Higher Education Department

Student Manual for Online Student Application - 2022
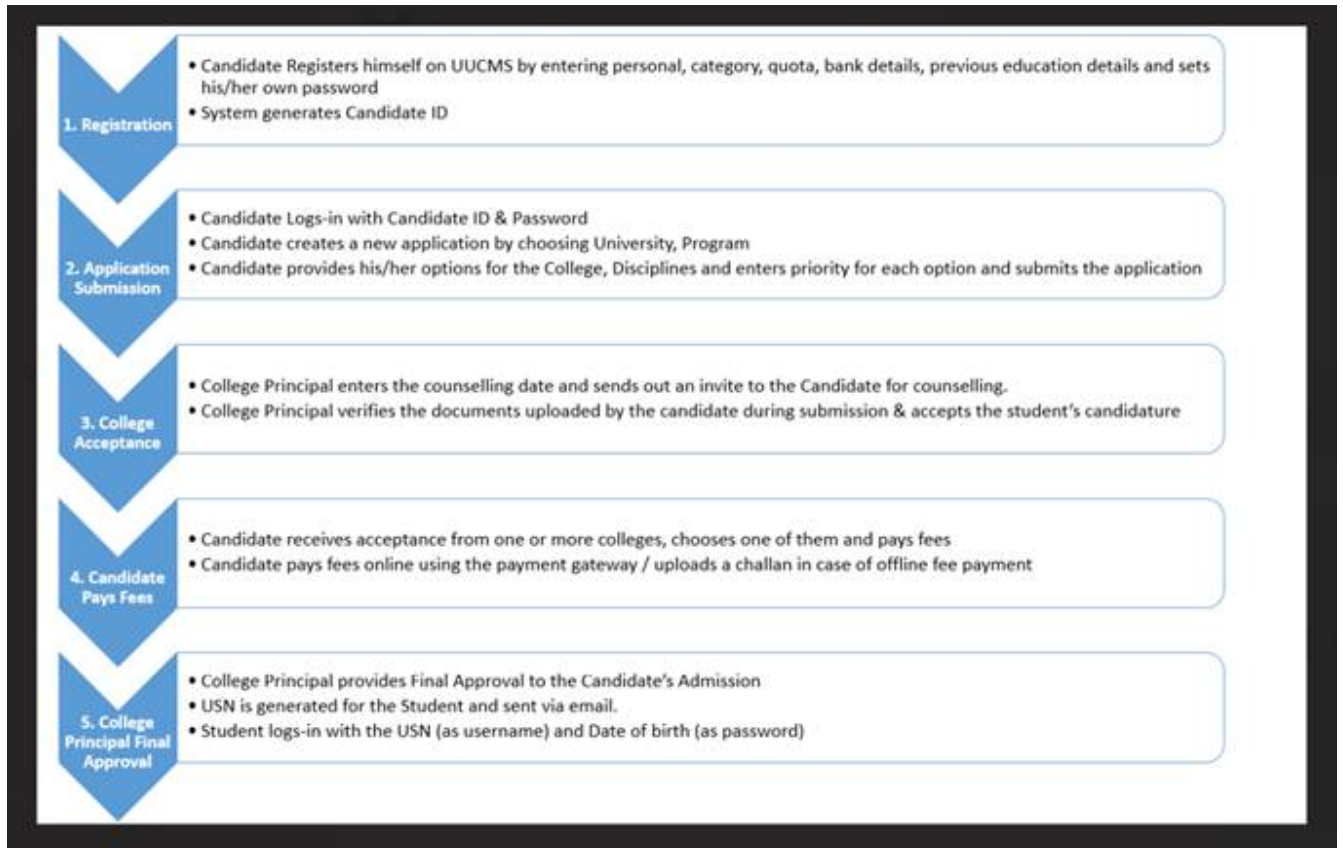
Prepared by :

HED - State Project Monitoring Unit
&
Centre for Smart Governance (CSG)

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Online Student Application flow in UUCMS

1. Registration
- Candidate Registers himself on UUCMS by entering personal, category, quota, bank details, previous education details and sets his/her own password
- System generates Candidate ID

2. Application Submission
- Candidate Logs-in with Candidate ID & Password
- Candidate creates a new application by choosing University, Program
- Candidate provides his/her options for the College, Disciplines and enters priority for each option and submits the application

3. College Acceptance
- College Principal enters the counselling date and sends out an invite to the Candidate for counselling.
- College Principal verifies the documents uploaded by the candidate during submission & accepts the student's candidature

4. Candidate Pays Fees
- Candidate receives acceptance from one or more colleges, chooses one of them and pays fees
- Candidate pays fees online using the payment gateway / uploads a challan in case of offline fee payment

5. College Principal Final Approval
- College Principal provides Final Approval to the Candidate's Admission
- USN is generated for the Student and sent via email.
- Student logs-in with the USN (as username) and Date of birth (as password)

