

# User Guide for Candidates

Online Counselling & Admission Portal  
Session 2026–27

- Admissions to the Aligarh Muslim University are being made through the Online Counselling /Admission portal for admissions (<https://counselling.amuonline.ac.in>).
- All the eligible candidates whose roll number figure in the **Select/Chance Memo/Special Category Lists** are required to register online **as per notified schedule of the concerned course** on the Online portal for Counselling and Admission from places of their convenience using a Laptop/Desktop.
- **Candidates who do not complete all the steps leading to completion of admission as detailed below for the course concerned as per notified schedule will be treated as candidates who are not interested in taking admission in the concern course of study. Hence they will not be considered for counselling/admission to the concern course and their allotted seat, if any, will be cancelled.**
- The candidate failed to report in any round of counselling may participate in subsequent rounds of counselling as per notified counselling schedule.
  - I. Registration
  - II. Login
  - III. (A) Exercising of Choices and its locking (wherever required)  
(B) Document Upload (Scanned/Photo, both sides)  
(C) Submission of uploaded documents.
  - IV. Re-submission of documents (if required) as per verifier(s) report.
  - V. Payment of requisite Admission Fee, if offered admission.
  - VI. Providing data for ID card.
- Counselling for every course has journey bar showing your exact progress as under:

**Filling up of choices (wherever applicable) → Documents upload → Verify of submitted documents (resubmission, if required) → Payment of requisite fee → filling up data for ID Card → generation of Admission Card.**

The candidate has to save the choices first followed by upload of documents, and finally do the document submission. The color coding for the journey bar is as follows:

- **Green** — step completed
- **Red** — your current action
- **Grey** — upcoming

Detailed procedure for the same is described below:

## 1. Registration & Login

### (A) Registration (first-time users)

All short-listed candidates (i.e. who figure in the Select/Chance Memo/Special category Lists of the concerned course) are required to visit the AMU Online portal for Counselling and Admission and click on “**New Student? Register here**” button. No separate registration is required if the candidate is selected in more than one course. Registration is a quick 3-step process shown by the progress bar at the top:

**Verification of Roll, Application and date of Birth → OTP Generation → Account Creation.**

The following are the three steps for completing the registration process:

1. **Verification of data:** enter your **Roll Number, Form Number** and **Date of Birth**, then click **Verify Candidature**. The portal itself will verify the candidature.
2. **OTP Generation:** verify your **email and mobile** with the one-time passwords (OTPs) sent on the provided email and phone number.
3. **Account Creation:** set a **password**. Your registration is complete and you can now log in.

The screenshot displays the 'Student Registration' page on the AMU Counselling Portal. At the top, a progress bar shows three steps: 1. Verify (highlighted in red), 2. OTP (grey), and 3. Account (grey). Below the progress bar is the 'Verify Your Identity' section, which prompts the user to 'Enter your details to find your candidature'. The form includes three input fields: 'Roll Number' (with a '#' icon), 'Form Number' (with a document icon), and 'Date of Birth' (with a calendar icon and a 'dd----yyyy' placeholder). A red 'Verify Candidature' button is positioned below the form. At the bottom of the page, there is a 'Back to sign in' link and a copyright notice for 2026 Aligarh Muslim University.

## (B) Log in

Once registered, candidate may log in using the registered **email and password**. In case of not remembering the password, one may use **Forgot Password** to get a OTP on his/her registered email to create a new password.

### Note:

- Candidate should remember his/her password to proceed further for the process of login, choice filling (wherever required) and its locking, document uploads and its submission and completion of admission, if offered. This password or changed password (if any carried out by the candidate) must be remembered till the completion of admission process. The University will not be responsible for any consequences arising out of forgotten password/misuse of password.
- Candidate whose roll number does not figure in the Select/Chance Memo/Special Category Lists of the concerned course is not permitted to Register for the course concerned.
- Candidate whose name figures in the Select/Chance Memo/Special Category Lists of more than one course of study are allowed not to Register separately for each course of study. Such candidates should Login through their already Registered account for all courses of study where they have been short-listed for counselling/admission. However, separate counselling is to be done for each course using the same registration account.
- In case of any problem/difficulty while registration, one may click technical support to register his/her complaint by filling up necessary fields.

## 2. View of Counselling Dashboard

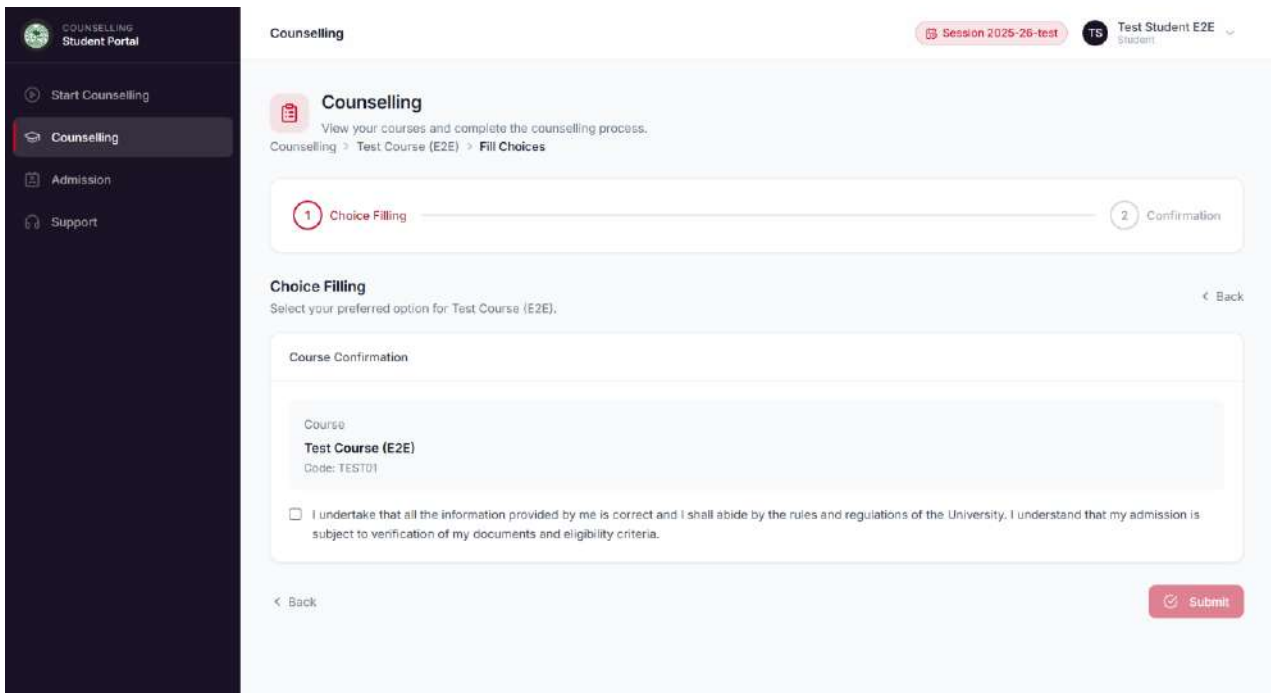
Select the **Counselling** option from the left-hand menu, as shown below. All courses in which the candidate's roll number is included will be listed here. Each course will have a separate timeline displaying the admission-related steps to be completed.

