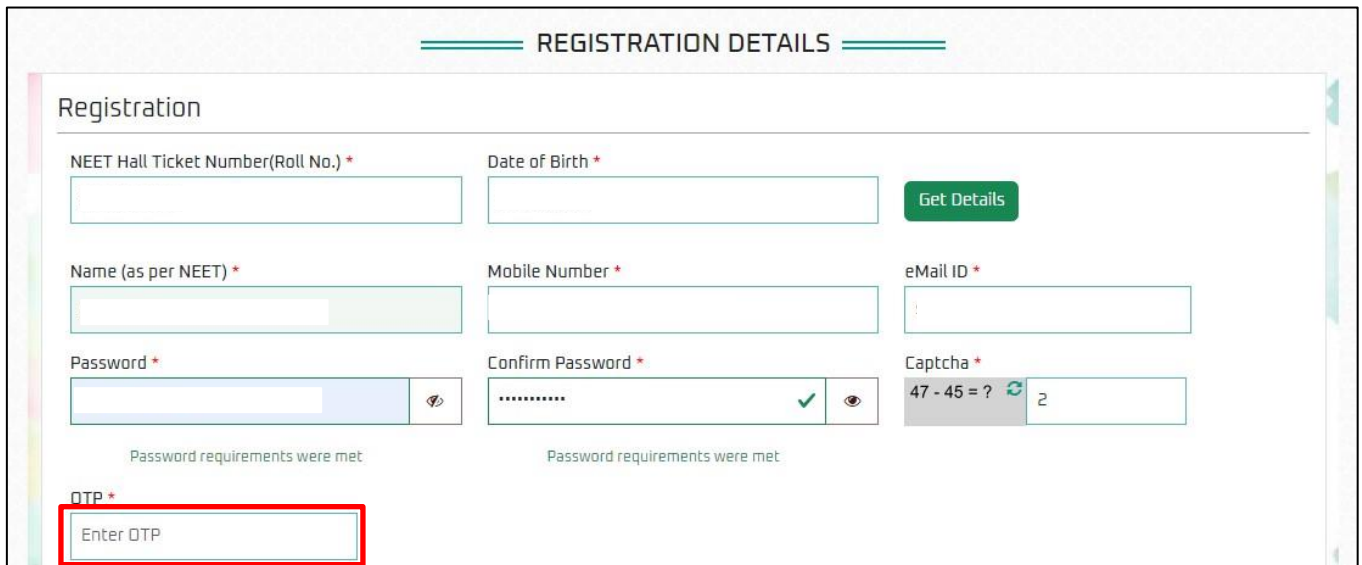
Figure 1: Registration-Link

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

- Enter the Candidate NEET Hall ticket No and DOB.
- Enter the Mobile Number, Email ID.
- Enter the password and re-enter it in the confirm password field.
- Enter the Captcha and click on "Generate OTP" Button.