1. Student Registration

1. Open the portal using URL - https://uucms.karnataka.gov.in

2. Recommended to use Desktop Google Chrome browser.
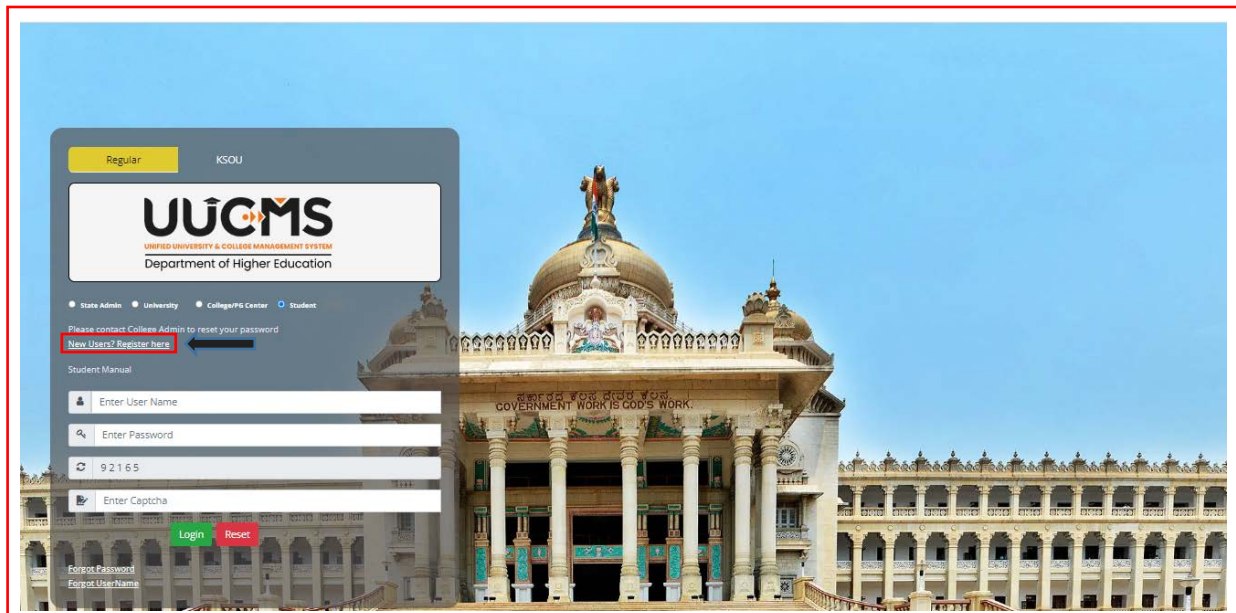
3. Click on Login

4. UUCMS Login page will be displayed.

5. Select the radio button **Student.**

6. If Candidate is a registered student enter Register No., Password and Captcha and then Login.

7. If the Candidate is new to UUCMS, then click on **New Users? Register Here.**

8. New Candidate Registration page will be displayed. Here Candidate needs to complete the below mentioned fields. He will be allowed to continue to the next menu only if the current menu is completed and saved. Each page will be having a **Captcha** to enter and then he has to click on **Save & Continue** to continue to the next menu.

- Personal Details
  - (i) Indian Resident
  - (ii) Non-Indian Resident
- Photo & Signature
- Category / Special Category
- Quota & Bank Details
- Previous Education Details

9. If the Candidate had completed PUC from **Karnataka PU Board**, then enter the **Registration Number** and **Completion Year** in the provided columns, details will be fetched automatically.

Other Board students and those who have done equivalent to PU Course can skip this option and enter the details in **Previous Education Details Menu**.

Personal Details

10. Enter Candidate's Personal Details.

(i) Indian Resident

If Candidate is an Indian Resident, enter Aadhar No. and the other details. If the Current Address is same as the Permanent Address, then tick the box given. If Current Address is different from Permanent Address, then entre the required fields. Enter the Captcha given and click on **Save & Continue.**

(ii) Non-Indian Resident

If Candidate is a Non-Indian Resident, then he has to enter his Passport No., Country Name and upload a scanned copy of Passport.

11. Enter all the required details. Columns with (*****) are compulsory. After filling, enter captcha and click on **Save & Continue**.

12. Username will be generated, the same will be sent to Candidate's mail Id and to his mobile number given for registration. The Username generated will be used for login until Candidate gets his Student Registration Number.

Click on Generate OTP. An OTP will be sent to the registered mobile number.

Candidate will be asked to enter the OTP sent to the registered mobile number.

13. Enter the OTP and click on Verify. Then type the password (set according to the rules given) and click on **Save & Continue** to the next page.

Candidate Id generated and Password set in this menu will be used as login credentials until the Candidate gets his Student Registration Number.

Photo and Signature

14. Upload Candidate's photograph and scanned signature copy in JPG, PNG or JPEG format with a size limit of below 1 MB, enter the Captcha and click on **Save & Continue.**

Category / Special Category

15. Select Candidate's Religion, Category and Caste details from the drop down list. Mention Family Income Per Annum (in Indian Rupees).

If the Candidate comes under any Reservation on caste basis, he has to enter the **RD certificate number** (Issued by AJSK) and click on **Verify** button for verification which is a mandatory. If Verified, Uploading document for the same is not compulsory.

If you possess Income Certificate, enter the document number in the provided column and click on **Verify**.

Please note once the verification is done successfully, candidate can see a pop up box saying Valid Certificate and a tick mark (✓) will appear in the place of Verify.