In single branch/subject/school/center choice course, upon clicking proceed button, the portal will navigate for uploading of required documents. However, courses with multiple branch/subject/school/center, the candidate has to first rank the preferences branch/subject/school/center as per his/her choices. (the top most indicating the first choice and the bottom last indicating the last preference)

The screenshot displays the 'Counselling' dashboard of the AMU Online Counselling & Admission Student Portal. The left-hand menu includes 'Start Counselling', 'Counselling', 'Admission', and 'Support'. The main content area shows the 'Counselling' section with two course cards: 'Test Course (EZE)' and 'Test Multiple Course (EZE)'. Both courses are in a 'SUBMISSION PENDING' state. The 'Test Course (EZE)' card shows a progress timeline with steps: Selection (1), Documents (2), Verify (3), Payment (4), ID Card (5), and Admit (6). Below the timeline, it says 'NOW - SELECTION' and 'Confirm your selection to proceed..'. The 'Test Multiple Course (EZE)' card shows a similar progress timeline with steps: Choices (1), Documents (2), Verify (3), Payment (4), ID Card (5), and Admit (6). Below the timeline, it says 'NOW - CHOICES' and 'Pick and rank your course choices in order of preferences..'. Both cards have a 'Proceed' button.

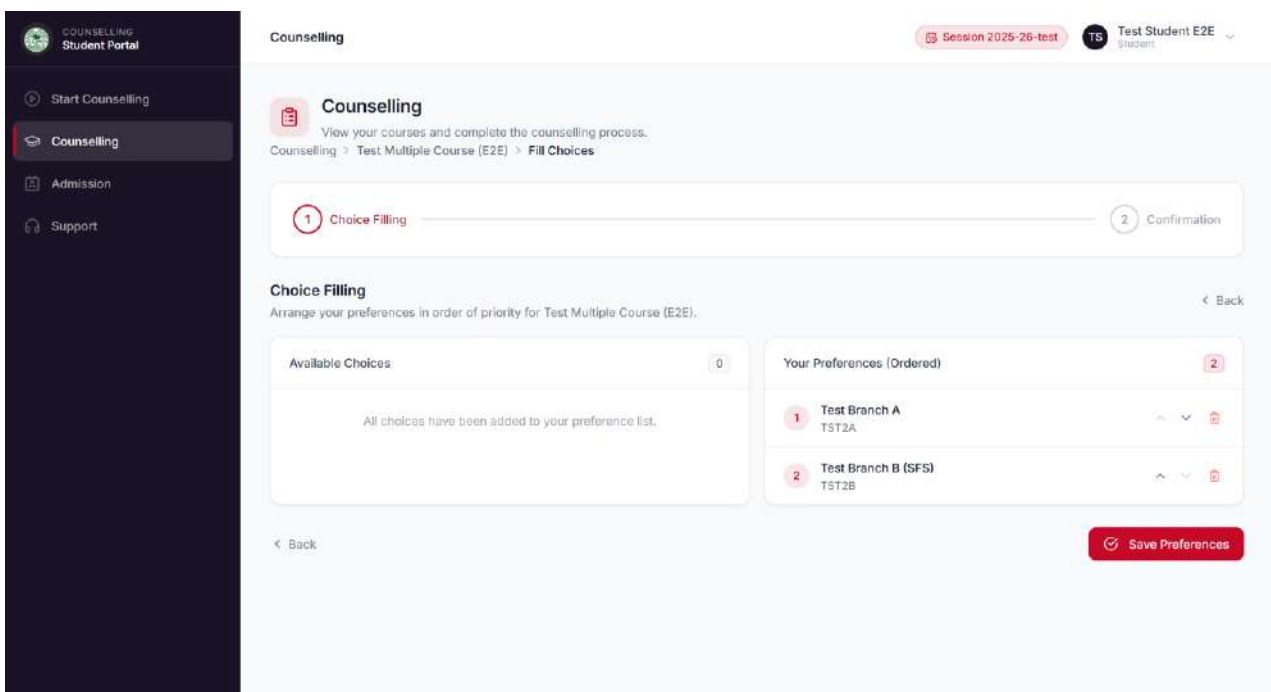
### 3. Filling & Submission of Choices

(A) For a course without multiple branch/subject/school/center choices, confirm the course, tick the **undertaking**, and click **Submit**.