Figure 2: Registration-Generate OTP

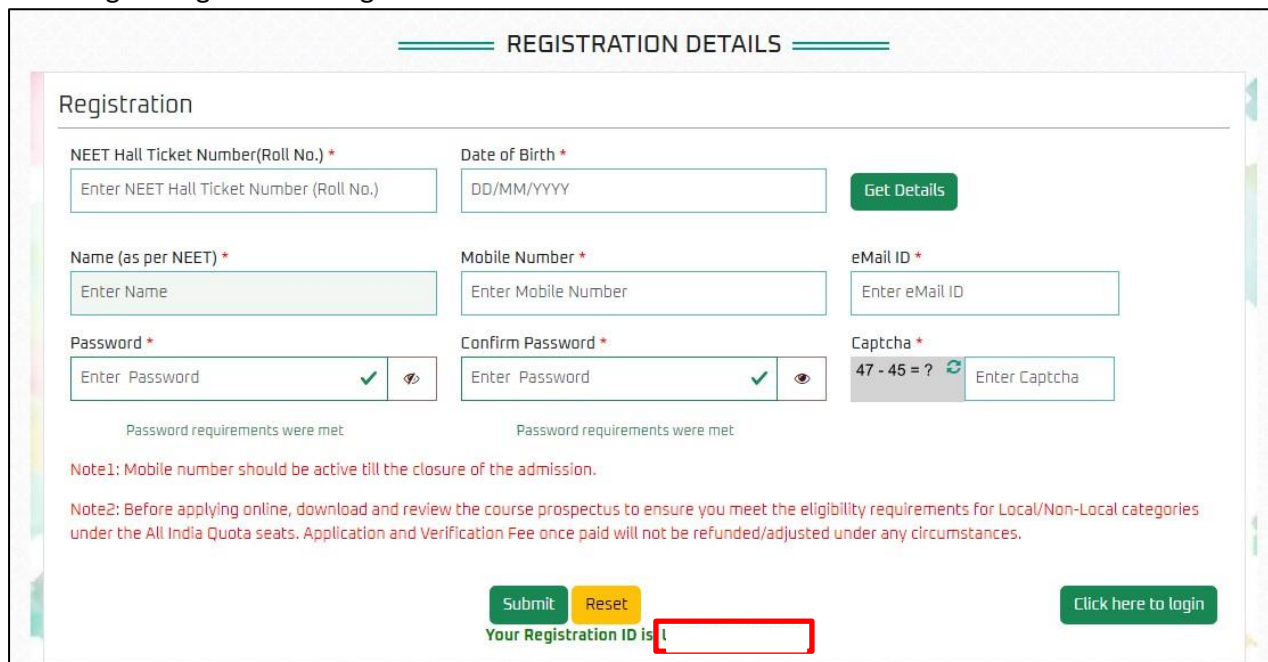
An OTP will be sent to the registered Mobile Number and Email ID. Enter the OTP in the OTP field and click the "Submit" button.



The image shows a web form titled "REGISTRATION DETAILS". Under the "Registration" section, there are several input fields: "NEET Hall Ticket Number(Roll No.)", "Date of Birth", "Name (as per NEET)", "Mobile Number", "eMail ID", "Password", "Confirm Password", and "Captcha". There are also "Get Details" and "Submit" buttons. At the bottom, there is an "OTP" field with the placeholder text "Enter OTP", which is highlighted with a red rectangular box.

Figure 3: 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 image shows the same "REGISTRATION DETAILS" form, but now it displays a "Successfully submitted" message. Below the message, it says "Your Registration ID is" followed by a red rectangular box containing the text "1". There are also "Submit", "Reset", and "Click here to login" buttons.

Figure 4: Registration – Registration ID (User ID) Generation

3.2 Login:

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



Figure 5: 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.