16. If the Candidate comes under General category, select a caste from the drop down menu.

17. Enter the Special Category details. If the Candidate comes any of the special category, he has to provide supporting document number for verification. Uploading the document is not mandatory. Verification will be done instantly when **Verify** button is pressed and Tick mark **(✓)** will appear as the successful verification.

18. Click the appropriate button, enter Captcha and click on **Save & Continue** to the next page.

Quota Details

19. Click on **Yes or No** buttons to confirm the Quota details of the Candidate.

Previous Education Details

21. In this menu, Candidate has to provide his 10th or SSLC and PUC details. PUC details will reflect here if he had already fetched data in Personal Details page. If he belongs any other Board other than Karnataka State PU Board, he has to provide details here.

Note: If the grading system is Absolute Percentage, enter Total Maximum Marks and Total Marks Obtained. Overall Percentage will be calculated automatically. If CGPA is the grading system, enter CGPA points obtained.

If the Candidate has finished his 12th or PUC in Karnataka State Board, he has to fetch the data in the first menu **Personal Details**. The same will be reflected here.

If he has taken exam through other state boards, he has to enter all the required details and upload the certificate.

22. Tick the appropriate check box, enter Captcha and then click on the **Submit** button to finish Registration process.

23. Once the Candidate submits his application, pop-up box will be displayed and shows message:

Data Saved Successfully, Please Use (Candidate ID) as Username to Login.