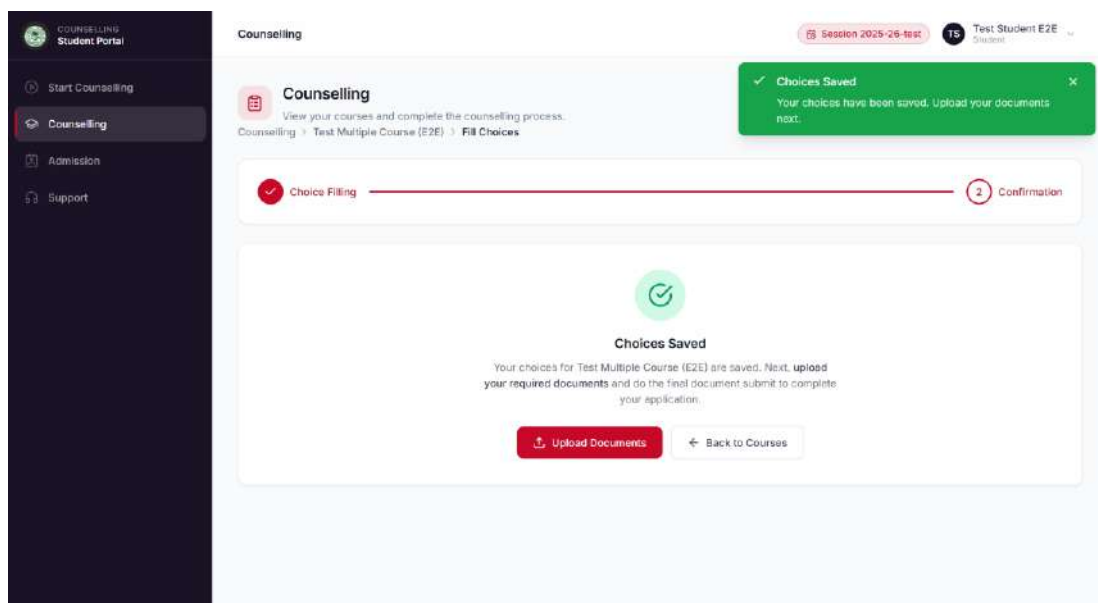


(B) For multiple branch/subject/school/center choice-based courses, the candidate has to add the branch/subject/school/center choices from available **branch/subject/school/center choices** using **+ Add button**. Upon adding the preferred branch/subject/school/center are moved in the preference box, the candidate may drag or may use up/down arrows to rank his/her choices. Any branch/subject/school/center inadvertently added may be removed from the box using bin icon.

*Note: Candidates should select only those branch/subject/school/center options in which they are interested in seeking admission.*

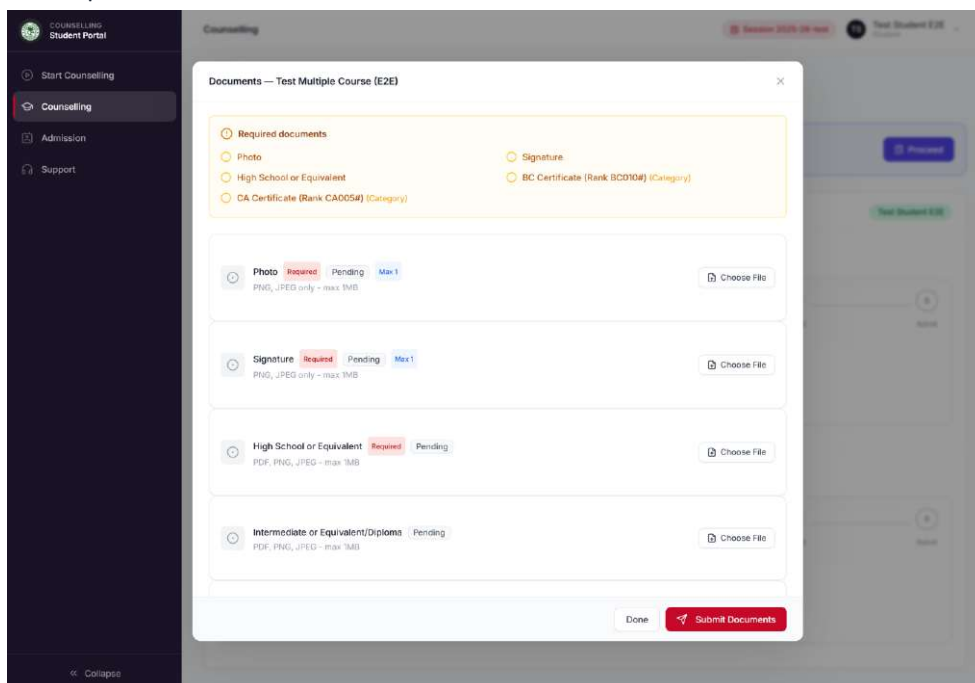


(C) Once order of preference of branch/subject/school/center is finalized, the **Preferences** (branch/subject/school/center) are to be locked using save preferences. The pop-up message will confirm the locking of preferences. The portal will navigate to the next step of document uploading.



## 4. Uploading Documents

(A) After successful locking of choices (wherever required), the candidate is required to upload the required documents. The candidate has to select the course from the drop down for which he/she is uploading the documents. Documents are to be uploaded separately for each course within the stipulated duration as mentioned in the counselling schedule. Mandatorily the candidate has to upload color scanned copies of his/her photograph, signature and High School or equivalent mark sheet (both front and back sides), special category documents as per admission guide (if selection is under any category). However, for VI and IX class admission instead of high school, result of the previous class passed is to be uploaded. For counselling of Class-1, instead of high school, date of Birth certificate issued by competent authority (as per admission guide) is required. The permissible file formats and the size of each document is visible before the required box.



(B) Further Candidate is MANDATORILY required to also Upload the following color scanned copies (both sides, if back side is not blank) of his/her documents as given below.

- Mark sheet of all examinations passed up to the Qualifying Examination for the concerned course of study.
- Mark sheet(s) (all semesters/parts/transcript) of Qualifying Examination for the concerned course of study.
- Special Category Certificates, if applicable.

Explanation:

- A candidate short-listed for a Post-Graduate (PG) level course like MBA will be required to submit all mark sheets up to Graduation (i.e. X, XII or equivalent & Graduation). Similarly, a candidate short-listed for a Under-Graduate (UG) level course like B.A. will be required to submit all mark sheets up to Class XII (i.e. X & XII).
- A Candidate who has been short-listed for counselling/admission to a course of study under Special Category as claimed by him/her will have to upload relevant documents justifying his claim in the concerned category, failing which he/she will not be considered for admission under the Special Category concerned.

(C) Candidate may also Upload the following color scanned copies (both sides) of his/her documents as given below using the “others” field.

- Migration Certificate
- Mark sheets of other examinations passed, if any.
- No-objection Certificate/Leave Sanction Order, if applicable.
- Any other relevant Document (e.g. GATE Certificate for admission to M.Tech. Programme)

(D) To upload a document, the procedure is as follows:

Step 1: to upload photo and signature, clicking on “choose file” and browse for the location where these file are saved.



The screenshot shows two upload fields. The first field is for a 'Photo', which is 'Required' and 'Pending', with a 'Max 1' limit. It specifies 'PNG, JPEG only - max 1MB' and has a 'Choose File' button. The second field is for a 'Signature', also 'Required' and 'Pending', with a 'Max 1' limit, and the same file format and size restrictions, with a 'Choose File' button.

Step 2: for uploading rest of the documents, the candidate has to specify the name of the document to be uploaded (e.g. Marksheet-1<sup>st</sup> Semester/Front/Back page etc.). Multiple uploads are possible for all other fields except photo and signature.



The screenshot shows a document upload field for 'High School or Equivalent', which is 'Required' and 'Pending'. It specifies 'PDF, PNG, JPEG - max 1MB'. A file named 'WhatsApp Image 2...' (66.8 KB) has been uploaded. To the right, there is an 'Upload' button. Below the file name, there is a text input field labeled 'Name of the document \*' containing the text 'High School front scan'.