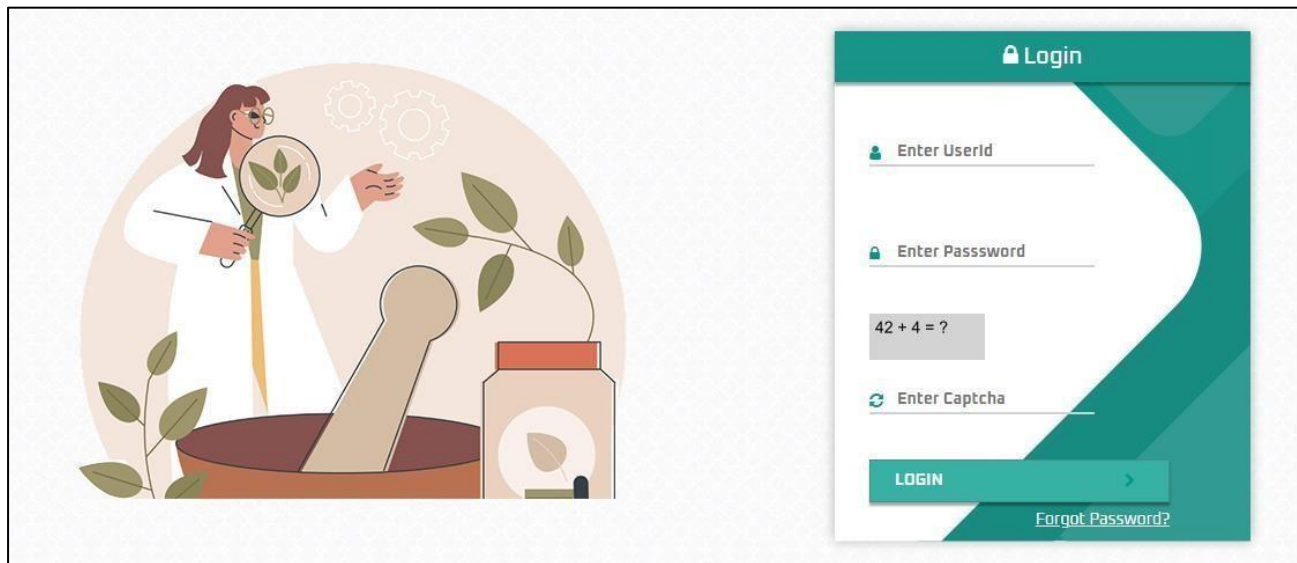


Figure 6: Login Page – Login

3.3 Application Submission:

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



Figure 7: 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:

- Personal Details
- Payment Details
- Local/Non-local Region
- Upload Documents



Figure 8: Application Submission – Tabs

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:

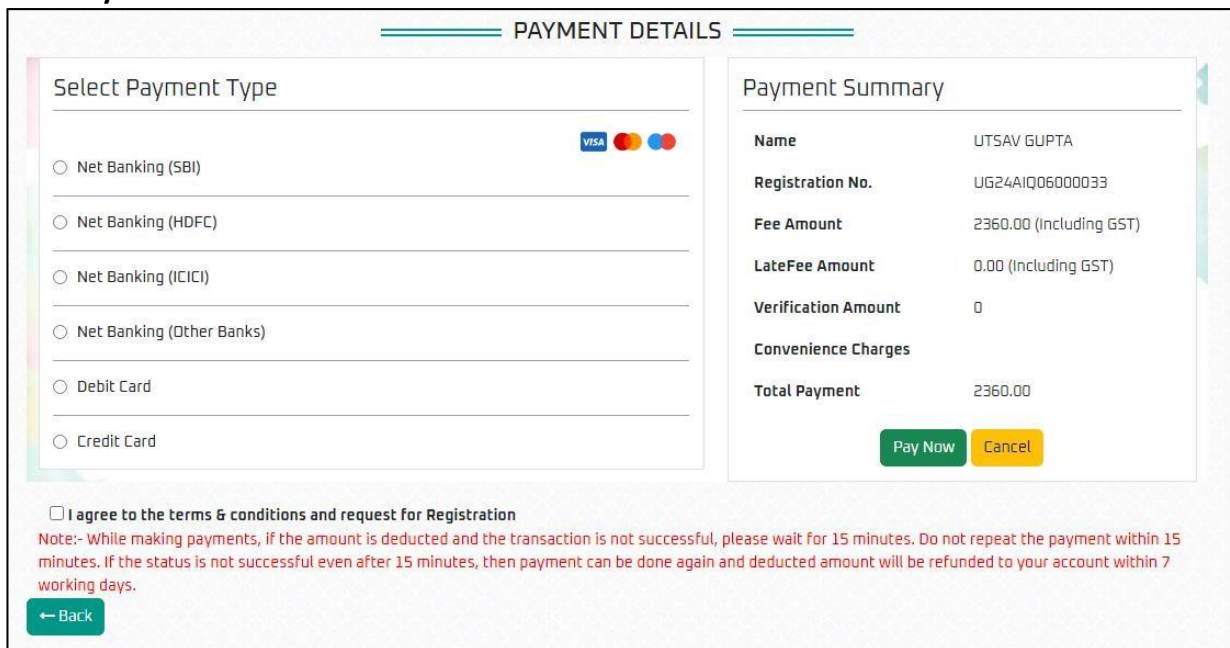
Fill in the Personal Details, Candidate details like Name, DOB, Mobile Number and Mail ID Residential Address, Educational Details and Service Details then click the “Save and continue” button.