2. Create Application

1. Open the portal using URL - https://uucms.karnataka.gov.in. Student has to login to UUCMS portal by using his Candidate ID and Password created at the time of registration.
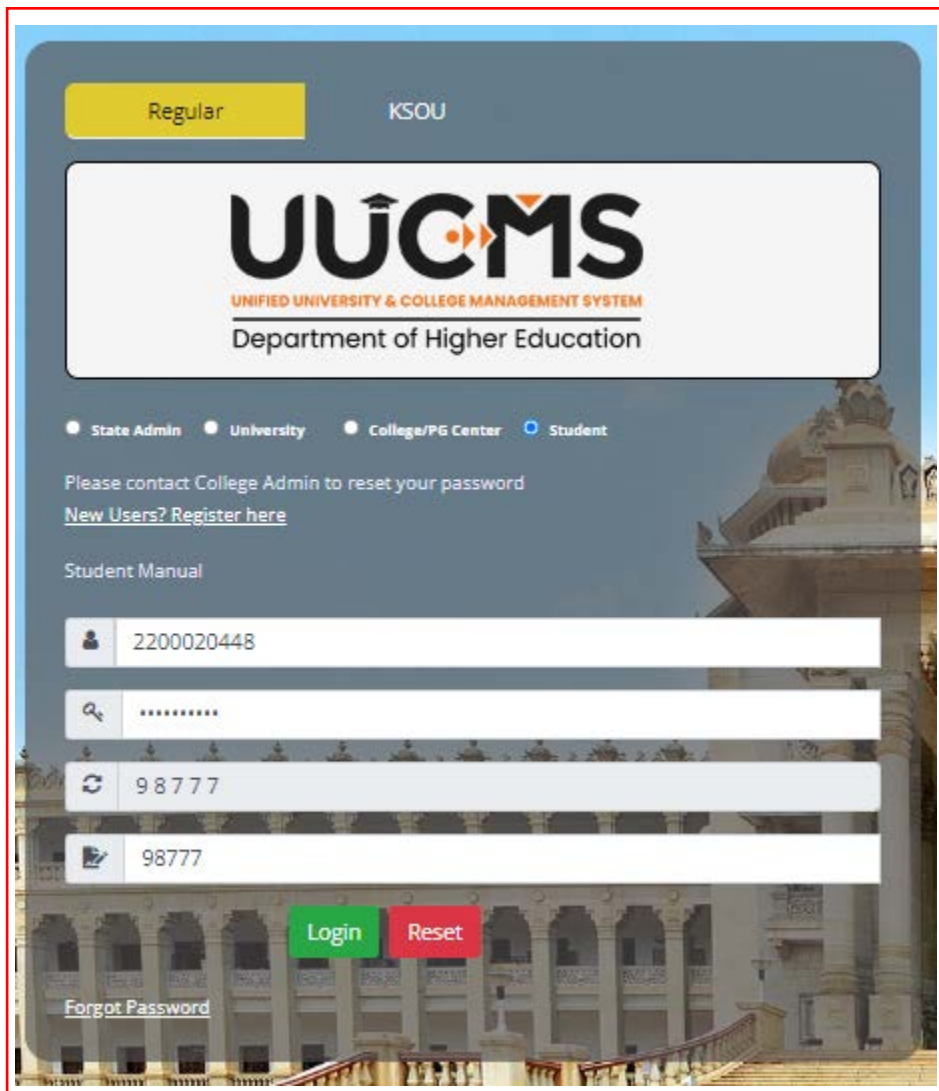
2. Once logged in UUCMS, Home Page will be displayed.
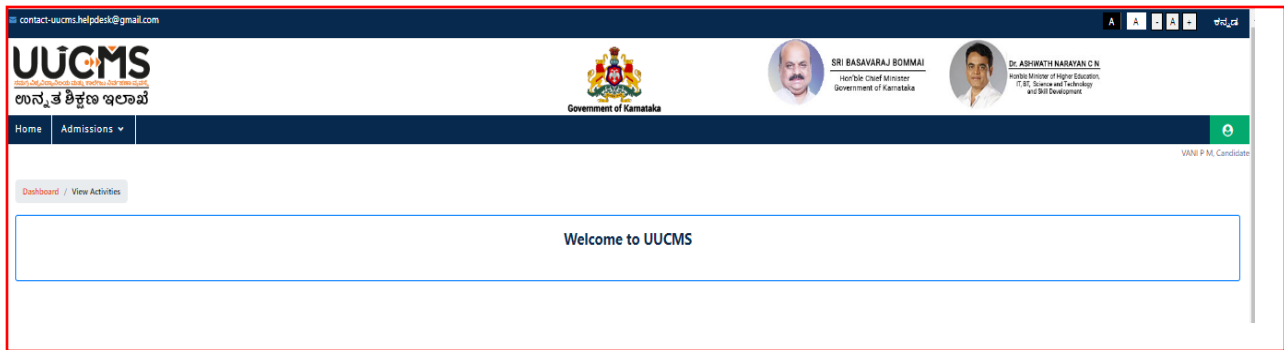
3. Student can edit his details entered at the time of registration through **Manage Profile** and save the data.
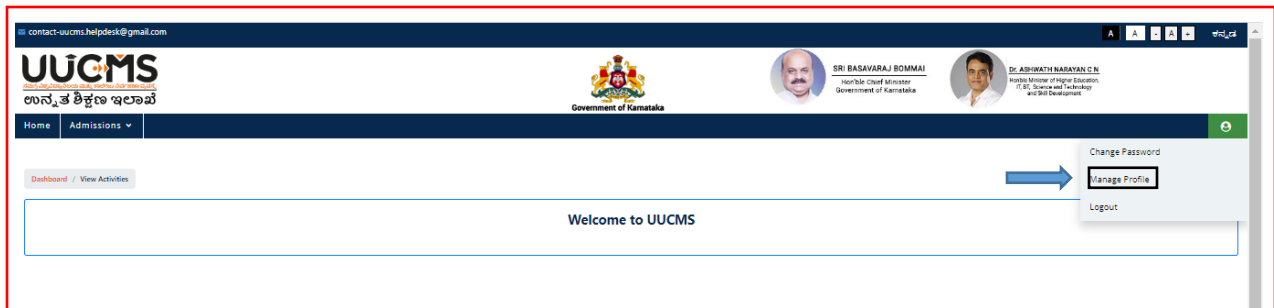
4. To apply for the desired course, student has to click on the **Admissions** Menu > **Create / View Application**. He can also view the status of his application already applied for the course.
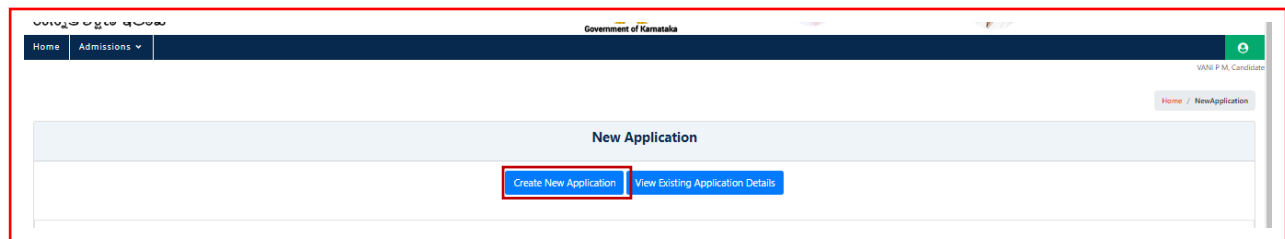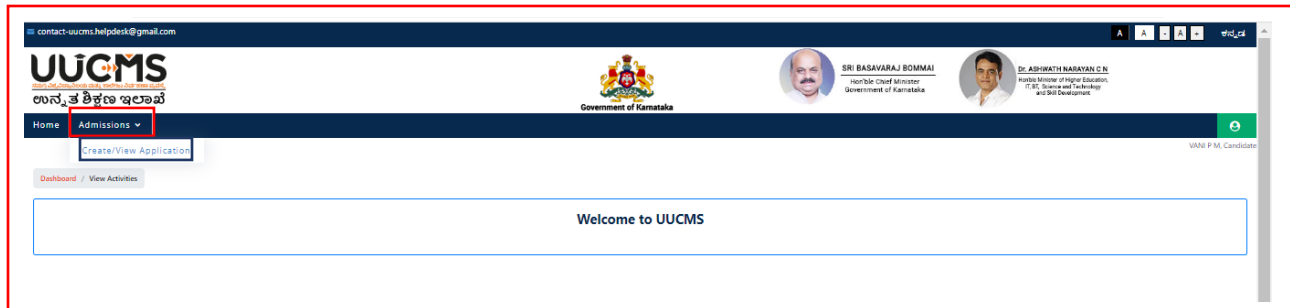
5. Select Academic Year, Program Level, University and Program Name from the drop down list and **Submit.**

Create New Application

Academic Year*:	Program Level*:	University*:
2022-23	UG	Bangalore University

Program Name*:
Bachelor of Arts

Submit

6. Student can apply from the drop down list of Colleges of selected University on priority basis along with the Disciplines and click on **Preview & Submit.**

7. Once **Preview & Submit** button clicked Candidate will be able to see his Application. Tick the check box given at the end of the application for declaration and then **Submit**.