Step 3: One may use the “Delete” Button if the candidate desires to delete any uploaded file. Once uploaded, recheck the uploaded file by clicking on the thumbnail or by clicking the view button provided against the uploaded file.



The screenshot shows a list of uploaded documents. The first document is 'High School or Equivalent (2)', which is 'Required' and 'Uploaded'. It has an 'Add Another' button. Below it, two individual document entries are shown: 'High School front scan' and 'high school back scan', both uploaded on '06 Jun 2025, 12:53 pm'. Each entry has a thumbnail, a 'View' button, and a 'Delete' button.

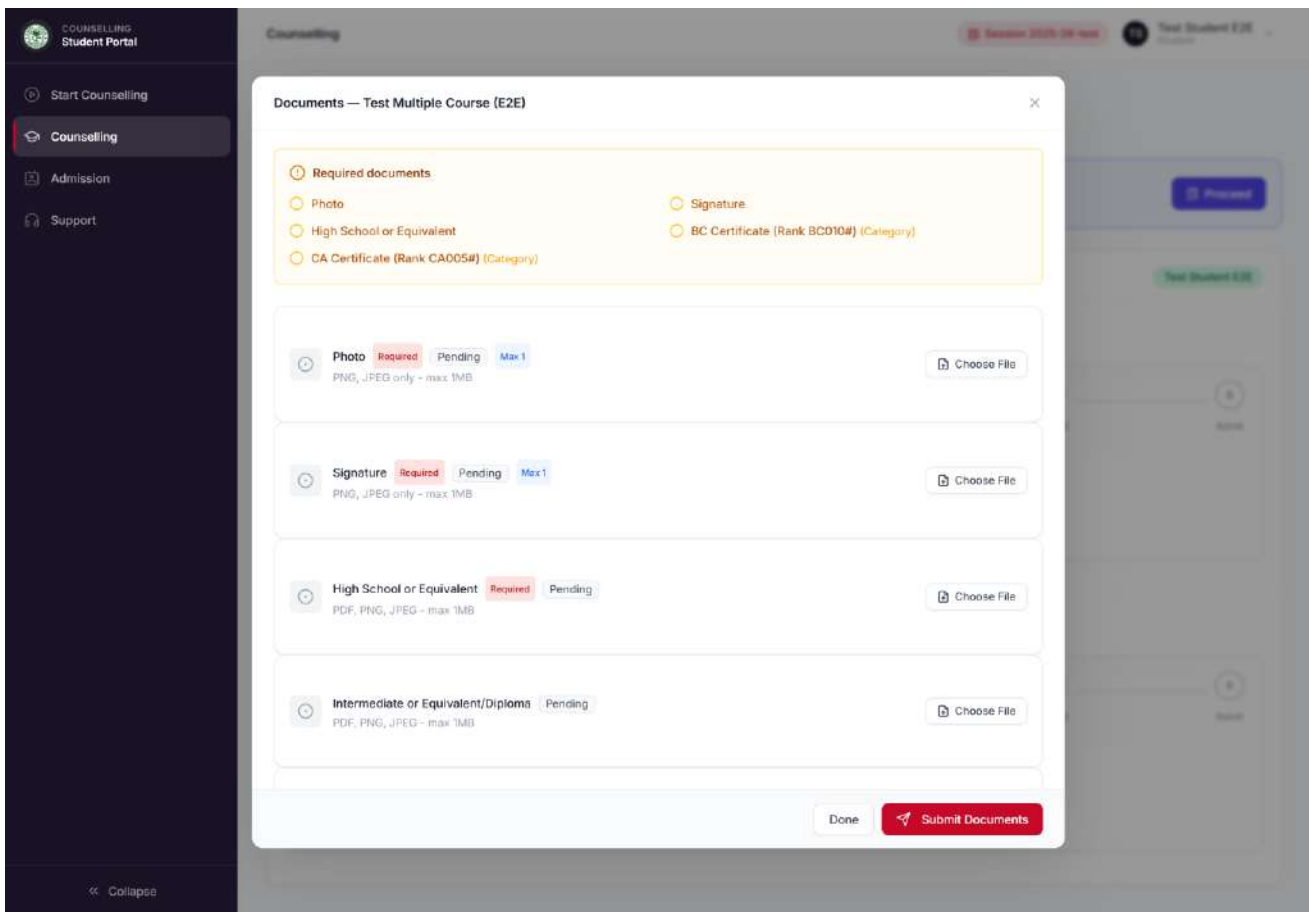
Step 4: Once a document is uploaded, a thumbnail and the counter will depict the number of documents uploaded under field.

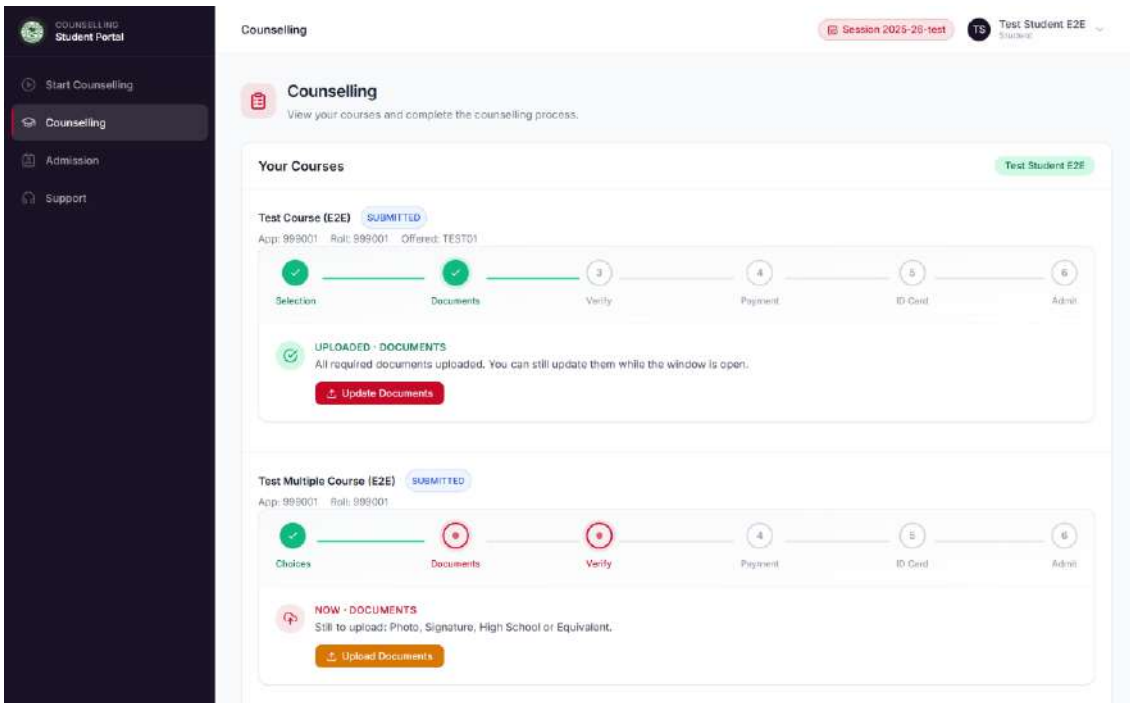


Step 5: Repeat the above steps to upload all the relevant documents. The progress bar will indicate the total number of documents uploaded.