Figure 9: 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:



PAYMENT DETAILS

Select Payment Type

☐ Net Banking (SBI)   

☐ Net Banking (HDFC)

☐ Net Banking (ICICI)

☐ Net Banking (Other Banks)

☐ Debit Card

☐ Credit Card

☐ I agree to the terms & conditions and request for Registration

Note:- While making payments, if the amount is deducted and the transaction is not successful, please wait for 15 minutes. Do not repeat the payment within 15 minutes. If the status is not successful even after 15 minutes, then payment can be done again and deducted amount will be refunded to your account within 7 working days.

Payment Summary

Name	UTSAV GUPTA
Registration No.	UG24AIQ06000033
Fee Amount	2360.00 (Including GST)
Late Fee Amount	0.00 (Including GST)
Verification Amount	0
Convenience Charges	
Total Payment	2360.00

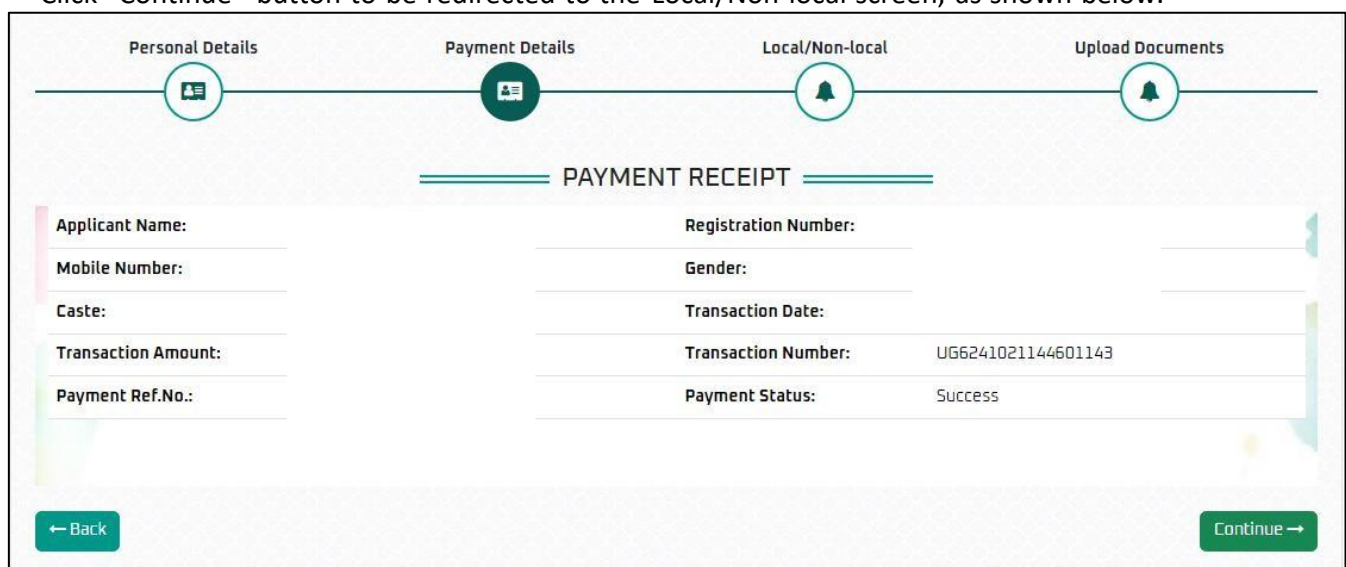
[Pay Now](#) [Cancel](#)

[← Back](#)

Figure 10: 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.



Personal Details Payment Details Local/Non-local Upload Documents

PAYMENT RECEIPT

Applicant Name:	Registration Number:
Mobile Number:	Gender:
Caste:	Transaction Date:
Transaction Amount:	Transaction Number: UG6241021144601143
Payment Ref.No.:	Payment Status: Success

[← Back](#) [Continue →](#)

Figure 11: 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 education, they will fall under one of the following regions:

- ❖ Andhra Pradesh Region
- ❖ Others

Andhra Pradesh 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 below process based on the educational region to determine the final region (Andhra Pradesh).