Address:
#1, 2ND CROSS, 3RD MAIN, 5TH BLOCK, RAJAJINAGAR
State : **Karnataka**
District : **Bengaluru urban**
Taluk : **Bengaluru north**
PinCode : **560010**

Address :
#1, 2ND CROSS, 3RD MAIN, 5TH BLOCK, RAJAJINAGAR
State : **Karnataka**
District : **Bengaluru urban**
Taluk : **Bengaluru north**
PinCode : **560010**

Special Catagory

Religion : **Hindu**
Family Income Per Annum (in INR) : **200000**

Are you a Kashmiri Migrant? :

Are you claiming under Defence Personnel Quota? :

Are you Child of Freedom Fighter? :

Category: **General**
Kannada Medium? :

Are you claiming under Political Sufferer Quota? :

Are you a Person with Disability? :

Caste: **Brahmin**
Do you belong to Kalyana Karnataka? :

Are you a Rural Candidate? :

Are you a Gadinadu/Horanadu Kannadiga? :

Children of Sexually Exploited / HIV Infected /Devadasi :

Quota, Bank Details and Other Documents

Sportsperson / Athlete at the University / State / National Level? :
NSS :

LCA (Literary & Cultural Activities) :
Displaced Citizen (Nirashrutharu) :

NCC (Please Provide B/ C and any Other certificate) :

Child of farmers who committed suicide :
University Teaching Employee :

Scoutes and Guides :

Destitute Women :
University Non-Teaching Employee :

Enter Your Bank Details
Bank Name : **ANDHRA BANK**
Account Number : **123456789101010**
IFSC Code : **ANDB0001661**

Previous Education Details

Previous Education Details

10th Standard Education Details
Board Name : **Karnataka Secondary Education Examination Board**
Registration Number : **123456**
Marks Card : **2200020448_10thMarkCard.pdf**

Other Pu Equivalent
PU Equivalent Course Type : **CBSE**
Registration No : **123456**
Year of Completion : **Mar2021**
Marks Card : **2200020448_12thMarkCard.pdf**

Board Name : **CBSE**
Institution Name : **CBSE**
Country of Study : **India**

Grading System : **CGPA**
Overall CGPA : **9.00**

Program Details

Program Name : **Bachelor of Arts**   University Name : **Tumkur University**

Priority Selection Details

Sl. No	University Name	College Name	Program Name	Discipline1 Name	Discipline2 Name	Priority
1	Tumkur University	Akshaya First Grade College, Lingapura, Tumkur	Bachelor of Arts	COMPUTER APPLICATION	ECONOMICS	1
2	Tumkur University	Aryabharathi First Grade College, HMG Road, Saraswathipuram, Tumkur-572105	Bachelor of Arts	HISTORY	JOURNALISM	2
3	Tumkur University	Akshaya College of Education, Tumkur	Bachelor of Arts	ENGLISH	COMPUTER APPLICATION	3

Program Details

Program Name : **Bachelor of Arts**   University Name : **Tumkur University**

Priority Selection Details

Sl. No	University Name	College Name	Program Name	Discipline1 Name	Discipline2 Name	Priority
1	Tumkur University	Akshaya First Grade College, Lingapura, Tumkur	Bachelor of Arts	COMPUTER APPLICATION	ECONOMICS	1
2	Tumkur University	Aryabharathi First Grade College, HMG Road, Saraswathipuram, Tumkur-572105	Bachelor of Arts	HISTORY	JOURNALISM	2
3	Tumkur University	Akshaya College of Education, Tumkur	Bachelor of Arts	ENGLISH	COMPUTER APPLICATION	3

☐ I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my candidature / application shall be liable to cancellation without notice.

Submit

Country of Study : **India**

Application Submitted Successfully   ×

OK
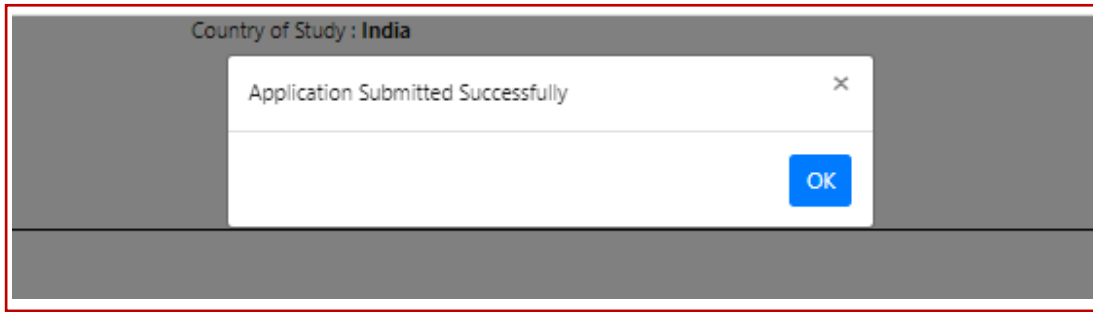
8. Candidate can view his application and check the status.

