FREQUENTLY ASKED QUESTIONS

Ques. How can I apply for admission to the academic session 2025-26?

Ans. Any candidate who desires to seek admission to UG courses in the colleges affiliated to state universities of Punjab can click on https://admission.punjab.gov.in/ access the portal for registration and login to fill the admission form.

Ques. Whom do I contact if I am having technical issues with the online application system?

Ans. The candidate is advised to contact the helpline no. **1100** or respective college for any technical issue.

Ques. Can I apply to several courses at a time?

Ans. Yes, a candidate can apply for multiple courses at a time. One can choose up to five colleges and up to five courses in each college. The candidate can further select a minimum of 5 and up to as many combinations as he/she wants.

Ques. Is there any fee to fill the UG/PG application form?

Ans. Yes, there is a onetime non-refundable registration fee of Rs 200 which a candidate has to pay at the time of form submission.

Ques. What are the documents required?

Ans. The scanned copies of the following original documents should be ready with the candidate:
1. Latest Passport Size photograph.
2. Signature on white paper.
3. Class X Detailed Marks Certificate (for boards other than CBSE and Punjab School Education Board).
4. Class XII Detailed Marks Certificate (for boards other than CBSE and Punjab School Education Board.
5. Undergraduate Course Final Year Detailed Marks Certificate if applicable.
6. Migration Certificate.
7. Caste/Category Certificate (if applicable).
8. BPL Certificate (if applicable).
9. Weightage Certificate (If applicable, such as NCC, NSS, Rural area).
10. Domicile / Bonafide Resident Certificate (if applicable).
11. Gap Year Affidavit (if applicable).

12.   Front Page of Bank Account Passbook mentioning the bank details of the candidate (For scholarship seeking candidates).

Ques. Are students from outside Punjab eligible to register?

Ans. Yes, students from outside Punjab are also eligible to apply for admission in UG classes/courses in College affiliated with State Universities.

Ques. How many seats are reserved for outside students?

Ans. Outside students can apply in the General category. Seats are as per the applicable State reservation policy for admissions.

Ques. Are Non-Indian students allowed?

Ans. Yes they are allowed. They can fill the application under Foreign or NRI category.

Ques: If a candidate applies in any reserved category, which category shall be considered first?

Ans. A candidate who applies in any reserved category will be considered first in the general category in merit. In case he is not selected in the general category, he will be considered for the reserved category for which he has applied.

Ques. What if the student fails to register before the deadline?

Ans. A student may register / apply for online admission on the portal within the timeframe as per the University schedule before the release of the merit list. However if a student fails to register within the prescribed time, he/she won't be able to participate in the merit list. Such candidates can participate in open counselling later.

Ques. I have made an error in my application. Whom should I contact to get it changed?

Ans. In case of any mistake in the Application form, it can be edited using OTP based provision before the merit list by the student himself.

Ques. I have registered with the wrong passing year or wrong board/university Name or wrong applicant name or with wrong Board/University Roll No. by mistake. What should I do?

Ans: These 4 parameters are non-editable and cannot be rectified. Hence students must fill them very carefully. In case if the above details are

filled in incorrectly by mistake. Applicants may contact the Helpline and get the registration cancelled. Student can register fresh upon cancellation.

Ques. What to do if any document is rejected / gets objected during verification?

Ans. If an objection is raised by the college due to some reasons during online verification, the applicant will receive an SMS/call to remove/ re-upload the correct document on the application form within 48 hours of receiving the SMS. No physical presence of the applicant shall be required to revise the document.

Ques. What is the basis for an admission decision?

Ans. The scanned copies of the original documents submitted by the candidates will be verified first and then merit lists will be generated. Admissions will be purely based on merit.

Ques. How long will it take to fill the application form?

Ans. The candidate should plan on spending approximately 15 minutes to finish and review the form. He must have the scanned copies of all the required documents available to him at the time of form filling.

Ques. Is the whole admission process online?

Ans. Yes. Due to the COVID-19 pandemic, the complete admission process will be conducted online.

Ques. Do I need to submit my documents/mark sheets physically?

Ans. No, Only the scanned copies of the documents will be uploaded along with the admission form. Physical presence of candidate is not required during whole admission process.

Ques. My result has been declared, but I do not have my mark sheet. What document should I upload?

Ans. At the time of filling the form, the candidate can upload the online result declared by the concerned board.

Ques. My school used CGPA scale. How do I fill in the CGPA section in the online application?

Ans. While filling the online form, the candidate will have to check the box of CGPA in the Academics details tab. The candidate needs to convert the CGPA into the percentage as per their board norms.

Ques. How can I check the status of my application?

Ans. Once you successfully register yourself on the online portal, you will be allotted a registration number. You can check your application status by logging in with the registration ID and password.

Ques. Can I migrate from one college/university to the other?

Ans. Students may contact the concerned College/University post admission for this.

Ques. What is the migration process?

Ans. Please refer to the prospectus of the concerned university/college for the migration process.

Ques. Do I have to submit the photocopies of my original documents to the college where I get admission?

Ans. No, as the whole admission process is online for the current session, the candidate just has to upload the scanned copies of the original documents. No physical submission of documents at college is required.

Ques. Can I edit my application form after I submit it?

Ans. Yes, an applicant can edit the application till the time merit is not out using the OTP based unlock provision.

Ques. I have submitted my application. When can I expect to obtain an admission?

Ans. After the online form registration process is complete, the document verification process will be done post which the First Merit list and thereafter students need to pay the admission fee to confirm their seat in the college.

Ques. How does the waiting process work?

Ans. After the First Merit list, if seats are still vacant, late admission will be allowed through online open counseling on merit basis with a late fee.

Ques. Is it important to have a reservation category proof in the name of a candidate?

Ans: Yes, if the candidate is applying under any reserved category then, he/she must upload the scanned copy of the documentary proof.

Ques. During the online payment, the amount has been deducted from my account but the status is still showing 'pending' on the UG admission portal.

Ans: Sometimes, it takes time for the payment status to be clear. Applicants are advised to wait for 48 hours if the payment status is still showing pending. Candidates are advised to contact the concerned bank and escalate the matter.

Ques. Do I need to upload the residence certificate if I am from Punjab state and belong to the General category?

Ans: If you are from Punjab and belong to the General category then its optional to upload a Residence certificate.

Ques. Do I need to upload the residence certificate if I am from a state other than Punjab and belong to any category?

Ans: Applicants from other states need not to upload residence certificate.

Ques: System shows your number is already registered, what to do?

Ans : You need to check your email provided at the time of registration for your user id and password. or you need to try login using the OTP feature.

Ques: I have wrongly selected my category, Can I edit my categories?

Ans: Yes, Applicant can edit and select the correct category by logging into the account using the OTP based edit provision.