

## **Certain guidelines for filling on-line application form for**

### **PG and MDS courses - 2017**

- ✦ Candidates are advised to note the registration number from the dialog box immediately after entering details in the registration form, as the registration number has to be entered in the next screen for further processing.
- ✦ Normally, the candidates did not note the Registration Number immediately after getting the message. They will press the ok button and move further. In the next screen itself it will ask the registration number. Normally, the Registration Number will be communicated through SMS. Due to various reasons the message will not reach you and you have not noted the message. Then you have to contact the Technical Help Desk invariably and seek help.
- ✦ Sometimes you will receive a undefined in some of the fields. This may be due to a **special character &** in the Address field. Remove the special character and save the data.
- ✦ Candidates are advised to fill all the fields of data, Otherwise the data will not be saved. For saving the data filling of all fields are compulsory / mandatory.
- ✦ **Payment issues:** Due to some reason amount is deducted from your account, you will not get success message box from our application. Then also you cannot get the printing of your application.

This issue has to be taken up by Bill Desk which is a authorized fee collection agency. They will resolve the problem after verifying the issue. Amount will be refunded by Bill Desk, If the payment is deducted and the success message did not get, this may take a week days. If the candidate did not receive payment success message from the payment gateway and the print is not generated, then the candidates are advised to go for payment again, otherwise the time may go up and the application will be closed on 12<sup>th</sup> April, 2017 by 5.00 PM. After closing the application, Dr. NTR University authorities cannot help in any manner. Candidates are advised to be very careful on this issues.