→ Admissions > Create/View Application > View Existing Application

New Application

Create New Application   View Existing Application Details

Existing Application Details:
Show 10 entries   Search:

Sl. No	Application ID	University Name	Program Level	Program Name	Submitted Date	Status	Action
1	977454	Tumkur University	UG	B.A	Jun 3 2022 6:24PM	Submitted	*View*
2	977465	Tumkur University	UG	BBA	Jun 4 2022 5:18PM	Submitted	*View*

Showing 1 to 2 of 2 entries   Previous 1 Next

Priority Selection Details:
Show 10 entries   Search:

Sl. No	College Name	Discipline 1	Discipline 2	Priority	Status	Action
1	Akshaya College of Education, Tumkur	ENGLISH	COMPUTER APPLICATION	3	Submitted	
2	Akshaya First Grade College, Lingapura, Tumkur	COMPUTER APPLICATION	ECONOMICS	1	Submitted	
3	Aryabharathi First Grade College, HMG Road, Saraswathipuram, Tumkur-572105	HISTORY	JOURNALISM	2	Submitted	

Showing 1 to 3 of 3 entries   Previous 1 Next

9. Status of the application remains **Submitted** until the College Admin verifies the document for admission. Once the verification done successfully at the college and approved by the college admin, the status changes to **Pay Fees / Upload Fee Details**. The same will be informed through email and SMS to the Student.

New Application

Create New Application   View Existing Application Details

Existing Application Details:
Show 10 entries   Search:

Sl. No	Application ID	University Name	Program Level	Program Name	Submitted Date	Status	Action
1	977454	Tumkur University	UG	B.A	Jun 3 2022 6:24PM	Submitted	*View*
2	977465	Tumkur University	UG	BBA	Jun 4 2022 5:18PM	Submitted	*View*

Showing 1 to 2 of 2 entries   Previous 1 Next

Priority Selection Details:
Show 10 entries   Search:

Sl. No	College Name	Discipline 1	Discipline 2	Priority	Status	Action
1	Akshaya College of Education, Tumkur	ENGLISH	COMPUTER APPLICATION	3	Document Accepted	*Pay Fees* / *Upload Fee details*
2	Akshaya First Grade College, Lingapura, Tumkur	COMPUTER APPLICATION	ECONOMICS	1	Submitted	
3	Aryabharathi First Grade College, HMG Road, Saraswathipuram, Tumkur-572105	HISTORY	JOURNALISM	2	Submitted	

Showing 1 to 3 of 3 entries   Previous 1 Next

10. If the Application is rejected at the time of document verification, status changes to **Documents Rejected** the same will be informed to student through email and SMS to the registered mobile number.

3. Pay Fees

Candidate has to click on the **Pay Fees** button to proceed for online payment and click **Pay**.

Payment options will be displayed and the Candidate has to select his mode of payment.

If the Candidate pays fees offline in the bank, he has to enter the **Fee Paid Details,** upload the scanned copy of challan and **Submit**.

Priority Selection Details:

Show 10 entries   Search:

Sl. No	College Name	Discipline 1	Discipline 2	Priority	Status	Action
1	Akshaya College of Education, Tumkur	ENGLISH	COMPUTER APPLICATION	3	Principal Approved	
2	Akshaya First Grade College, Lingapura, Tumkur	COMPUTER APPLICATION	ECONOMICS	1	Document Accepted	*Pay Fees* / *Upload Fee details*
3	Aryabharathi First Grade College, HMG Road, Saraswathipuram, Tumkur-572105	HISTORY	JOURNALISM	2	Submitted	

Showing 1 to 3 of 3 entries   Previous 1 Next

Back   **Fee Paid Details**

Total Fee Amount*:   Total Fee Amount

Challan / Receipt No*:   Challan / Receipt No

Actual Amount Paid*:   Actual Amount Paid

Payment Date*:   Payment Date

Upload Challan / Receipt*:   Choose File   No file chosen

Submit

Once the payment is done, status in the application changes to **Admission Fee Paid**.

After the approval from Principal, status changes to **Principal Approved** and the same will be informed to the Student through email and SMS to his registered mobile number.

Important Note

After Principal's Approval, Candidate will receive his **Student Registration Number (USN)** through **e-mail and SMS** along with his login credentials (username and password).