*Note: In document uploads, multiple documents under single field may be uploaded. However, in case of photograph and signature only one each is allowed. (e.g. mark sheets of all semesters/year of graduation may be uploaded one after the other under Graduation tab and may be named as MS1, MS2, MS3, MS4 etc.)*

(E) Once all the mandatory documents are uploaded, the **Documents** step turns **green** and reads **“Uploaded”**. Use **Submit Documents button** (always visible at the bottom of the pop-up) to submit the documents. However, one may update any document (if required) till the registration window is open as per notified schedule.

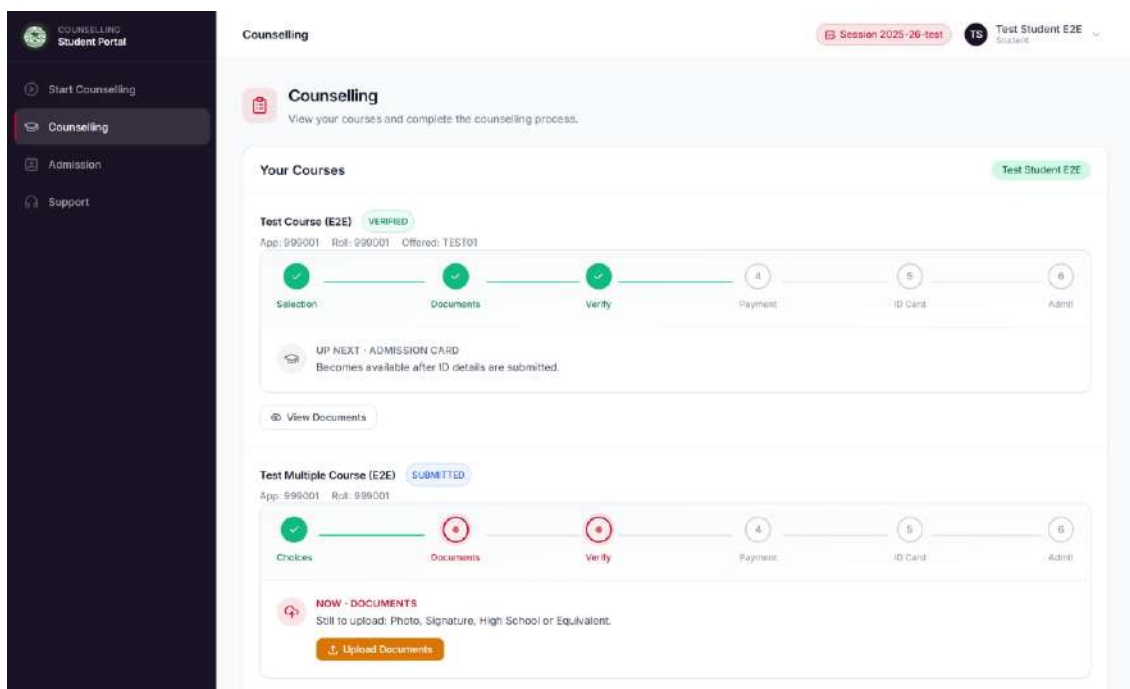




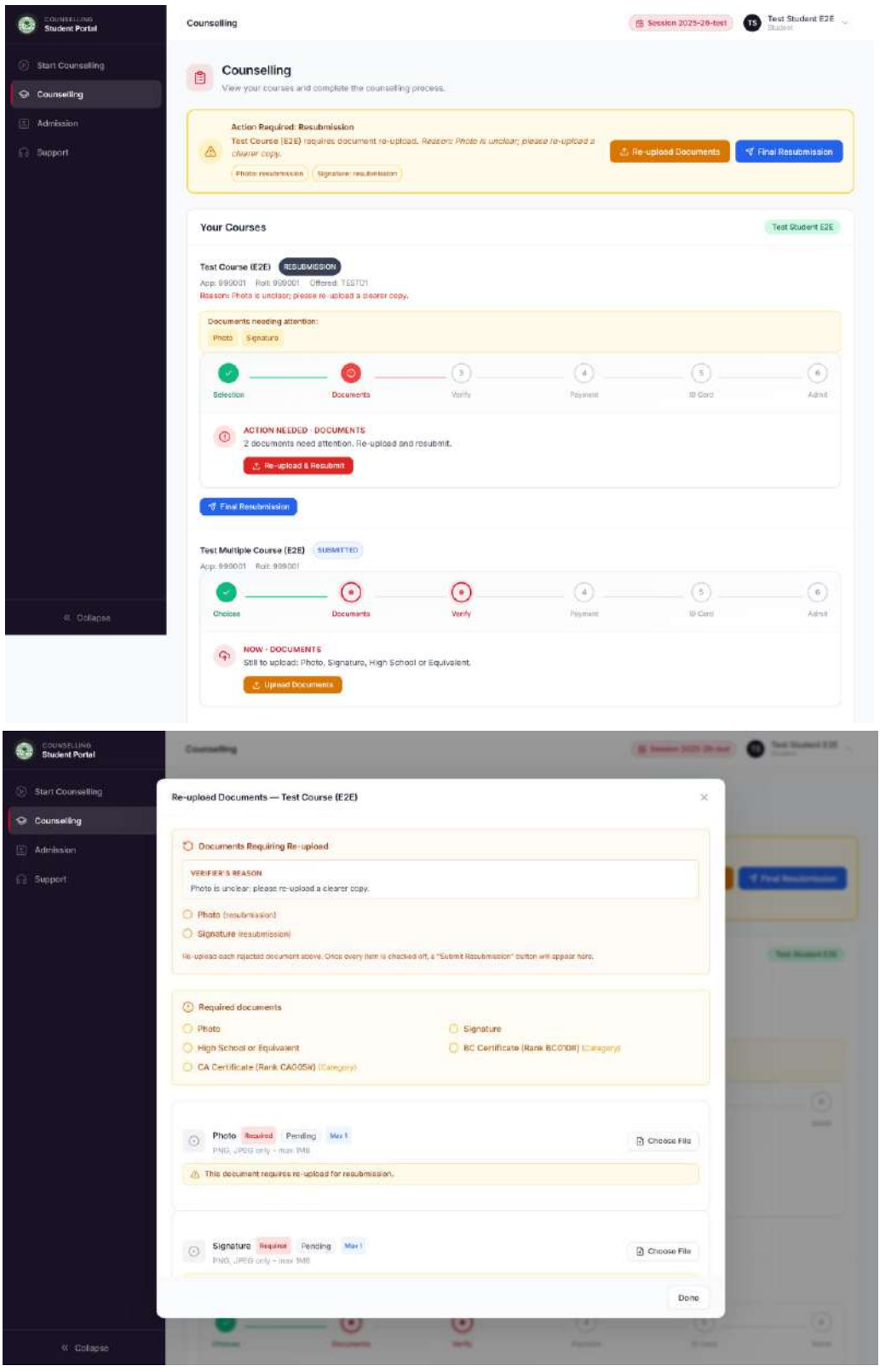
**Note:** Uploading files is not enough, one must click **Submit Documents**. If you only upload but never submit, your documents do not reach the verifier and you are treated as not interested. Once the choice-locking process (where applicable) and document submission have been completed, the candidate will receive an acknowledgement email at their registered email address. Candidates are advised to check their Junk/Spam folder as the acknowledgement email may occasionally be delivered there.

