

Before filling a **University Examination Form**, it's important to carefully follow standard guidelines to avoid rejection or errors. Here's a clear checklist:

1. Read Official Notification

- Go through the university circular/notice completely
- Note:
 - Last date (with/without late fee)
 - Eligible semesters/courses
 - Fee structure

2. Check Eligibility

- Ensure:
 - Enrollment must.
 - No pending dues (Tuition fees, library, etc.)

3. Keep Required Documents Ready (Scanned copy)

- Previous semester mark sheets
- Enrollment number
- Passport-size photograph
- Student Signature
- Aadhaar card
- 10th, 12th, Graduation Mark sheet etc.
- Jan Aadhaar Card (For Rajasthan domicile only)

4. Fill Personal Details Carefully

- Name (must match official records)
- Date of Birth
- Enrollment / Registration number
- Contact details

Even a small mismatch can cause issues in admit card or result.

5. Select Subjects/Papers Correctly

- Choose:
 - Core papers
 - Electives
 - Backlog papers (if any)

Double-check subject codes and titles from syllabus.

6. Verify Academic Details

- Semester/year
- Course name
- College/institute name
- Attempt (regular/backlog/improvement)

7. Fee Payment

- Pay correct exam fee
- Keep:
 - Receipt
 - Transaction ID / screenshot

8. Review Before Final Submit

- Re-check:
 - Spelling of name
 - Subjects selected
 - Uploaded documents

Once submitted, correction may be difficult or chargeable.

9. Track Admit Card

- Regularly check university portal
- Download admit card when released
- Verify details immediately

10. Common Mistakes to Avoid

- Missing deadline
- Wrong subject selection
- Incorrect name spelling
- Not including backlog papers
- Uploading unclear documents