He has to login using his new credentials i.e., **Student Registration No. as Username** and **Date of Birth as Password.**

Note: By default, password will be Student's Date of Birth. After login to his account, student can change the password.
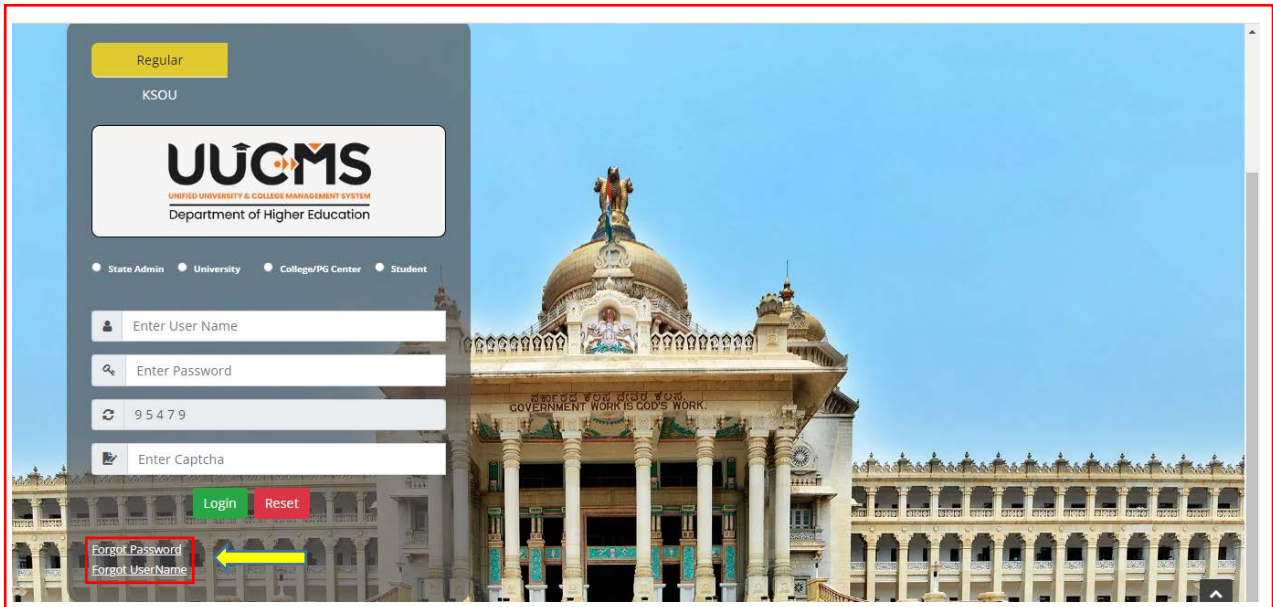
If the Student is unable to login, he has to contact the College Admin, to get his password **RESET**.
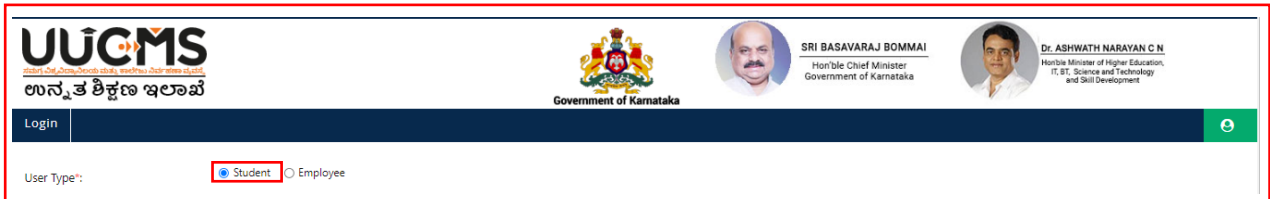
4. Forgot Username / Password

If the Student forgets his Username, to recover it, he has to follow the following steps:

→ Open the portal using URL - https://uucms.karnataka.gov.in
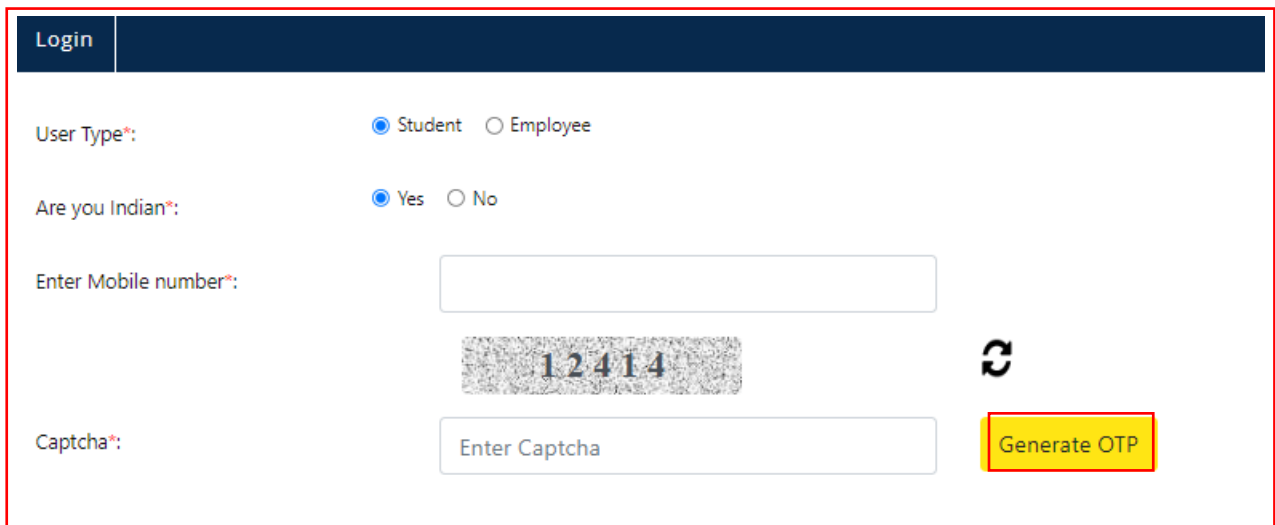
→ Click on Forgot Username / Forgot Password