Educational Details (For Local Area/Region Validation)

S.No	Class	Year of Study	State	District	School/College/Institute	Upload Study Certificate(PDF Only / 1 MB)		Preview
1	XII	2018 ▾	Andhra Pradesh ▾	Anakapalli ▾	ANUSVUASDFCV	Choose File	No file chosen	Preview 
2	XI	2017 ▾	Andhra Pradesh ▾	Alluri Sitharama Raju ▾	ANUSVUASDFCV	Choose File	No file chosen	Preview 
3	X	2016 ▾	Andhra Pradesh ▾	Anakapalli ▾	ANUSVUASDFCV	Choose File	No file chosen	Preview 
4	IX	2015 ▾	Andhra Pradesh ▾	Anakapalli ▾	ANUSVUASDFCV	Choose File	No file chosen	Preview 
5	VIII	2014 ▾	Andhra Pradesh ▾	Bapatla ▾	ANUSVUASDFCV	Choose File	No file chosen	Preview 
6	VII	2013 ▾	Andhra Pradesh ▾	Eluru ▾	ANUSVUASDFCV	Choose File	No file chosen	Preview 
7	VI	2012 ▾	Andhra Pradesh ▾	Annamayya ▾	ANUSVUASDFCV	Choose File	No file chosen	Preview 

Region *

Andhra Pradesh

 Back

Save & Continue 

Figure 12: Application Submission – Local – Educational Region

Other Region:

The candidate falls under the other region, as shown below.

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

- If 'No' is selected, the candidates under the 'Other' region are eligible for management quota.

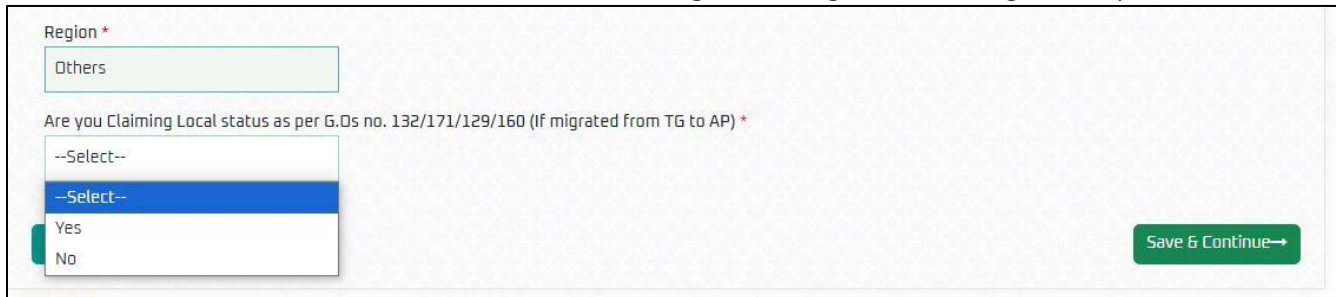


Figure 13: Application Submission – Other Educational Region

If 'YES' is selected, migrated details will be displayed. Please select the local certificate issued by, the migrated district, and enter the certificate number.

