



CSVТУ-BHILAI

USER MANUAL FOR STUDENTS ONLINE ENROLLMENT APPLICATION FORM 2016

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Contents

1. Introduction	3
2. Enrollment Application Process	3
3. Steps for filling Online Enrollment Application Form	3
• <i>Tab 1 – Personal Details</i>	5
• <i>Tab 2 – Qualification Details</i>	5
• <i>Tab 3 – Documents checklist</i>	5
• <i>Tab 4 – Declaration</i>	5
4. Submission of the Printed online Enrollment Form by the students.....	5
5. Submission of the application form to CSVTU by the institution	5

1. Introduction

The iON eForms solution has provided the required online tools for new Students Online Enrollment at Chhattisgarh Swami Vivekanand Technical University (CSVTU). This User manual has been written to help the students to understand and use the online Enrollment Application form webpage of CSVTU.

As a pre-requisite the following information and documents to be kept readily available by the students before filling the online enrollment form:

- DTE Application Id
- Date of Birth (DoB)
- Scanned Coloured photograph (Max. size 80 KB)
- Scanned Signature (Max. size 50 KB)
- Scanned copy of High School Degree Certificate

2. Enrollment Application Process

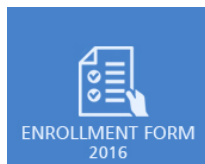
The Enrollment Application Registration is consisting of the following 3 step by step processes:

- A. Filling of online enrollment application form by the Students.
- B. Submission of the printed Application form by the student to the institution where he/she is admitted with all the necessary documents as per the checklist.
- C. Review and submission of the printed application form with relevant documents to CSVTU by the institution.

3. Steps for filling Online Enrollment Application Form

You can submit the Online Enrollment Application Form in the following steps:

STEP- I: Open the website of **CSVTU** (<http://www.csvtu.ac.in/ew/>).



STEP- II: Click on Enrollment Form 2016 link

STEP- III: The Enrolment form will be displayed.

Select your course type whether it is Full Time or Part Time.

If the Course Type is Full Time then Input your DTE Application No and Date of Birth and click on the Validate button. Once validated then click on the I Agree checkbox and proceed.

If the Course Type is Part Time then click on the I Agree checkbox and proceed.

Instructions Page

STEP- IV : The online enrollment form will be displayed. Some of the information like your Application Id, Name, Father Name, DoB will be auto filled from the DTE data for Full Time students.

Enrolment Online Application Form

NOTE: This symbol * indicating the fields are mandatory. Hence, they must be filled.

- **Tab 1 – Personal Details**

Fill all the valid information in Personal Tab and click on next button.

- **Tab 2 – Qualification Details**

Fill all the valid information in Qualification Tab and click on next button

- **Tab 3 – Documents checklist**

Verify the document checklist Tab and click on next button.

- **Tab 4 – Declaration**

Complete the Declaration section after going through the declaration text and then click on the “I Agree” check box. If required you can go for Preview.

If all the details look correct then click on the SUBMIT button. The application no. will be generated with successful Message.

Please Note down the Application No. for future reference.

Take the print out of the submitted application form as it is required to be submitted to the college.

The submitted application form in the PDF format will also be sent to the e-Mail id provided by the student in the application form.

4. Submission of the Printed Online Enrollment Form by the students

Once the online enrollment application form is submitted, the student needs to take a print out of the same and submit it with all the required documents as mentioned in the checklist to the institution where he/she is admitted within the timeline published by the university.

5. Submission of the application forms to CSVTU by the institution

Once the printed enrollment application form is submitted by the students in the institution, the institution will review, approve/reject the same on the online system and then the institution will submit all the enrollment forms with relevant documents to CSVTU as per the timelines published by the university.

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