



# WILLIAM CAREY UNIVERSITY

Meghalaya, India

## General Guidelines for Admission (2021-2022)

- Applicants seeking admission to any Diploma, PG Diploma, UG, PG, and Ph.D. programme at William Carey University, Meghalaya during the academic session 2021-2022 may apply either Online or Offline. Applicants can view the prospectus by visiting the website [www.williamcareyuniversity.ac.in](http://www.williamcareyuniversity.ac.in).
- Applicants are required to read the prospectus from the website carefully before filling the Admission Form and are advised to check general information, eligibility criteria and fee structure details.
- The applicant desiring for applying in more than one programme shall submit separate Admission forms.
- The Application Fee is Non- Refundable.
- Incomplete application form will not be accepted.
- It is the sole responsibility of the applicant to ensure his/ her eligibility before applying for admission to a particular programme. No claim of any sort in this matter shall be entertained.

### A. INSTRUCTIONS FOR ONLINE ADMISSION:

Applicant is required to apply at the online admission portal in the university website [www.williamcareyuniversity.ac.in](http://www.williamcareyuniversity.ac.in) after making the requisite payment of ₹100/- (Rupees One hundred only). The applicant is not required to send the hardcopy of online admission form/ acknowledgement to the University; however applicant is advised to keep a copy of the online admission acknowledgement for further reference.

#### A1. Necessary Documents required:

- ✓ Valid email ID and mobile No.
- ✓ One recent color passport size photograph, maximum file size: 50kb, file format: jpg/ png.
- ✓ Applicant's signature, maximum file size: 30 kb, file format: jpg/ png.
- ✓ Age proof document (Matriculation admit card / Aadhar card / Driving license) maximum file size: 50kb, file format: jpg/ png.
- ✓ Applicant seeking reservation need to upload caste certificate, maximum file size: 100kb, file format: jpg/ png.
- ✓ All educational marksheets and certificates from matriculation onwards, maximum file size: 2mb, file format: pdf

### B. INSTRUCTIONS FOR OFFLINE ADMISSION:

Applicant can take offline admission either by visiting University office or by postal service.

#### B1. By visiting University office-

Applicant is required to visit University office i.e. Monday-Friday; 10.00am-3.00pm (*excluding holidays*) and collect the admission form by paying ₹100 (Rupees One Hundred Only) in cash.

*Or*

## **B2. By Postal Service-**

Applicant is required to send a demand draft with the payment of ₹200/- (Rupees Two hundred only) along with one self-addressed A4-size envelope to The Admission Officer, William Carey University, Nongmensong, Umkdait, Shillong – 793019, Meghalaya.

*DD Details-*

*In favor of: William Carey University*

*Payable at: Shillong*

Applicant will receive the Admission form by post. The applicant is required to send the duly filled Admission form to the University at above cited address along with all necessary documents.

## **B3. Necessary Documents to be enclosed:**

- ✓ Two recent color passport size photographs.
- ✓ Self-attested photocopy of age proof document (Matriculation admit card/ Aadhar card / driving license).
- ✓ Reserved applicant needs to attach a self-attested photocopy of caste/ tribe certificate.
- ✓ Self-attested photocopy of all educational mark sheets and certificates from matriculation onwards.

## **C. ADMISSION PROCEDURE:**

- Based on the application received by the University either online or offline mode, the University will intimate the selected Applicant by email or telephone.
- Applicant is advised to complete the admission procedure within 10 days after receiving of the admission confirmation e-mail.
- For the payment of the admission fee cum 1<sup>st</sup> semester fee instalment facility is available i.e., student can pay the semester fee in 2 equal instalments.
- If an applicant fails to complete the admission procedure by the prescribed date, his/ her admission will be automatically cancelled.
- Admission of an applicant may be cancelled at any time, if any information furnished by the applicant at the time of admission is found to be incorrect or and the applicant has concealed information(s).
- If any Applicant desires to change the course/ subject after the admission, they have to apply within 10 days from the date of admission and need to pay ₹200 (Rupees Two hundred only) for documentation.

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## Summary for Admission Guidelines 2021-22