## 5. Verification of Documents

(A) The documents submitted are verified online by the Verifying Officers/Admission Coordinator. Once the verification process is completed, the **Verify** step on the timeline will turn green, indicating successful verification of the submitted documents.



(B) In the event of an adverse verification report, the candidate must re-submit the required document(s) within the stipulated time as per the notified counselling schedule. A **Resubmission** notification will be displayed on the counselling dashboard, clearly indicating the document(s) that need to be re-uploaded along with the specific discrepancy(ies) identified by the verification team. In such cases, the **Documents** step on the timeline will turn red and a **Re-Upload Documents** action will become available.

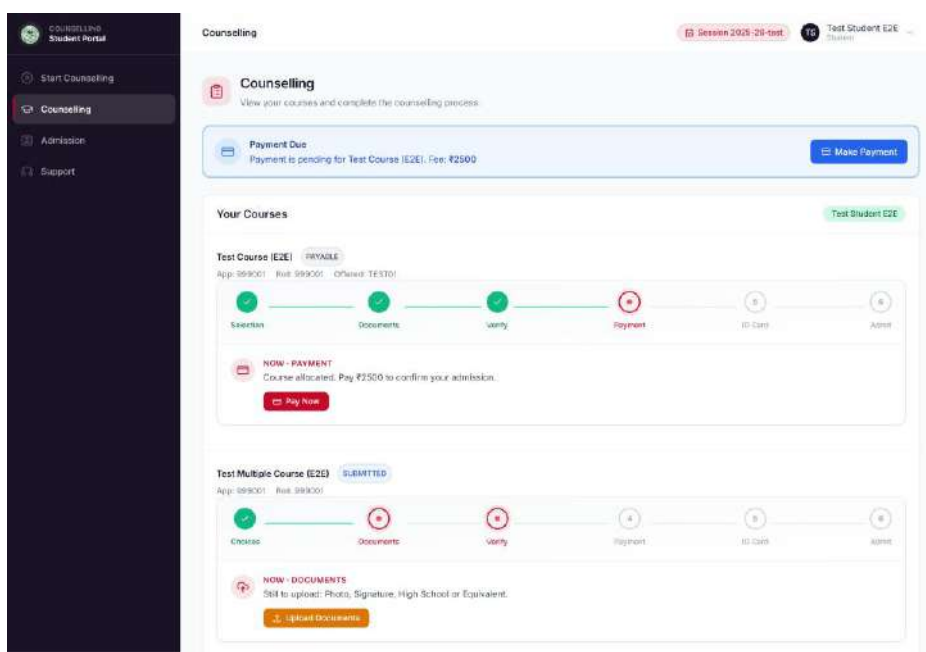


(C) Upon clicking the **Re-Upload Documents** button, a pop-up highlights the **Documents Requiring Re-upload** with specific reason. The candidate has to re-upload the documents again against every raised objection. Once required documents are re-uploaded, click **Final Resubmission** button to send it back for re-scrutiny.

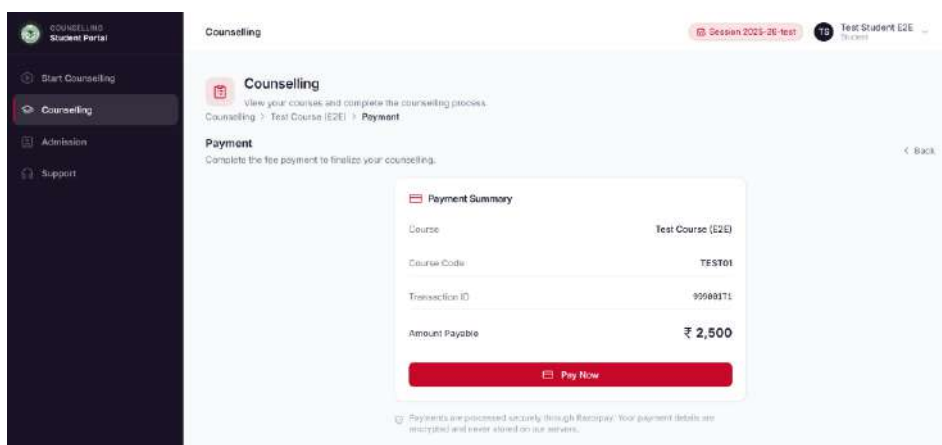
Note: In case any document requires resubmission, the candidate will be provided an opportunity to resubmit the document in subsequent rounds of counselling during the designated resubmission window. For example, if a candidate participates in the first round of counselling but is unable to submit the final-year mark sheet of the qualifying examination due to its non-availability, the document may be resubmitted in any subsequent round of counselling during the resubmission window, as per the notified schedule.

## 6. Offer of Admission & Payment of Fee

(A) Based on your rank, category and filled choices **provisionally the candidate is allotted a seat in a course**. To **confirm/secure** the admission the requisite **Admission Fee is to be paid**. The journey/progress bar moves to the **Payment** step and shows **Pay Now** with the amount due for the respective course.