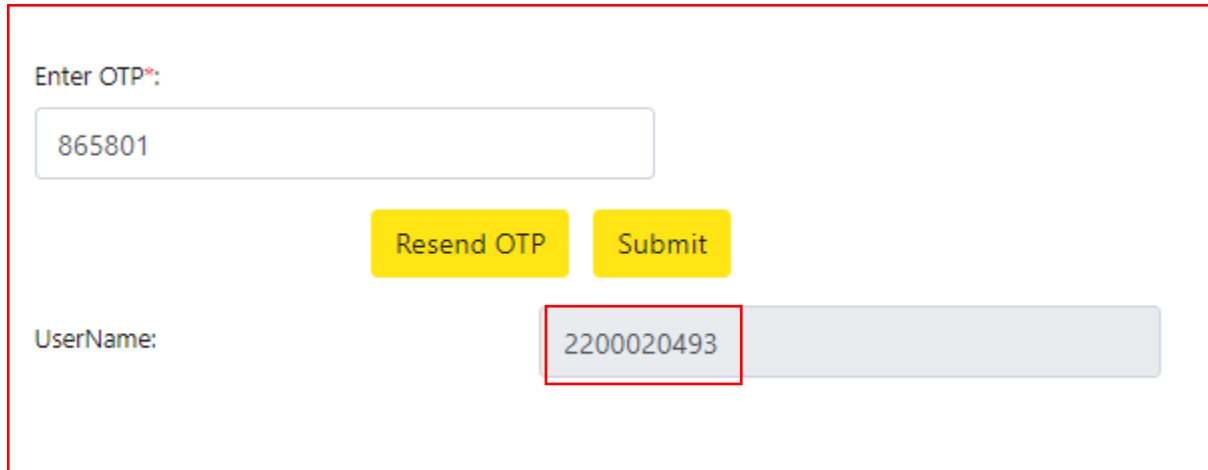→ UUCMS Home page will be displayed. There click on the radio button Student.

→ Select Yes Indian student

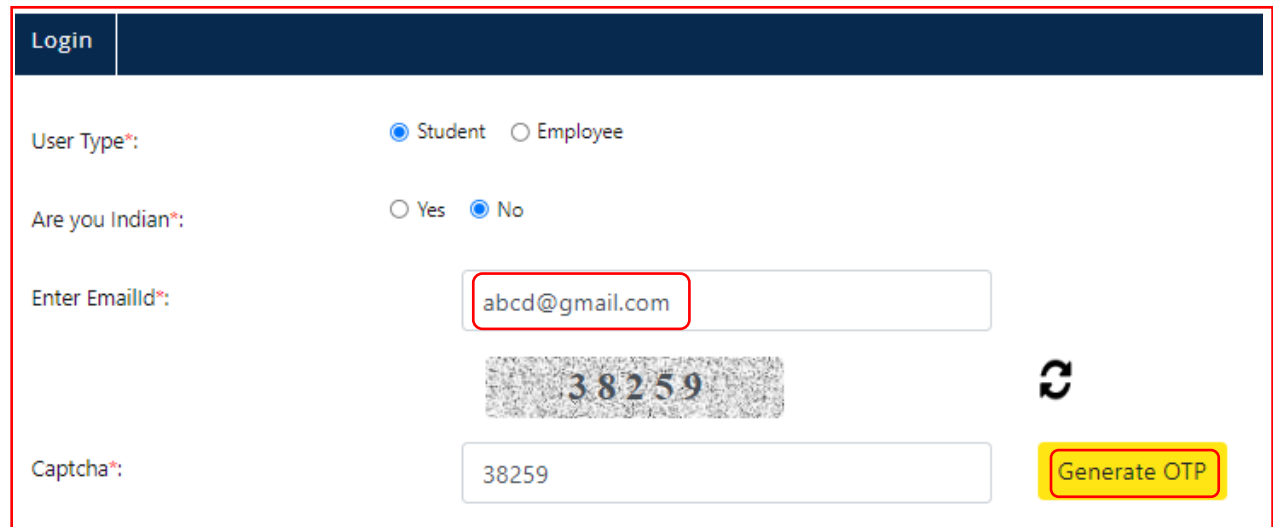→ Enter the registered mobile number and Captcha, click on **Generate OTP**.

→ Student will receive OTP on the mobile number. Enter OTP and click on **Submit**.

→ Student Username will be displayed.

Enter OTP*:

865801

Resend OTP   Submit

UserName: 2200020493

→ Select No for a Non-Indian student

Login	
User Type*:	● Student ○ Employee
Are you Indian*:	○ Yes ● No
Enter EmailId*:	abcd@gmail.com
	3 8 2 5 9
Captcha*:	38259 Generate OTP

→ Enter the registered email id and Captcha, click on **Generate OTP**.

→ Student will receive OTP on the email id. Enter OTP and click on **Submit**.

→ Student Username will be displayed.

Enter OTP*:

865801

Resend OTP   Submit

UserName: 2200020493