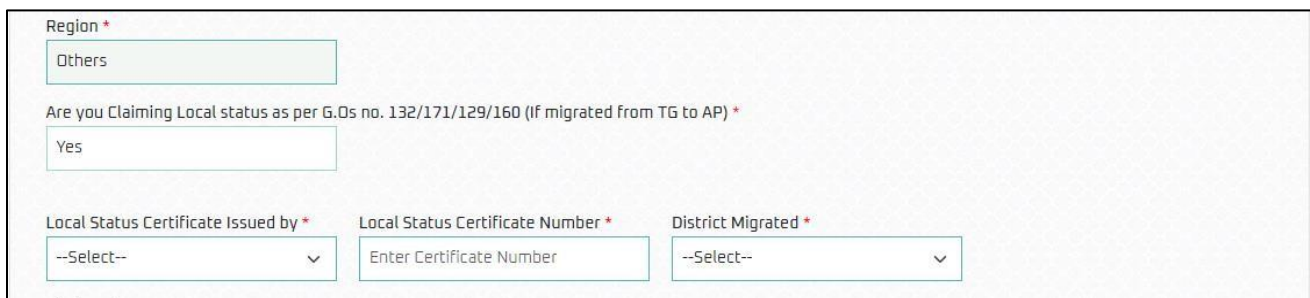


Figure 14: Application Submission – Other Region Migrated - Selection

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

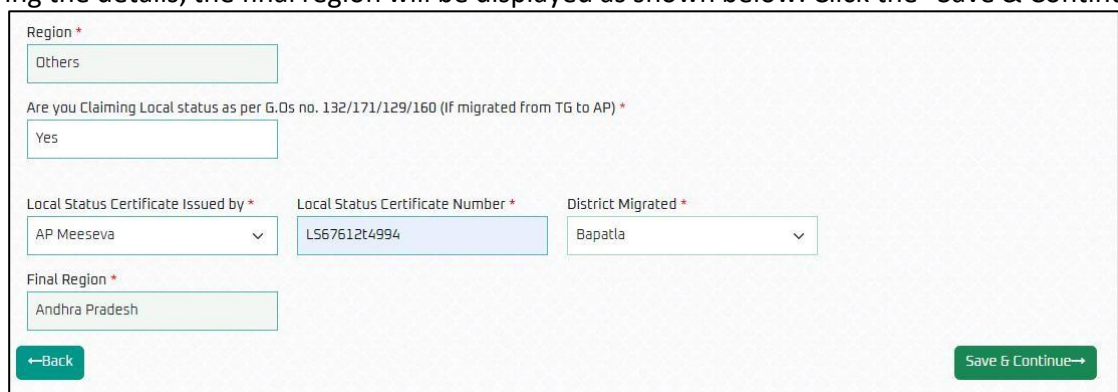


Figure 15: Application Submission –Other Region Migrated – Final Region

Documents Uploads:

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

Upload Documents:
All uploads must be in PDF format & maximum size of 1 MB

S.No	Document Name	Upload Document	Preview
1	Candidate Photo	Choose File No file chosen	NA
2	Candidate Signature	Choose File No file chosen	NA
3	NEET Rank Card	Choose File No file chosen	NA
4	SSC Marks Memo	Choose File No file chosen	NA
5	Intermediate/Equivalent Marks Memo	Choose File No file chosen	NA
6	Intermediate/Equivalent Study Certificate	Choose File No file chosen	NA
7	Intermediate/Equivalent Transfer Certificate	Choose File No file chosen	NA
8	Caste Certificate	Choose File No file chosen	NA
9	Aadhaar Card	Choose File No file chosen	NA
10	Minority Certificate	Choose File No file chosen	NA
11	PwD(Person with Disability (Latest 3 months)	Choose File No file chosen	NA
12	Migration Certificate from TG to AP (Local Status as per GOs No 132/171/129)	Choose File No file chosen	NA
13	Overseas Certificate	Choose File No file chosen	NA

← Back

Save Documents

Figure 16: Application Submission – Document Upload

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

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

9	Minority Certificate	Choose File No file chosen	Preview
← Back		Save Documents Preview Application	

Figure 17: 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.

O.S.N.T.S. UNIVERSITY OF HEALTH SCIENCES
Department of Health & Wellness
2020-2021 (2020-2021) Courses Under All India Quota for the Academic Year 2020-21

PERSONAL DETAILS

Registration ID	12345678901234567890
Aadhar Card Number	98765432109876543210
Date of Birth	12/12/2000
Gender	Male
Parent's Name	Mr. X.Y.Z.
Parent's Address	123 Main Street, City, State, Pin
Parent's Phone	9876543210

EDUCATIONAL DETAILS

School/College Name	ABC School/College
Address	456 Main Street, City, State, Pin
Board	CBSE
Class	12
Percentage	85%
Mark Sheet Number	12345678901234567890
Mark Sheet Date	12/12/2020
Mark Sheet Place	City, State, India
Mark Sheet Signature	Signature of School/College Head
Mark Sheet Stamp	Stamp of School/College
Mark Sheet Photo	Photo of Student

DECLARATION

I declare that the information provided is true and correct.

[Final Submit](#)

Figure 18 : 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.