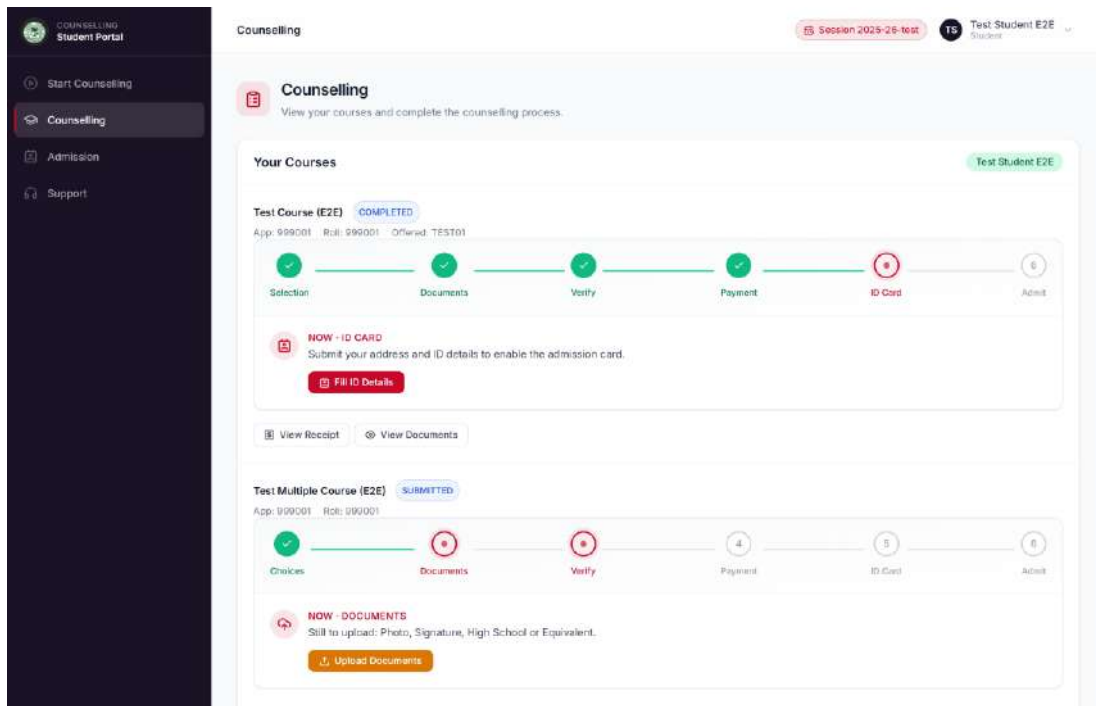
(B) Clicking **Pay Now** opens the **Payment Summary** of the aforesaid course along with transaction ID and amount payable. The final **Pay Now** button will navigate to the secure **payment** gateway, where one can pay by using UPI, card or net-banking.



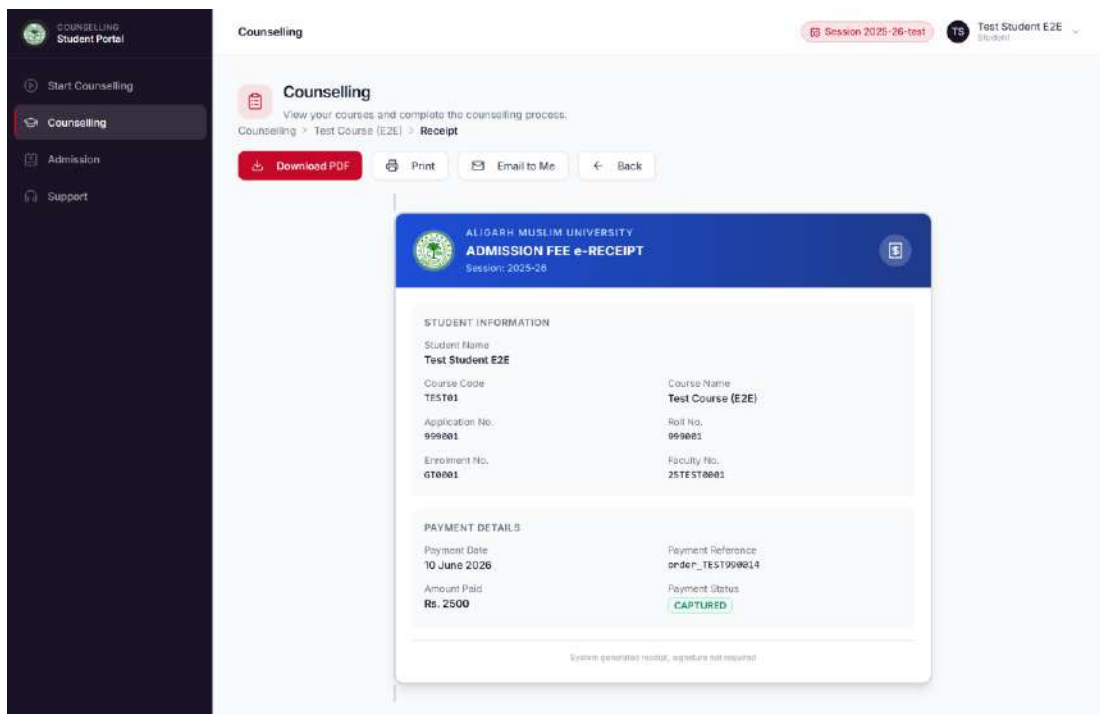
**Note:** A candidate who does not pay the Admission Fee within the specified period is treated as not interested, and the allotted seat stands **CANCELLED**. Such candidate will not be considered for admission in any subsequent round of counselling for that course.  
Any fee already paid is automatically **adjusted** if you are later allotted a different course/choice/branch/center/school.

## 7. Generation of Fee Receipt, Identity & Admission Cards

(A) Once payment is successful, the course shows status as **completed tag**; **View Receipt** and **View Documents** are always available on the candidate’s dashboard, and the journey/progress bar moves to the **ID Card** step.



(B) Click View Receipt to see your official Admission Fee e-Receipt with enrolment number, faculty number, payment reference number and amount. Use Download PDF, Print, or “Email to Me” to keep a copy.



(C) Click to fill ID Details and complete the form — anti-ragging reference number, blood group, parents' details, category, parent education & employment, permanent address and (optionally) local guardian details. Click “Submit Details”.

**Counseling**

View your courses and complete the counselling process.  
 Counseling > Test Course (226) > Address Details

**ID Card - Address & Personal Details**

Fill in all required details to generate your admission ID card.