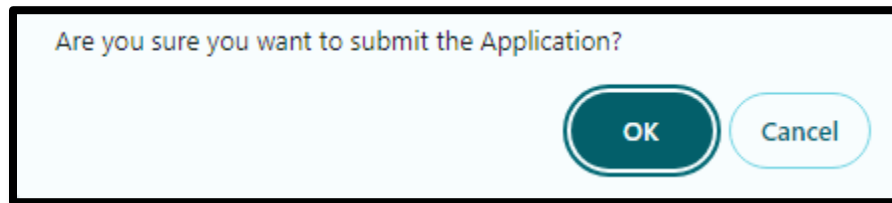


Figure 19: Application Submission – Submission Conformation

3.4 Know your Application Status

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

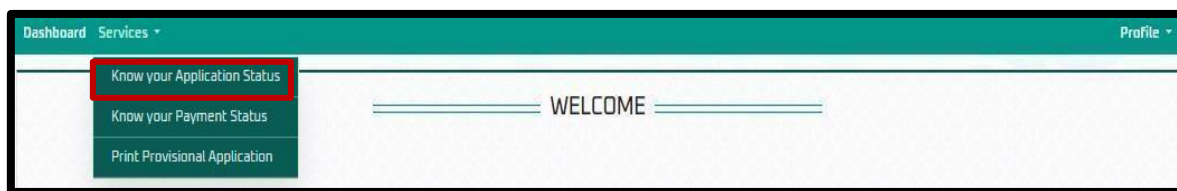


Figure 20: Know your Application Status– Link

If Candidate would like to know his Application status, then candidate should login 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 :	m
Caste :		Payment Status :	Success
Transaction Date :		Application Status :	Application Submitted

Figure 21: Know your Application Status – Status

3.5 Know your Payment status

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

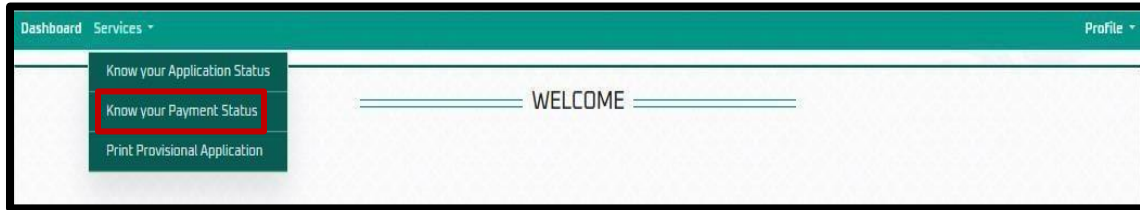


Figure 22: Know your Payment Status– Link

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.

FEE PAYMENT RECEIPT		
Applicant name	Registration No.	
Mobile No.	Gender	
Caste	Transaction Date	
Transaction Amount	Transaction No.	: UG6241021144601143
Payment Ref No.	Payment Status	: Success

Download

Figure 23: Know your Payment Status - Receipt

3.6 Print Provisional Application

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

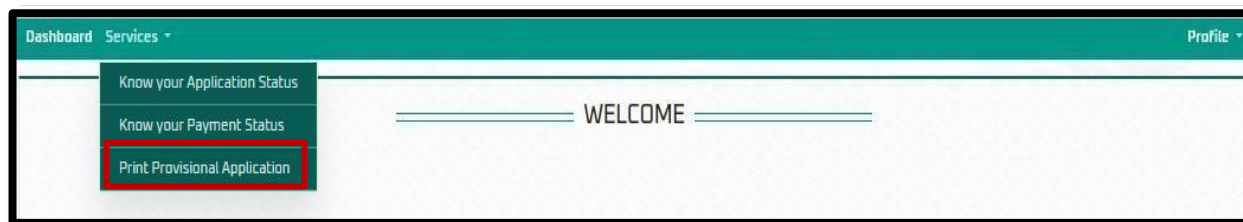


Figure 24: Print Provisional Application– Link

If Candidate would like to Print Provisional Application, then candidate should login 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.

The remaining services related user manual will be shared shortly.

=====END OF DOCUMENT=====