Test Course (226) TEST01

**Anti-Ragging Declaration**

**Important Notice**  
 Every candidate student is required to complete the Anti-Ragging Proforma available at [www.amuflagging.in](http://www.amuflagging.in). Please fill the form on the website and enter the generated reference number below.

Anti-Ragging Reference No. \*  
 Enter reference number from anti-ragging.in  
 Visit [www.amuflagging.in](http://www.amuflagging.in) fill the form and enter the generated reference number here.

**Personal Details**

Blood Group \*  
 Select blood group

Parent's Mobile No. \*  
 10 digit mobile number

Father's Name \*  
 Enter father's name

Mother's Name \*  
 Enter mother's name

Date of Birth \*  
 01-Jan-2000

Religion \*  
 Select religion

Marital Status \*  
 Select marital status

**Disability & Quota**

Are you a PwD Candidate? \*  
 Select

Quota for Sports Quota \*  
 Select

Claim for NCC Quota \*  
 Select

**Category**

Category \*  
 Select category

**Parent Education & Employment**

**Father**

Father Qualification  
 Select qualification

Father Occupation  
 Select occupation

Is Father AMU Employee?  
 Select

**Mother**

Mother Qualification  
 Select qualification

Mother Occupation  
 Select occupation

Is Mother AMU Employee?  
 Select

**Address**

Permanent Address \*  
 Enter permanent address

Annual Family Income (INR) \*  
 Enter annual family income

Residence Type  
 Select residence type

Country  
 Select country

Nationality  
 Select nationality

**Local Guardian Details (Optional)**

Guardian Name  
 Enter guardian name

Guardian Mobile No.  
 10 digit mobile number

Guardian Email  
 Enter guardian email

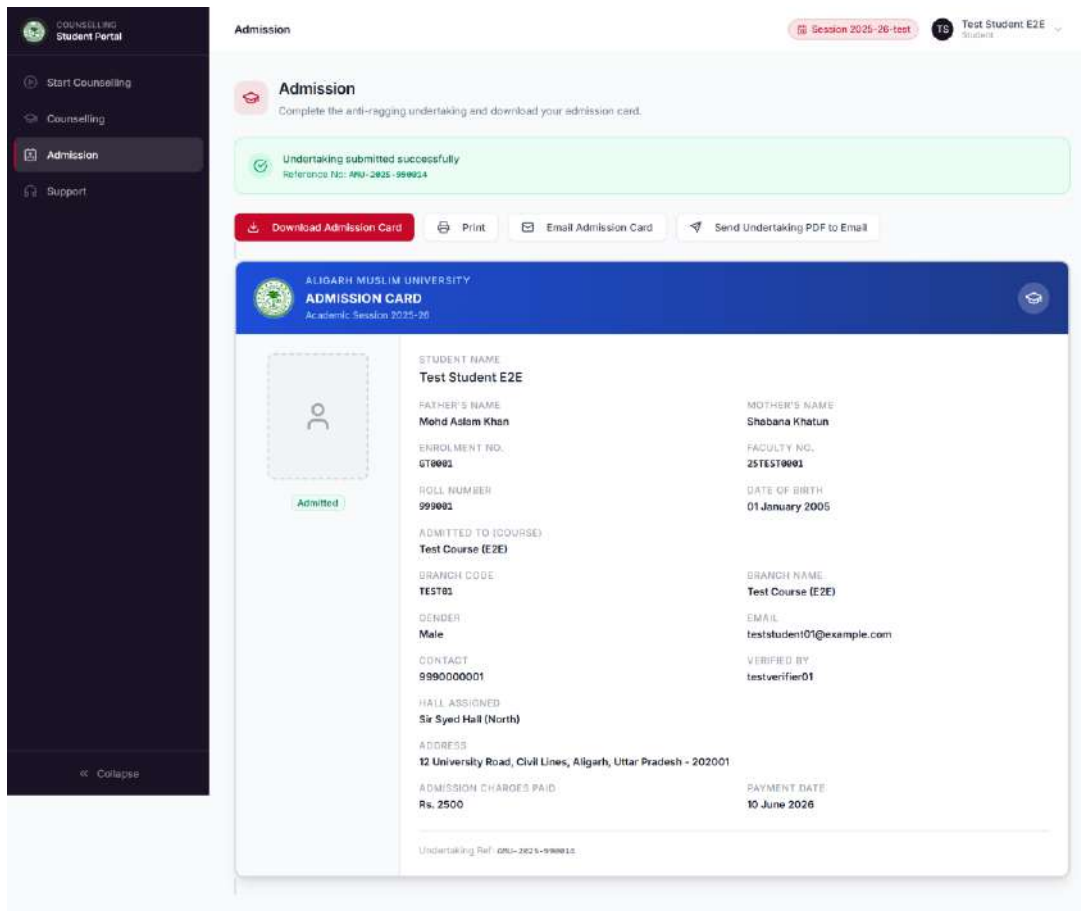
Guardian Annual Family Income  
 Enter annual income

Guardian Address  
 Enter guardian address

Guardian Pin Code  
 6 digit pin code

Cancel Submit Details

(D) Admission Card: Open the Admission tab. First complete the one-time Anti-Ragging Undertaking (UGC Regulations, 2009 available on [https://www.antiragging.in/affidavit\\_affiliated\\_form.php](https://www.antiragging.in/affidavit_affiliated_form.php)); once submitted you see a green confirmation with a reference number. Your Admission Card then shows all your admission details and can be downloaded, printed or e-mailed. If you update any information later, download a fresh card.



## 8. Subsequent Rounds & Seat Upgradation

- (A) Candidate admitted (after payment of requisite fee) in a **lower preference** may be automatically upgraded to higher preferences (in order of preferences/choices/school/subject as locked by the candidate) in subsequent rounds of counselling.
- (B) If upgraded to a course/branch/school/center with higher fee, the **difference in fee** becomes payable; the already allotted **enrolment number is retained** and a new faculty number is issued for the new course/branch/subject/school/center.
- (C) The previous admission automatically stands cancelled and any fee paid is adjusted towards the upgraded course/branch/school/center.

## 9. Cancellation of Admission

Admitted candidate may request cancellation by logging in and using the **Cancellation** option provided against the concerned course. Any refund (if permissible) is governed by the rules in the Guide to Admissions. Once cancelled, no request for reinstatement of the admission will be entertained.

**Physical Reporting:** All provisionally admitted candidates must report physically with the **originals** of every uploaded document as per the schedule notified. Failure to report, or production of tampered / forged documents, results in cancellation of admission.

**For any difficulty, use the Support option in the portal or contact the University Helpdesk.**